



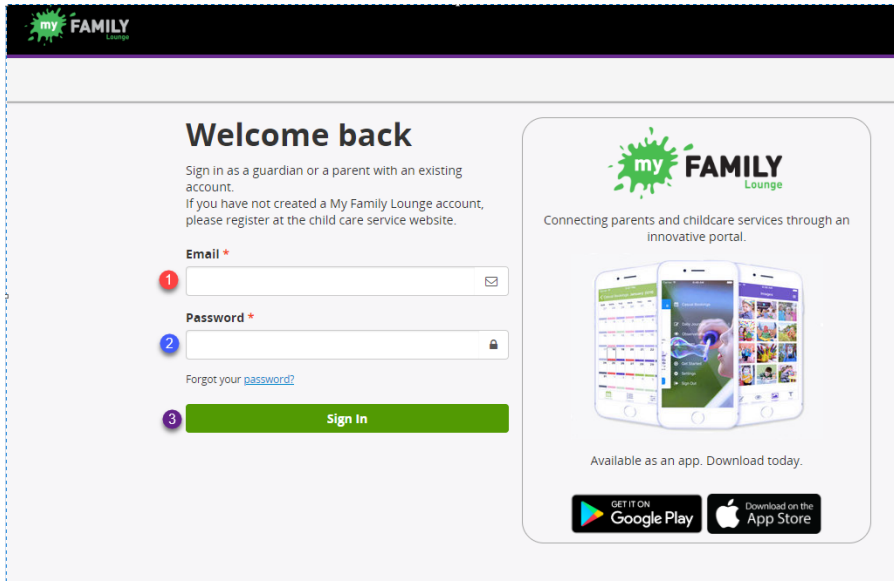
How do I advise the centre that I wish to change my child's days?

Content

How do I advise the centre that I wish to change my child's days?

Locate the My Family Lounge Parent Sign In section on your child's website or use this link [My Family lounge sign in](https://www.qkenhanced.com.au/external/Authentication/SignIn)
<https://www.qkenhanced.com.au/external/Authentication/SignIn>
Enter your **email address**

1. Add in your password
2. Select **Sign In** to access your account



- Ensure you are in the **Enrolment Management** screen
- Scroll down to the **Existing Recurring Bookings** section
- Press **Edit**

EXISTING RECURRING BOOKINGS							
Your existing booking are available to view and amend.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Amelia's Bug-A-Lugs Centre	Preschool	LDC	Placed	Louise Smith	21/07/2014		Edit
Amelia's Bug-A-Lugs Centre	Preschool	LDC	Placed	Jacob Smith	21/07/2014		Edit

- Ensure your **centre** is selected
- Choose the preferred **start date** of the change
- Select the number of days
- Advise if you will accept **less days**
- Tick the **new days** for the new booking
- Tick any days that do not suit your family
- Enter **comments** if required
- Press **Save**

EDIT EXISTING BOOKING

Child Name: Louise Smith Care Type: LDC/KIN/PRE

Select Service/s

Amelia's Bug-A-Lugs Centre ▾

Currently selected Service(s): Amelia's Bug-A-Lugs Centre

Preferred start date

11-09-2015



No. of Days

3 ▾

Will you accept less days? Y N

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

Flexibility Comments

APPLICATION DATE 11-09-2015

SAVE

CANCEL

The Service will confirm the change via a new offer that will need to be accepted. see [My Family Lounge - Accepting offers and completing enrolment form](#)

Attachments