



ENROL TODAY

First up. Let's register

1

Visit My Family Lounge

[CLICK HERE](#)



2

Select Register

3

**Type in your full name and email address.
Select "Register"**

4

Your account has now been created. An email will be sent to your inbox to complete the registration

5

Open email and click on "Complete Registration"

6

Create a new password and click "Complete Registration"



Now it's time to enrol

1

Select "Sign in"

2

Sign in using the email address and password you just created

3

Next, enter your details. At this point you can add another carer or select "Save and Next"

4

Now it's time to add your child details. At this point you can also add another child or select "Save"

5

Next, click "Start Enrolment".

At the very top on the form is a plus sign. Click on this and select the service you would like your child to attend

Once complete, click "Submit"

Once you have added these details you will be taken to your dashboard. Select "Start Enrolment":

Complete the form ensuring you upload all mandatory documentation and complete all mandatory fields

Let us know the days you require

1

Select "New Request"

2

Enter your request and click "Save"

3

You will receive an email confirming the status of your booking request within 5 working days

The screenshot displays the 'myFAMILY' web application interface. At the top, it shows the user is logged in as 'SMITH, Sara' for 'Cubbyhouse Childcare Austr'. The main content area is titled 'Enrollment Management' and shows details for the family 'SMITH, Sara'. It includes sections for 'CONTACTS', 'CHILD', 'CASUAL BOOKINGS', 'OFFER', and 'BOOKING REQUESTS'. Below this, there is a section for 'ADD WAITLIST DETAILS' with steps to select service type, specify days, and enter comments. At the bottom, a 'BOOKING REQUESTS' table is visible, showing columns for child name, start date, application date, sibling care type, service, days less, and a status indicator with a legend for Requested, Not Requested, Not Requested But Flexible, Change to Existing Booking, and Invald.

