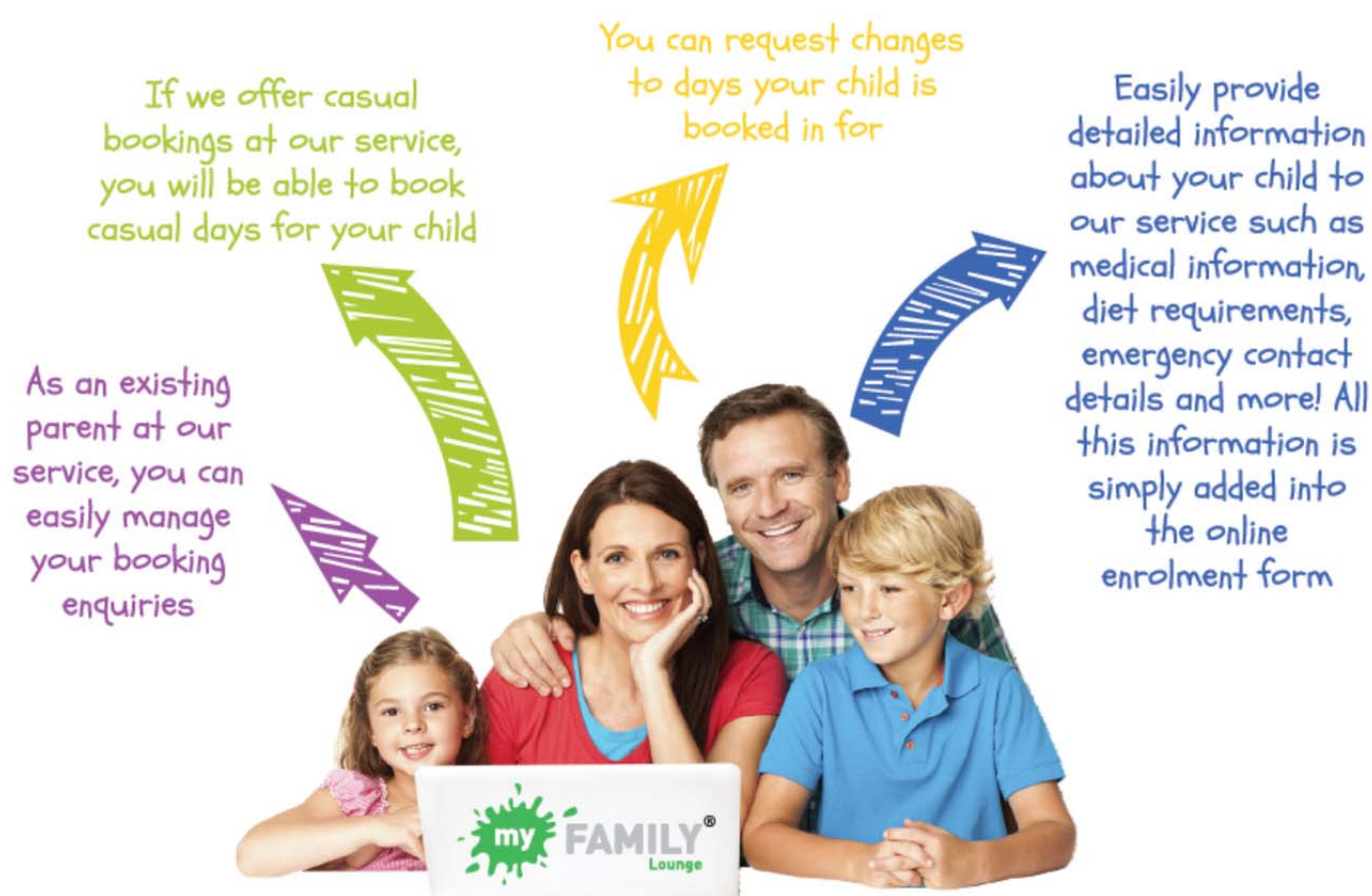


# **FANTASTIC NEWS**

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.



## **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.

Dear Families,

We are very excited to inform you that our service has subscribed to a fantastic 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.

### **What can I do in My Family Lounge?**

- Apply for new enrollments and existing parents at our service can easily manage your booking enquiries
- 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

For more information on the video please watch the videos at <http://www.myfamilylounge.com.au/My-Family-Lounge/home>

### **How do I log in?**

The following sets out the steps you will need to go through to complete your enrolment and booking request.

1. For NEW families to My Family Lounge, click on the REGISTER button on the right. You will then be taken through a registration process to create your MFL account. For families with existing accounts, just sign in.
2. Complete the online registration and waitlist form. Detailed instructions are provided on the following pages.
3. You will be contacted when a place is available that matches your requirements, with an offer of a place.
4. You will then be asked to confirm the offer of place through our online system, and then complete the remaining area of your online registration.
5. Once this is completed, your child's place is secured.
6. Contact the service if you would like to have an orientation visit before your child's first day.

[The screen shots below can assist you with registering your account:](#)

Navigate to the MyFamily Lounge icon on our website and for 1st time users select "REGISTER:



**Parent Sign-In**

Email
Password

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 (dropdown)    Relation: Select (dropdown)

First Name: Test    Last Name: Test

Email: [Redacted]    Confirm Email: [Redacted]

You must provide at least 1 contact phone number

Mobile No.: [Redacted]    Home No.: [Redacted]

Work No.: [Redacted]    Building: [Redacted]

Street Address: [Redacted]    Suburb: [Redacted]

State: [Redacted]    Postcode: [Redacted]

CRN: [Redacted]    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: [Redacted]    Last Name: [Redacted]

DOB: [Redacted]    Gender: Select (dropdown)

CRN: [Redacted]    **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: [Redacted]

## Add authorisations

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

**Authorisations**

Contact Name	Collection	Emergency	Excursion	Medical
Test, Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please select:

☐ I would like to request permanent bookings for my child/ren. **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 – Long Day Care

And complete the remainder of the form indicating the **starting date** and the days you want to enrol your child.

Please indicate in the **comments section** which 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 checked="" 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
<input type="checkbox"/> After School Care				

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

OZKIDZ

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 ☐ N ☒

	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 30-10-2015

**SAVE & FINISH** **ADD ANOTHER BOOKING** **CANCEL**

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

The screenshot shows a web application interface with several sections. The 'CONTACTS' section has a table with columns: NAME, RELATION, CONTACT TYPE, ADDRESS, CONTACT NO., EMAIL, USER, and EDIT. Below it is the 'CHILD' section with a table: CHILD NAME, STATUS, DOB, Due Date, AGE, EDIT, DELETE, and Enrolment Information. The 'CASUAL BOOKINGS' section has a note: 'Non repeating, instant booking is available for the enrolled children' and 'No records found'. The 'OFFER' section also has 'No records found'. The 'RECURRING BOOKING REQUESTS' section includes a legend with 'Requested' (green check), 'Not Requested' (red X), and 'Not Requested But Flexible' (grey circle), and a 'Change to Existing Booking' button. Below the legend is a table with columns: CHILD NAME, START DATE, APPLICATION DATE LAST UPDATED, SIBLING CARETYPE, SERVICE, DAYS LESS, M, T, W, T, F, S, S, FLEX NOTES, EDIT, and DELETE. The table shows one record for 'Test Junior Test' with a 'Requested' status and a 'Change to Existing Booking' button.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER	EDIT
Test Test	Other	Primary Contact	[REDACTED]			True	Edit

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment Information
Test Junior Test	Active	01-01-11	-	4Y 9M	Edit	✗	Start Enrolment

Non repeating, instant booking is available for the enrolled children

No records found

No records found

Legend

Requested (green check) Not Requested (red X) Not Requested But Flexible (grey circle) Change to Existing Booking

CHILD NAME	START DATE	APPLICATION DATE LAST UPDATED	SIBLING CARETYPE	SERVICE	DAYS LESS	M	T	W	T	F	S	S	FLEX NOTES	EDIT	DELETE
Test Junior Test	27-01-16	A: 30-10-2015 U: [REDACTED]	REG	Walcha P	1	✗								Edit	✗

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 service which may 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.

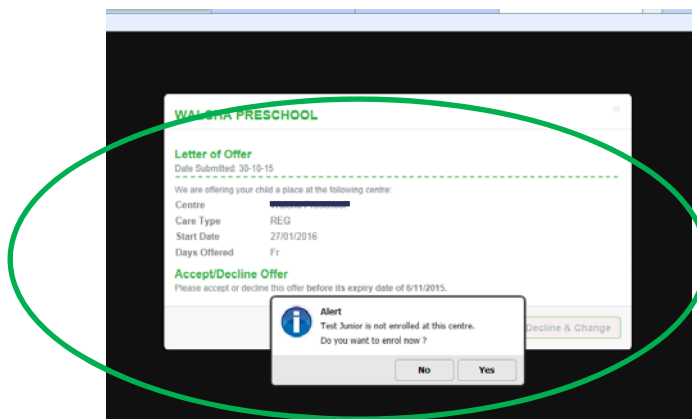
Log back in using your email address and password. The offer should display on the screen like this. Select the **view offer** button and either **accept or decline** the offer. If you accept, you will be prompted to complete the **enrolment form**.

The screenshot shows the 'OFFER' section of the web application. It includes a legend with 'Offered' (green check), 'Not Offered' (red X), and 'Change to Existing Booking' (blue square). Below the legend is a table with columns: CHILD NAME, REQ'D START DATE, STATUS, CARE TYPE, CENTRE NAME, DAYS, M, T, W, T, F, S, S, OFFER EXPIRY, and ACCEPTED DATE. The table shows one record for 'Test Junior Test' with a 'Not Offered' status and a 'View Offer' button circled in red. The 'RECURRING BOOKING REQUESTS' section below it has 'No records found'.

CHILD NAME	REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER EXPIRY	ACCEPTED DATE
Test Junior Test	27-01-16	Open	REG	Walcha Preschool	1	✗	✗	✗	✗	✗	✗	✗	06-11-15	

View Offer

No records found



Complete the enrolment for your child, adding a **secondary guardian** if applicable, and as many **additional contacts** as necessary (make sure you complete the **authorisations** for each contact)

### Enrolment Form for Test Junior Test

Services to enrol: **Walcha Preschool**

**Main Contacts**

Additional Contacts

Medical Contacts

Child Information

Immunisations

Other General Questions

Save&Close Cancel

Save Print

Submit

#### Main Contacts

(This person's details are used to claim government subsidy)

Switch Primary and Secondary Guardians

**Primary Guardian**

Given Name \* Test

Last Name \* Test

Relation to child \* Other

Email address \* [REDACTED]

You must provide at least 1 contact phone number

Mobile number

Home number

Work number 0267742500

Building

Street Address \* 2W Hamilton St

Suburb \* Walcha

State \* NSW

Post Code \* 2354

Date of Birth

**Secondary Guardian**

Given Name

Last Name

Relation to child Select

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

**Medical Contacts**

Child Information

Immunisations

Other General Questions

Save&Close Cancel

Save Print

Submit

Do you have a CRN? ☒ Yes ☐ No

I acknowledge that I have no CRN to provide in this enrolment form and as a result will not have CCB and other Govt payments to my bank account to reduce my out of pocket expenses.

Authorisation Collection ☒ Emergency ☒

Excursion ☒ Medical ☒

**Additional Contacts**

Please enter below additional contacts for this child's enrolment. This may include emergency contacts when you are not available to be contacted or additional people we need be aware of who may drop off or pick up this child.

**Medical Contacts**

**Child Information**

Given Name \* Test Junior Last Name \* Test Gender Male

Primary Language Select Secondary Language Select Date of Birth \* 1/01/2011

Cultural Background NotStated Child Primarily Lives with Select

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
If Anaphylactic or severe, <b>Upload Action Plan</b>			

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

**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

Save&Close Cancel

Save Print

Submit

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

**Immunisations**

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

If 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		NotSta	NotSta	NotSta	NotSta		
23vPPV		NotSta	NotSta	NotSta		NotSta	NotSta
DTPa		NotSta	NotSta	NotSta		NotSta	NotSta
HepA					NotSta		
HepB	NotSta	NotSta	NotSta	NotSta	NotSta		
Hib		NotSta	NotSta	NotSta	NotSta		
Influenza				NotSta			
MenCCV					NotSta		
MMR					NotSta		NotSta
OPV/IPV		NotSta	NotSta	NotSta			NotSta
Rotavirus		NotSta	NotSta	NotSta			
VZV						NotSta	

The service needs to sight either the child's National 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**

Save&Close Cancel

Save Print

Submit



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](http://www.medicareaustralia.gov.au)

**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?

Save&Close Cancel

Save Print

**Submit**

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 service enrolment management program.