


my FAMILY[®] Lounge FANTASTIC NEWS

We are very excited to inform you that our service has subscribed to an online booking and waitlist management program called QK Enrol. This program will most importantly give you access to make bookings and complete an online enrolment form for your child, all within a parent portal called My Family Lounge.



If we offer casual bookings at our service, you will be able to book casual days for your child

You can request changes to days your child is booked in for

Easily provide detailed information about your child to our service such as medical information, diet requirements, emergency contact details and more! All this information is simply added into the online enrolment form

As an existing parent at our service, you can easily manage your booking enquiries

How do I log in?

All parents will be sent a Welcome email with your My Family Lounge parent portal log in details and then you'll be able to log in and request bookings for your child. Your My Family Lounge log in details will travel with you for life as you move childcare services that are subscribed to QK Enrol. You are able to log in anywhere, anytime as long as you have access to the internet.

We are thrilled to be able to provide you with an easier and more efficient way of managing your child's bookings at our service.

When you first log in you should see this screen. Complete your details and **add another contact**, or select **save and next**.

Step 2. EDIT CONTACT

Special Contact: Primary Contact Relation: Select

First Name: Test Last Name: Test

Email: [Redacted] Confirm Email: [Redacted]

You must provide at least 1 contact phone number

Mobile No: Home No: Building: Suburb: State: Postcode: CRN: DOB: [Redacted]

Would you like a user set up for this contact? Yes No

ADD ANOTHER CONTACT **SAVE & NEXT** CANCEL

Now add your child's details. Check to see if **priority access** is applicable to you.

STEP 3. ADD CHILD DETAILS **ADD ANOTHER CHILD**

Please provide us with the child's details

Tick the box if the child is unborn

First Name: Last Name: DOB: Gender: Select

IPhN: **ADD PRIORITY OF ACCESS**

Does your child have any special considerations we need to take into account for their enrolment? Yes No

Does your child have a diagnosed disability? Yes No

Additional Information:

Add authorisations

Select **make permanent booking** the screen below will then appear (add waitlist details)

Authorisations

Contact Name: Test, Test Collection: Emergency: Excursion: Medical:

Please select

I would like to request permanent bookings for my children **MAKE PERMANENT BOOKING**

I only want to register for casual booking at this time. FINISH REGISTRATION

I would like to finish registration without saving information which I just entered CANCEL

Select – Registered Care

And complete the remainder of the form indicating the **starting date** (27/1/2016 is the first day of preschool in 2016) and the days you want to enrol your child.

Please indicate in the **comments section** which room (preschool 3yo or the transition 4yo room) and if you need extended hours.

Save and finish or add another booking

STEP 4. ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

Test Junior

Step 1. Please select the service type you require: *

<input type="checkbox"/> Long Day Care/Kindergarten/Preschool	<input type="checkbox"/> Before School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care	<input checked="" type="checkbox"/> Registered Care
---	---	--	--	---

Step 2. Please select centres from the dropdown that match your service type selection. *

Walcha Preschool ▾

Selected Service(s): Walcha Preschool

Step 3. Please specify days for your child.

Preferred start date * 27-01-2016 No. of Days * 1 Will you accept less days? Y C N O

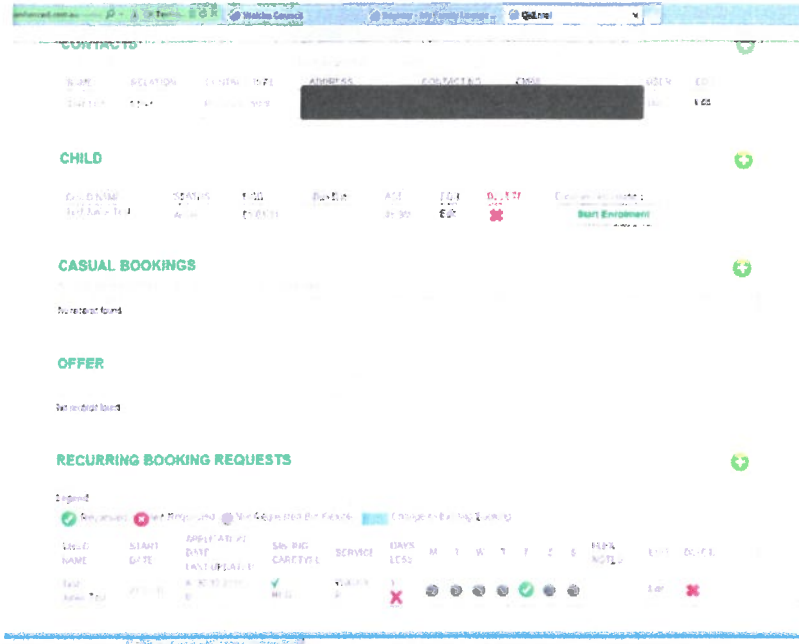
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Preferred days *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 30-10-2016

SAVE & FINISH **ADD ANOTHER BOOKING** CANCEL

You should then see this information screen (scroll down to bottom) with your booking request listed.



An email is then automatically sent the preschool to let me know that you have submitted booking request.

Log out of the system now, until you receive an offer of place email from the preschool (this could take a few days). The offer will only be open for 5 days, so make sure you log back in and accept the offer as soon as you can.

Log back in using your email address and password. The offer should display on the screen like this. Select the **view offer** button and either **accept or decline** the offer. If you accept, you will be prompted to complete the **enrolment form**.



Please complete the rest of the form as needed (fields marked with a red * are mandatory)

Asthma and Allergy **action plans** and **court orders** can be uploaded here.

Medical Condition & Dietary Restriction

Type	Title	Severity	Treatment
<p>If Anaphylactic or severe, Upload Action Plan</p>			

Does your child have any special considerations we need to take into account for their enrollment? Yes No

Does your child have a diagnosed disability? Yes No

Court / Parenting Orders

If there any Court / Parenting orders, please Upload orders

Additional Information

Please provide any information you feel the service should know about the child e.g. language, religion, additional needs etc.

Immunisation **exemptions** or **Immunisation Registers** can also be uploaded here

Immunisations

It is a requirement to obtain the immunisation status of each child

your child is not immunised, it is a requirement to provide a letter or exemption from your doctor

Upload exemption

Otherwise, please complete dates of when your child has received immunisations below.

Immunisation	0m	2m	4m	6m	12m	18m	4yr
13vPCV		NotStu	NotStu	NotStu	NotStu		
23vPPV						NotStu	NotStu
DTPa		NotStu	NotStu	NotStu		NotStu	NotStu
HepA					NotStu		
HepB	NotStu	NotStu	NotStu	NotStu	NotStu		
Hib		NotStu	NotStu	NotStu	NotStu		
Influenza				NotStu			
MenCCV					NotStu		
MMR					NotStu		NotStu
OPV/IPV		NotStu	NotStu	NotStu			NotStu
Rotavirus		NotStu	NotStu	NotStu			
VZV						NotStu	

The service needs to sight either the child's Internal Health record or the Medicare Immunisation record.

Please upload the Medicare Immunisation form below or alternatively you can bring the form to the office

Service sighting health record **Upload Medical Immunisation Form**

Please answer as many **general information** questions as you can, as these answers tell our educators about your child.

We recommend you obtain a login to Medicare where you can periodically download your child's immunisation status. www.medicareaustralia.gov.au

Main Contacts
Additional Contacts
Medical Contacts
Child Information
Immunisations
Other General Questions

Save&Close Cancel
Save Print
Submit

Other General Questions

What does your child like to do?

How does your child express their feelings?

Does your child want to be independent?

What sort of things does your child like doing that involve thinking?

What physically active things does your child do?

What sort of creative things does your child do?

How does your child interact with others?

Does your child have any special needs at preschool?

What skills may your child need enhancing to further their development?

What activities would you like us to provide for your child?

How would you like to be involved in the preschool program?

Once all questions are completed, select the **submit** button. Your child is now enrolled.

If you ever need to update contacts or any other details, including requests for more or different days, please log in to My Family Lounge. All information entered in this site, feeds through to our preschool enrolment management program.