



Active OOSH ENROLMENT PROCESS

HOW DO I ENROL MY CHILD IN ACTIVE OOSH?

1. VISIT OUR WEBSITE & CLICK ON ENROL NOW

Sign in* or register** for free at www.activeoosh.com.au to complete an enrolment form.



2. RECEIVE CONFIRMATION

You will be contacted once we have received your enrolment form.



3. CONFIRM BOOKING

Confirm your booking type and which days/sessions you require.



4. CONFIRM ENROLMENT WITH CENTRELINK

Log in to your MyGov account or Centrelink App and confirm your child's enrolment (it should be showing as a task for you to complete).



5. CHILD ATTENDS ACTIVE OOSH

On their first day an educator will work with your child to ensure their transition to OOSH runs as smoothly as possible.



WHAT INFORMATION DO I NEED TO COMPLETE THE ENROLMENT FORM?

CENTRELINK CRN

You will need to provide both your own Centrelink CRN as well as your child's Centrelink CRN to ensure you receive any Child Care Subsidy (CCS) that your child may be entitled to. Please ensure you enter the correct CRN in the correct section, ie. when entering parent details also enter your own CRN, in the child details section enter the child's CRN. Any applicable CCS will be added to your account so that you are only required to pay the gap.

CONTACT DETAILS

Contact details of any person you wish to list as a contact for your child which can include parents, guardians, grandparents, other family members or friends. You will have an option to select what kind of authorities each contact has (for pick up, medical etc.).

MEDICAL DETAILS

Contact details of your preferred Doctor and/or dentist, details of any ambulance cover if you have it, the name of any health funds applicable to the child and the child's medicare number.

DOCUMENTS REQUIRED

You will be required to upload the following documents for your child:

- Immunisation History Statement from Medicare OR exemption certificate.
- Any Medical Management Plan, Anaphylaxis Medical Management Plan or Risk Minimisation Plan applicable to the child.
- Any Court / Parenting Orders or Parenting Plans applicable to the child.

**If you are new to Active OOSH, you will need to register for an account with My Family Lounge. Once you register, login details will be emailed to you and you will be able to set up an account. Once you are logged in please select the second option, as shown below, for both casual and permanent bookings, there is no need to create a waitlist booking.

Please select one of the following 3 options to move forward:

I would like to place my child/ren on the waiting list.

I only want to register ^{or permanent!} for casual booking at this time.

I would like to finish registration without saving information which I just entered.

You will then be able to begin the enrolment form using the "Start Enrolment" button next to your child's name. You also have the option to "Add Child" to complete an enrolment form for any additional children.

NOTE: In the immunisation section of the enrolment form you will NOT need to provide the dates for each immunisation received, each box will give you a drop down menu with the options "Yes, No, or N/A". If you upload a copy of your child's immunisation record there is no need to fill in this table.

*If you already have a child enrolled with us, just sign into your existing My Family Lounge account and click on the "Add Child" button to submit a new enrolment.

CHILD									
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information		
	Active		-		Edit	X			
							<input type="button" value="Start Enrolment"/>		