

How to Make Changes to Your Child's Enrolment Details



Narnia
Early Learning
FOR THE WHOLE OF LIFE

Narnia relies on families to keep their children's enrolment documents to date. This means that Narnia can make sure you can access any Centrelink subsidies you may be eligible for, so that we can contact the right people when necessary and to keep your child/ren safe by knowing who can collect your child from the Service.

To make changes to your child/ren's enrolment documents, you must sign into your My Family Lounge online account (not the app).

1. Sign in to your account online [HERE](#)
2. Navigate to **CHILD**
3. Select **VIEW ENROLMENT**

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
[REDACTED]	Active	[REDACTED]	-	11Y 2M	Edit	-	View Enrolment Print

Find the enrolment details you wish to update in the menu on the left (see below for some specific updates)

1. [Add a new authorised contact](#)
2. [Update your child's medical information](#)
3. [Sign an online enrolment form](#)
4. [Update or add your child's CRN](#)
5. [Update or add Main Contact CRN](#)
6. [Update Main or Secondary Address or phone numbers](#)

After you have made your update;

Select **SUBMIT** (if you do not submit the update the enrolment database will not be updated and the service will not be notified of the change)

The Service will be notified of any changes by email once you have submitted the updated enrolment form.

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In addition to updating your child/s enrolment documents online, please also contact the Service directly by phone (0249606685 or 02 40628065) or email (narnia.admin@spcc.nsw.edu.au) -

- **If you are adding a new contact or updating an existing contacts authorisations for your child** to advise of any changes to drop off or pick up routines (even if for a one off change)
- **If your family situation has changed** – understanding the family situation helps the Service and administration staff better support and assist you.

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1. Add a New authorized Contact to your Child's Enrolment documents

1. Sign in to your account online [HERE](#) and select View Enrolment
2. Select **ADDITIONAL CONTACTS**

SERVICES TO ENROL: SPCC Saints Admin

- Main Contacts
- Additional Contacts**
- Medical Contacts
- Child Information
- Immunisations
- Other General Questions
- CCS Enrolment Agreement
- Family Direct Debit
- Signatures

Save&Close Cancel

Save Print

Submit

3. Select **ADD CONTACT**

Additional Contacts

Please enter additional contacts for this child's enrolment. This may include emergency contacts when you are not available to be contacted or authorised nominees who may drop off or pick up this child.

Add Contact

4. Complete the required fields (Name, Relationship to child, mobile number (this will be the user name to sign in to the iPad) and address.

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5. Select the authorisations applicable. If you want this person to be able to collect your child, you must select "Collection".

Additional Contacts

Add Contact

Please enter additional contacts for this child's enrolment. This may include emergency contacts when you are not available to be contacted or authorised nominees who may drop off or pick up this child.

Contact -

Given Name

Last Name

Relation to child

Select

Email address

Phone numbers : You must provide at least 1 contact phone number

Mobile number

Home number

Work number

Building

Street Address

Suburb

State

Post Code

Authorisation

Collection

Emergency

Excursion

Medical

Transport

Additional Authorisations

Authorised to authorise an educator to take my child outside the Academy premises

Yes

No

Authorise to authorise Academy staff to transport my child or arrange transportation of my child

Yes

No

6. **SUBMIT**

2. Update Medical Information

1. Sign in to your account online [HERE](#) and select View Enrolment
2. Select **CHILD INFORMATION**
3. Navigate to **Health Conditions/Illnesses/Allergies**
4. Update the selection

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Health Conditions/Illnesses/Allergies

If any of the following illnesses/conditions/allergies are applicable to your child please indicate by selecting the check box and providing a brief description of the details below. Saints Academy uses this information to support your child during their time at Saints Academy. For further information please refer to our policy "Dealing with Medical Conditions"

Asthma *	☐ Yes ☒ No
Epilepsy/Seizures *	☐ Yes ☒ No
Down Syndrome *	☐ Yes ☒ No
Diabetes *	☐ Yes ☒ No
Socio/Emotional Disorder *	☐ Yes ☒ No
Allergies/Anaphylaxis *	☐ Yes ☒ No
Hearing Disability *	☐ Yes ☒ No
Visual Disability *	☐ Yes ☒ No
Autism Spectrum Disorder *	☐ Yes ☒ No
A.D.D or A.D.H.D *	☐ Yes ☒ No
Cognitive Disability *	☐ Yes ☒ No
Behavioural Disorder *	☐ Yes ☒ No
Physical Restriction *	☐ Yes ☒ No
Other (please see note below) *	☐ Yes ☒ No

Other - if checked above

Brief Description of details if you have checked an illness/condition/allergy above

Nothing

7. To Upload an Action Plan (e.g Asthma Plan)
8. Go to **Medical Condition and Dietary Restriction**
9. Update answer

Medical Condition & Dietary Restriction

Type	Problem	Severity	Treatment
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Does your child have any medical management plan, anaphylaxis medical management plan or risk minimisation plan with respect to the child's healthcare need, medical condition or allergy? *

☐ Yes ☒ No

Upload Action Plan

Does your child have a diagnosed disability? * ☐ Yes ☒ No

10. Upload Action Plan (PDF file saved on your device)
11. **SUBMIT**

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3. Sign Online Enrolment Form

1. Sign in to your account online [HERE](#) and select View Enrolment
2. Select **SIGNATURES**

Main Contacts

Additional Contacts

Medical Contacts

Child Information

Immunisations

Other General Questions

CCS Enrolment Agreement

Family Direct Debit

Signatures

Save&Close Cancel

Save Print

Submit

3. Select **CREATE**

Signatures

Guardian 1

Signature

Name

Date

Create **Remove**

Guardian 2

Signature

Name

Date

Create **Remove**

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ENTER SIGNATURE

Signature*

Name*

Date

4. Sign where indicated (use mouse if device not touch screen)
5. Complete **Name** (date will autofill to be the date you are signing)
6. Select **ACCEPT**
7. **SUBMIT**

4. Update or add Child's CRN

1. Sign in to your account online [HERE](#) and select View Enrolment
2. Select **CHILD INFORMATION**

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Main Contacts

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Save&Close Cancel

Save Print

Submit

3. Update the questions **"Does your child have a CRN"** and **update or add in the CRN** where indicated.

Does your Child have a CRN ?   ☒ Yes ☐ No

CRN and Date of birth are required to receive any government funds

Please note, your child's CRN is different to the Parent's CRN.

4. **SUBMIT**

5. Update or add Primary Guardian CRN

1. Sign in to your account online [HERE](#) and select View Enrolment
2. Select **MAIN CONTACT**

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Main Contacts

Additional Contacts

Medical Contacts

Child Information

Immunisations

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Save&Close Cancel

Save Print

Submit

3. Scroll down to the CRN questions and update to YES, then put in your CRN.

Do you have a CRN ? ☒ Yes ☐ No

CRN and Date of birth are required to receive any government funds

4. **SUBMIT**

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6. Update Primary and/or Secondary Guardian details

1. Sign in to your account online [HERE](#) and select View Enrolment
2. Select **MAIN CONTACT**

Main Contacts

Additional Contacts

Medical Contacts

Child Information

Immunisations

Other General Questions

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Signatures

Save&Close Cancel

Save Print

Submit

3. Update fields that require changing – you can do both at the same time.
4. Select **SUBMIT**

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Secondary Parent/Guardian

Given Name *

Last Name *

Relation to child *

Email address *

You must provide at least 1 contact phone number *

Mobile number

Home number

Work number

Building

Street Address *

Suburb *

State *

Post Code *

Date of Birth 

Authorisation

Collection 	☐	Emergency 	☐
Excursion 	☐	Medical 	☐
Transport 	☐		

Are you a permanent staff member at SPCC * ☐ Yes ☐ No

If yes, at which SPCC Campus are you located?

Are you working, studying or volunteering? * ☐ Yes ☐ No

What is your ethnic background? *

Do you have any skills that you would like to contribute to the centre program? Please ask for the volunteer policy.