BLACKWOOD PRIMARY SCHOOL OSHC

ENROLMENT AND BOOKING PROCEDURES

ENROLMENT PROCEDURE

Step 1: Visit the 'Blackwood OSHC' website and **Register** your details on the 'My Family Lounge' portal. Our website can be found at http://blackwoodps.sa.edu.au/oshc.html

Step 2: After registration, you will receive an email from Qikkids. This email will include a link which will take you to the 'Qikkids Enhanced' website where you will be able to enter your child/ren's enrolment details, as well as upload your payment information.

Step 3: Once you have correctly entered and submitted your child's enrolment, you will be able to begin making your bookings.

PERMANENT BOOKINGS

Step 1: Permanent bookings are made on the 'Qikkids Enhanced' website under the tab 'Booking Requests.' To make a booking request, click on 'New Request.'

Step 2: Once you have opened a 'New Request,' you will be able to enter which type of care you require (e.g., Before School Care). Please note: Monday after school sessions fall under their own session type.

Step 3: Once you have submitted your request, we will receive a notification. We will then approve/decline the request. You will then receive this offer from us, which you will then need to **accept or decline/change** and then click **submit** again to confirm.

CASUAL BOOKINGS

Step 1: Download the 'My Family Lounge' application on your smartphone or device.

Step 2: Use your registration details to log in to the application.

Step 3: Select the day and session you require or if you are making a cancellation, click the day and session you wish to cancel.

Please note:

- All vacation care bookings should be via the 'My Family Lounge' application. Bookings made via the 'Qikkids Enhanced' website are invalid.

- If you wish to cancel all your permanent bookings, you will be required to notify the service.

- If you require assistance booking via the mobile phone app please talk to an OSHC staff member, or alternatively email dl.0565.oshc@schools.sa.edu.au for assistance.

My Family Lounge download link & information can be found here:

https://www.qikkids.com.au/My-Family-Lounge/home

Frequently asked questions concerning My Family Lounge booking app are answered here:

http://www.myfamilylounge.com.au/My-Family-Lounge/faqs