

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.



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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. We will be using this program for 2016 bookings.

What can I do in My Family Lounge?

- As an existing parent at our service, you 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

I will easily be able to book casual days straight off my phone!

- By downloading the My Family Lounge App, you'll conveniently be able book casual days for your child at our service straight from your phone

How do I log in?

Soon we will be sending you 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. You are able to log in anywhere, anytime as long as you have access to the internet. You will then be able to download the My Family Lounge App from the Apple App Store and the Google Play Store to start booking casual days for your child from your phone.

For a better understanding of how My Family Lounge works, please view this [VIDEO](#), and to see how the My Family Lounge App works view this [VIDEO](#).

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 preschool on 67772117 if you would like to have an orientation visit before your child's first day.

Thank you from Walcha Preschool ☺

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. Home No. Work No. Building Street Address* Suburb* State* Postcode* CRN ⓘ DOB ⓘ

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

Please provide us with the child's details. **ADD ANOTHER CHILD**

Tick the box if the child is unborn

First Name Last Name DOB ⓘ Gender: Select (dropdown)

CRN ⓘ **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	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.

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

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

MAKE PERMANENT BOOKING

FINISH REGISTRATION

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"/> After School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care	<input checked="" type="checkbox"/> Registered Care
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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 N O

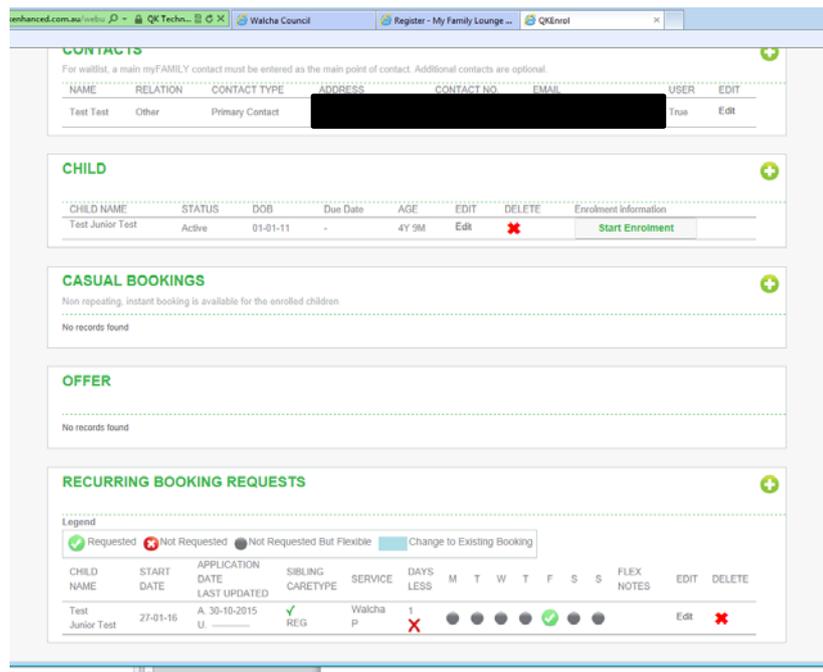
Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 30-10-2015

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

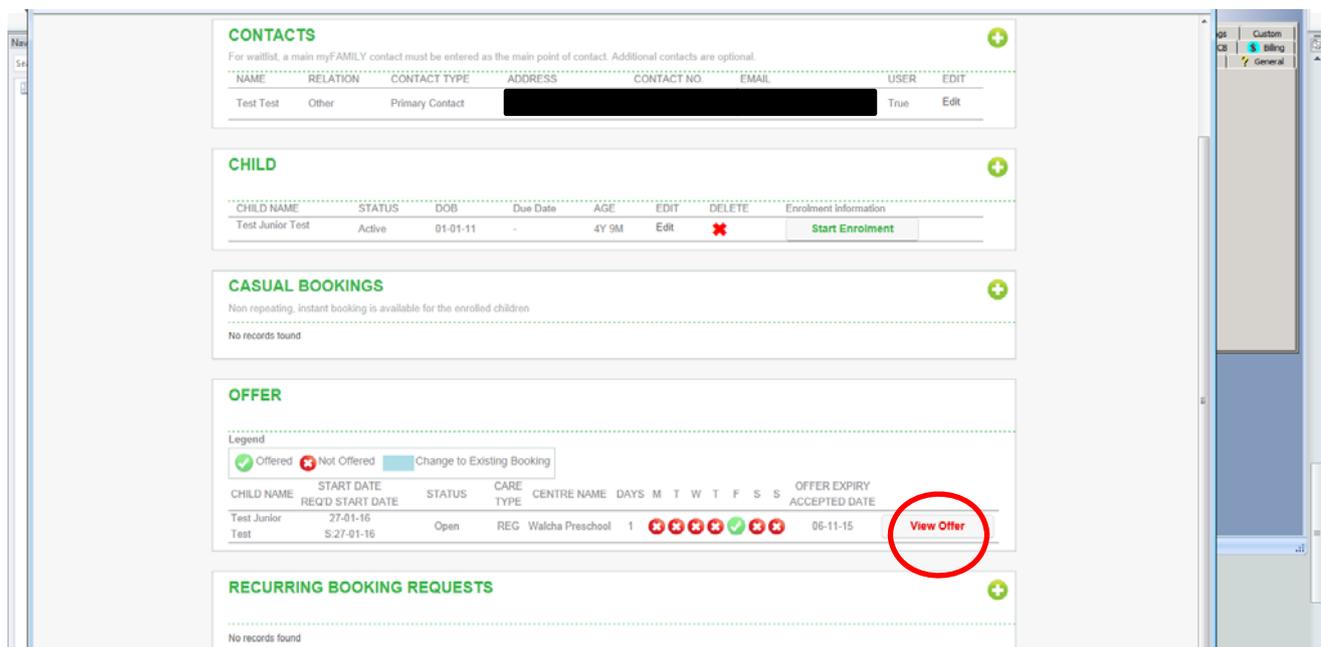
You should then see this information screen (scroll down to bottom) with your booking request listed.

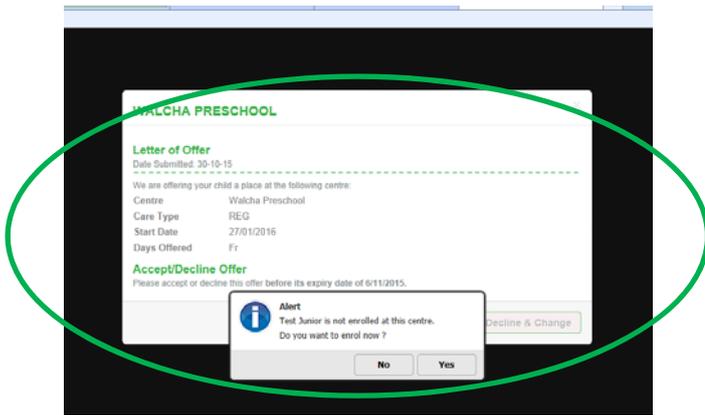


An email is then automatically sent the preschool to let me know that you have submitted booking request.

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**.





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)

Secondary Guardian

Switch Primary and Secondary Guardians

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

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 account to reduce my out of pocket expenses.

Authorisation

Collection Emergency

Excursion Medical

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 to 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.

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

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

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

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 preschool enrolment management program.