

2 September 2019

GOSHC Registration and Enrolment Process

Dear Parents and Carers,

Information regarding registration and enrolment for Term 4 outside school hours care was emailed to families last week. Please note the following key points, which will assist you with this process.

STEP 1 – Complete registration online

1. We require a new enrolment form to be completed by all families, even if you are currently enrolled with the YMCA. GOSHC is a new childcare service that is not affiliated with the YMCA and therefore, private and confidential family information cannot be shared.
2. To complete an enrolment form for the new GOSHC, you must go to:
<https://gumdaless.eq.edu.au/Facilities/Outofschoolhourscare/Pages/Outofschoolhourscare.aspx>
3. You must access the enrolment by clicking on sign-in or register on the My Family Lounge pop up box on the school page.
4. If you had an account and password set up with the YMCA then you will need to click on “sign in” on the My Family Lounge pop up box and if you are a new family you will need to click on “register”.
5. Enrolments must be completed on a desktop browser. The enrolment form will not display properly on the app or a mobile phone browser.
6. All fields must be complete to lodge the form. If your form will not let you submit and states “please ensure mandatory fields completed”, then you must check your form to see which field has not been completed or which box has been missed.
7. When completing the phone number details please ensure that you do not include any spaces as the form will recognise this and will prompt you to check that the number contains 10 digits.
8. **Submitting your enrollment is a 3 step process:**
 - a) Once your enrolment details are complete and a permanent booking request has been submitted you will see it as “waitlist”. Please note: this is an auto-generated response from the system, not a wait list. The system recognises current YMCA families.
 - b) Once the booking request is received, GOSHC will make you an offer.
 - c) When you receive GOSHC’s offer, you will need to accept the offer.

Please note: Casual bookings cannot be made via the My Family Lounge App without first completing and submitting an enrolment form via the Gumdale State School website here:

<https://gumdaless.eq.edu.au/Facilities/Outofschoolhourscare/Pages/Outofschoolhourscare.aspx>



Gumdale Outside School Hours Care

677 New Cleveland Road
P.O. Box 6, Gumdale QLD 4154
goshc@gumdalesspc.org.au



Step 2 – Print and gather your documents

Once you have completed the enrolment process online, print a copy of your enrolment form. If you did not supply your child's immunisation history statement on the electronic enrolment, please print a copy of those as well. This is to ensure subsidies are applied.

Step 3 – Return Forms to the GOSHC Coordinator

Please return the completed enrolment form and immunisation record to the GOSHC team. You will be asked to sign the back page of the forms. If a second guardian is listed, please ensure they sign the form before you attend. Medical action plans must also be supplied along with any other medical or health information. There may be additional paperwork to fill out on these days.

Form Drop Off Times

Please drop off forms to our team at the A Block Meeting Room (upstairs near the school uniform shop at the front of the school) during the following times, or on the first day of service 24 September, 2019

Monday 9 September	8:30am- 9:30am 2:30pm- 4pm
Wednesday 11 September	8:30am- 9:30am 2:30pm- 4pm
Monday 16 September	8:30am- 9:30am 2:30pm- 4pm

We thank you for your continued support. If you require assistance, please contact our team on [***goshc@gumdalesspc.org.au***](mailto:goshc@gumdalesspc.org.au).

Kind regards,

Dennis Shanahan
GOSHC Coordinator