



How to Enrol online

So you want to send your child to YMCA Bacchusmarsh Before and After school care or School Holiday Program.

Please go to our portal "My Family Lounge" to register your family.

Step 1: https://ballarat.ymca.org.au/who_we_are/Pages/Ballarat-YMCA.aspx

Click What We Do and follow the link to Children's Services

Step 2: Click – Bacchus Marsh Grammar – enrolments and Bookings.

All families new to the service (Before/After School Care and Holiday Program), are required to enrol first.

Register - complete your "My Family Lounge" account. You will then receive an email with the link to complete your enrolment.

Step 3: Add contact – Enter the primary contact, this is the person registered for Childcare Subsidy and who is responsible for the account. Also add secondary and emergency contacts.

Step 4: Add Child/ren- Add each child who will be attending the center individually. Please remember to add the center you want to attend on the top right hand corner of the form. You can also specify what your additional contacts are authorised to do e.g. pickup/drop off, medical treatment or excursion permission. In this area you can also provide medical information relating to your child such as allergies or dietary requirements and upload any action plans required. This area will also allow you to upload your child's immunisation records.

Step 5: Billing Information- Care cannot commence until a payment method has been established. Enter your billing details by clicking on the tab on the top right hand of the screen.

Step 6: Declarations and Consent- Agree to the terms and conditions of the YMCA. The Family Handbook can be found on our website, simply follow the link to Bacchus Marsh Grammar – enrolments and Bookings. Scroll down page to FamilyInformation.

Step 7: Submit- Submit your details, any information still needing attention will be highlighted in red. Please note: phone number should not have spaces and area codes must be included (03)

Final Step:

Request a booking:

Recurring booking Request- New Request: for permanent bookings select your days etc. Once your center has an available position you will be emailed an offer. Once you accept the offer your child will be on the roll.

Casual Bookings- Add casual booking: For casual bookings such as school holiday program or BSC and ASC casual. Once you select you are able to make casual bookings. Hovering over the selected SHP will give you additional information. Normal cancellation policy applies to casual bookings.