

HOW TO ENROL AND BOOK YOUR CHILD IN TO CHILD CARE

ENROLLING YOUR CHILD

STEP 1

Visit www.ehlc.ymca.org.au
Select Child Care
Select Online Enrolment



STEP 2

Register with My Family Lounge
(Only for families new to using My Family Lounge)

STEP 3

Sign in to My Family Lounge Website
Use your current sign in username and password if already registered

STEP 4

Start Enrolment
Select the Child Care service/s you wish to enrol your child in
Complete enrolment form
Upload Immunisation History Statement
Upload any relevant Medical Action Plans
Submit

STEP 5

Select Casual Booking
Choose session and date required
Create Booking

MAKING A BOOKING

Bookings and cancellations may be made up to 7 days in advance and up to 9.00pm on the day prior to requiring care, using:

Add Casual booking (as above)

Or

My Family Lounge App (below)

STEP 1

Simply download the 'My Family Lounge App' from Google Play or your App Store.

STEP 2

Click on the My Family Lounge app icon on your phone and enter your email address and password.



Your My Family Lounge log in details will travel with you for life as you move childcare services that use the My Family Lounge portal and app. You are able to log in anywhere, anytime as long as you have access to the internet. Through the My Family Lounge portal you may update or change your child's enrolment information at any time and upload current Immunisation History Statements.