



How to Link your child to
Beresford Road Activity Centre
Or
Toongabbie West Activity Centre
for Vacation Care

If you have never attended Beresford Road Activity Centre or Toongabbie West Activity Centre or you can't see the Vacation Care rolls for your preferred service when you go to book your child into holiday care, it is because you are not linked to the service.

To link your child to either service you must follow the steps outlined below.

Step One

Log into your My Family Lounge account on your desktop computer.

Step Two

In the Child Section click on the "View Enrolment" button

CHILD								Add Child	
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information		
[REDACTED]	Active	[REDACTED]	-	[REDACTED]	Edit	-	View Enrolment	Print	

Step Three

At the very top of the enrolment form you will see a box like the one below. This lists all the services that your account is linked to – You can be linked to multiple services at a time.

If you do not see your preferred service listed you need to add it.

To do this you need to click on the Green cross next to the box here.

Services to enrol: Beresford Road Activity Centre



Step Four

SELECT SERVICE

Please specify search criteria(s) and click on search button *
You can select more than one service...

Service name containing Suburb or postcode Distance Km

- Beresford Road Activity Centre
74 Beresford Road
Greystanes New South Wales 2145
- Girraween Activity Centre
216 Targo Road
Girraween New South Wales 2145
- Greystanes Activity Centre
198 Old Prospect Road
Greystanes New South Wales 2145
- Toongabbie West Activity Centre
83 Ballendella Road
Toongabbie New South Wales 2146

Select your preferred service from the left-hand side column.

If it is not there you can do a postcode search and it should come up.

- 2145 for Beresford Road
- 2146 for Toongabbie West

Once you have selected the service you want hit Save

You will be taken back to your enrolment form

Step Five

Main Contacts
Additional Contacts
Medical Contacts
Child Information
Immunisations
Other General Questions
CCS Enrolment Agreement

Child Care Subsidy (CCS) Enrolment Agreement

As a part of your enrolment at our service we require you to confirm acceptance of the following items in order to be eligible to receive Government funding if available. Acceptance of these items as well as some of the other information in the enrolment form can be used as a Complying Written Arrangement. Please read these items and confirm via the checkbox your acceptance of these items:

- I confirm that my details in this enrolment form as well as the details of the child I am enrolling are correct
- I confirm I have agreed to days of care with this service/s and understand the start and end times of the care provided
- I confirm that care may be provided on a casual or flexible basis where available at my service(s) at my request
- I confirm I understand the usual fees associated with the care of my child which may vary from time to time

Please check here to indicate that you have read and confirmed the CCS Enrolment Agreement with the service(s).

Service Terms and Conditions

Girraween Activity Centre
 I have read and understood the Terms and Conditions specified by this service. *

You need to then scroll to the very bottom of your enrolment form and tick the CCS Enrolment agreement and service terms and conditions.

There could be more than one T&C to tick.

Then hit "SAVE" and then the "SUBMIT" Button

If you get a notice at the top of the page (in a red box) then you need to complete what it is asking and hit save and submit again.

It will look similar to the one below:

- Please complete the fields that are marked mandatory
- You must accept the Terms and Conditions for all selected services.

How do I know it has been done correctly?

When everything has been done correctly you will have a "Success" message flash on the screen for a moment.

When you see the "Success" Message you can then proceed to submit your days you require for Vacation Care.