



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 give you access to manage your own account information, where you will have the ability to make bookings requests and allow you to complete and submit an online enrolment form for your child. You will have the flexibility of doing this and much, much more all within a parent portal called 'My Family Lounge'.

What can I do in My Family Lounge?

- As an existing parent at our service, you can easily manage your account information online
- You can request changes to days your child is permanently booked in for
- You can easily provide detailed information about your child to our service such as medical information, diet requirements, emergency contact details and more! All this information can be provided on the online enrolment form and submitted to our service

How do I log in?

Soon you will be receiving a Welcome email from the My Family Lounge where you will be prompted to complete your registration and set up a password. You will have 7 days to set up your password to validate your account.

Once you have validated your account, simply log in and update any details for you and your child. If you need to change your days of care, edit your child's current booking schedule and submit through a 'request for the change of days' whenever you require.

[CLICK HERE](#) to log into your My Family Lounge account.

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.

For a better understanding of how My Family Lounge works, please visit www.myfamilylounge.com.au

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.