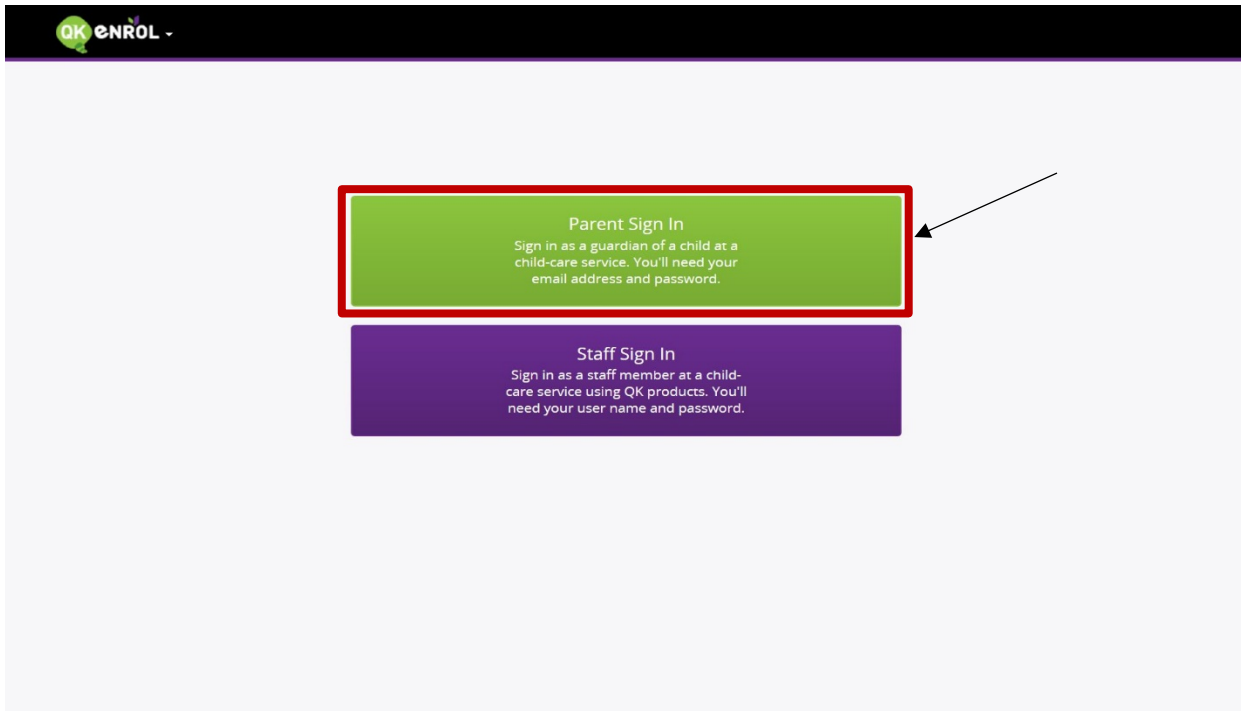


2020 Waitlist Request (Existing Families)

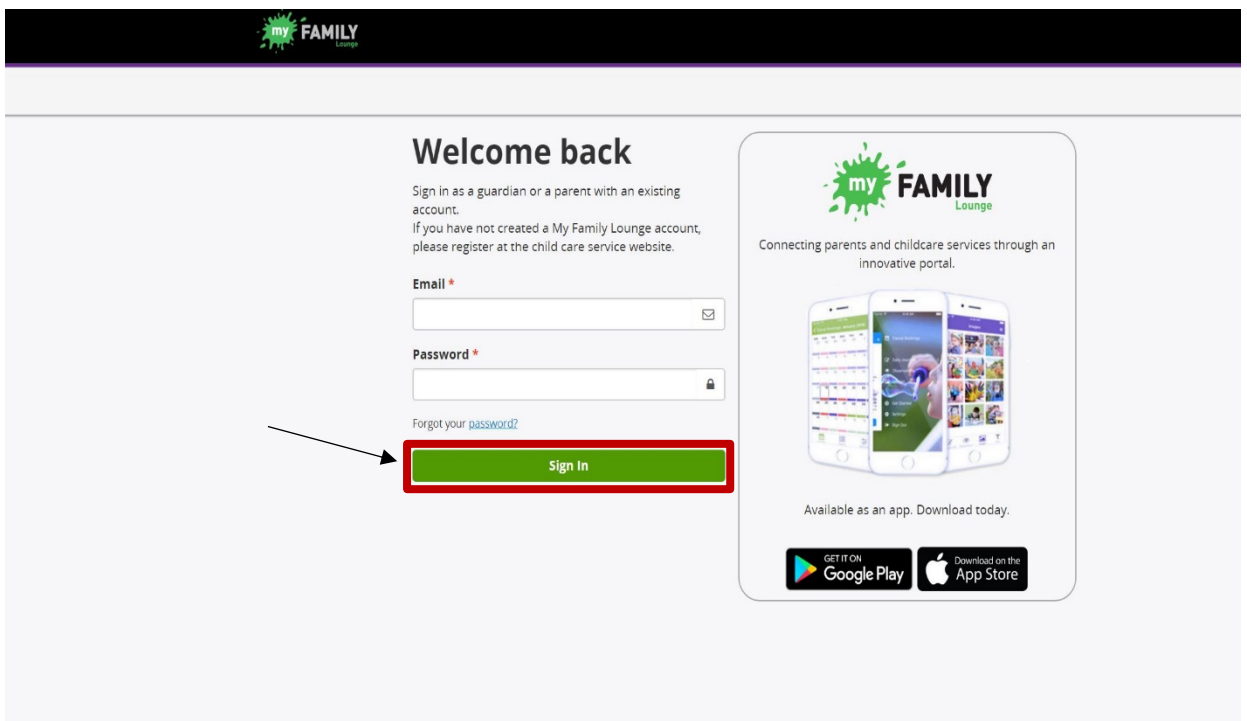
STEP ONE

Login via QK Enrol – My Family Lounge to log in ([Click Here](#)) and click on the Parent Sign In.



STEP TWO

Please sign in using the email address and password of your My Family Lounge account.



2020 Waitlist Request (Existing Families)

STEP THREE

Once logged in, please click on 'Add Child' and complete the details requested. Please click save once complete. Repeat the step for any subsequent children.

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
							Add Child

ADD CHILD DETAILS

Please provide us with the child's details.

Tick the box if the child is unborn

First Name

Last Name

DOB

Gender

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? Yes No

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

ADD PRIORITY OF ACCESS

Additional Information

Please provide any information you feel the service should know about the child. eg, allergies, languages, additional needs etc.

Authorisations

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

CANCEL

SAVE

2020 Waitlist Request (Existing Families)

STEP FOUR

To request your 2020 sessions, click "New Request" under Booking Requests & complete the waitlist details for 2020 and click "Save" once complete. PLEASE NOTE You will need to do separate ones for before and after school care.

CASUAL BOOKINGS

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

No records found

[Add Casual Booking](#)

OFFER

No records found

BOOKING REQUESTS

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

No records found

[New Request](#)

ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

Caleb

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

There are other care types available in the casual booking

- Before School Care
 After School Care

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

None selected ▾

Selected Service(s): None selected.

Step 3. Please specify days for your child:

Preferred start date *

No. of Days *

Select ▾

Will you accept less days?

Y N

Mon Tue Wed Thu Fri Sat Sun

Preferred days *

Days that do not suit me

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 08-10-2019



[SAVE](#)





[CANCEL](#)

2020 Waitlist Request (Existing Families)

STEP FIVE

You will receive confirmation of your Booking Request from KT OOSH. This will then be reviewed, processed and an offer will be sent to you.

Successful waitlist request created - confirmation Inbox x  

 do_not_reply@qikkids.com.au 7:47 AM (2 minutes ago)   
to me ▾

Thank you for your Enrolment enquiry. We can confirm that you have requested the following bookings at our service/s for your children:

Child name/s:
Centre Name/s: KT OOSH Services - <CENTRE>
Care Type: ASC and BSC
Requested Start Date: 28-01-20
Number of days requested: <NUMBER OF DAYS>
Days requested: <DAYS REQUESTED>
Will you accept less days?: No
Comments:
We will review your request and confirm via a separate email an offer to your child if positions are available.
To login to this service, click on the link below:
<https://www.qkenhanced.com.au/webui/>
Kind Regards
KT OOSH Services - <CENTRE>

STEP EIGHT

In order for KT OOSH to process your Booking Request, you will need to complete the following.

PAYMENTS
The following is a list of payments you are required to pay (*Ready* or *Declined*), are in the processing of being paid (*Processing*), or have paid (*Paid*).
If a payment has a *Status* of *Failed* then please contact your child care service.

Date	Type	Amount	Receipt Number	Status	
12/09/2019	Admin. Fee	\$25.00	Pending	Ready	<input type="button" value="Pay"/>

- Start & Complete the Enrolment for your Child/ren.

CHILD

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
<CHILD'S NAME>	Active	<DOB>		<AGE>	<input type="button" value="Edit"/>	<input type="button" value="X"/>	<input type="button" value="Start Enrolment"/>

- To complete the enrolment you will require the following information:
 - Parent/Guardian Information(Primary & Secondary)
 - CRN (Primary parent/guardian)
 - Current Drivers License (scanned copy) to upload for Parent/Guardians (Primary & Secondary) & ID numbers for additional contacts
 - Child's immunisation record
 - Child's Dentist and Doctor information
 - Additional contact information
 - Details of any regular medication taken
 - Details of any diagnosed medical or behavioral disorders (including diagnosis reports and health card).
 - Details of any dietary requirements
 - Preferred payment information