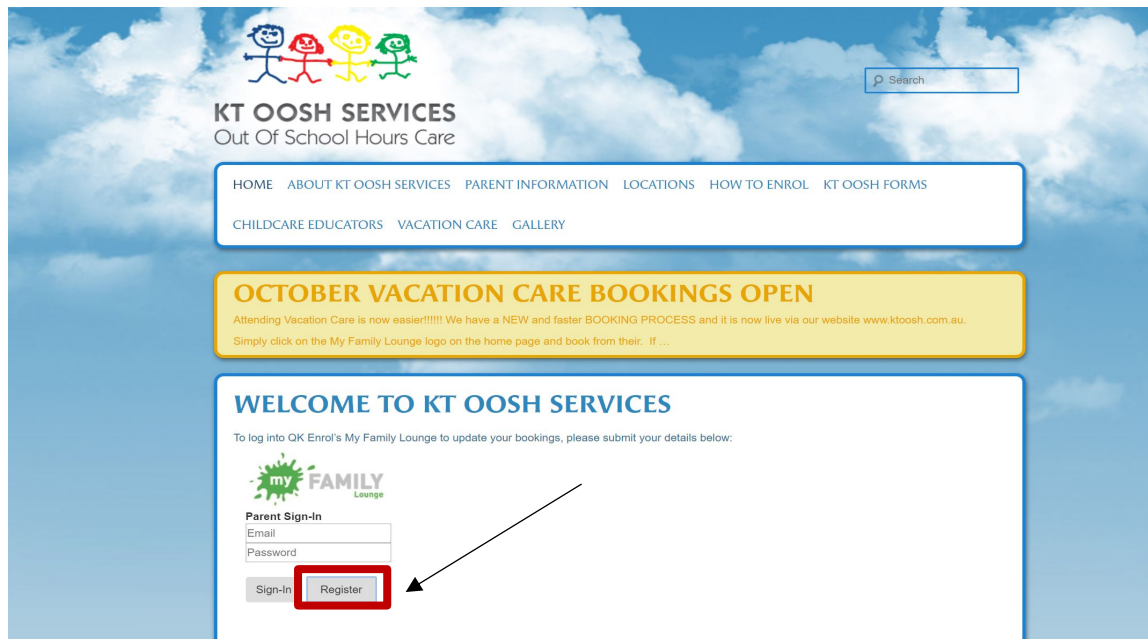


2020 Waitlist Request (New Families)

STEP ONE

Please visit the KT OOSH website www.ktoosh.com.au and click on the Register button under the My Family Lounge heading.



STEP TWO

Please complete the required details below to register and click on the Register button to complete.

2020 Waitlist Request (New Families)

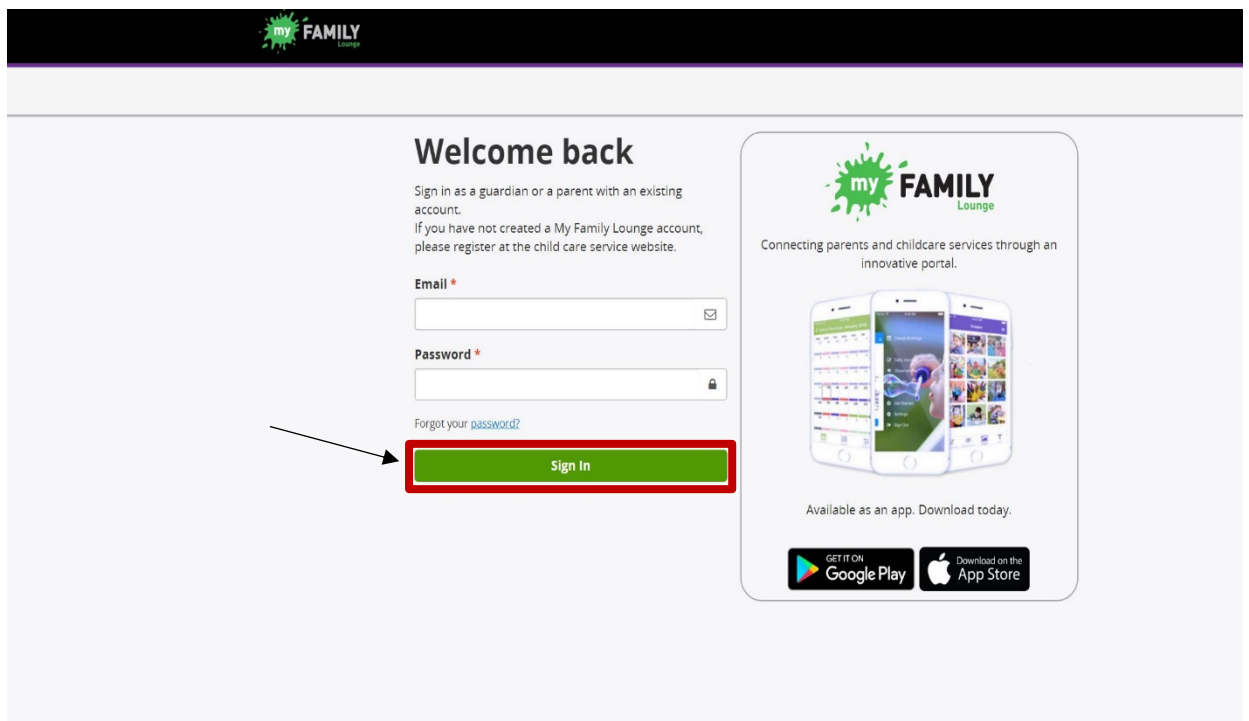
STEP THREE

Once you have registered please visit QK Enrol – My Family Lounge to log in ([Click Here](#)) and click on the Parent Sign In.



STEP FOUR

Please sign in using the email address and password you just created your My Family Lounge account with.



2020 Waitlist Request (New Families)

STEP FIVE

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

Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information

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 (New Families)

STEP SIX

To request your 2020 sessions, click “New Request” under Booking Requests & complete the waitlist details for 2020 and click “Save” once complete.

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 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 08-10-2019

SAVE

CANCEL

2020 Waitlist Request (New Families)

STEP SEVEN

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
to me

7:47 AM (2 minutes ago) ☆ ↩ ⋮

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 *Faulted* then please contact your child care service.

Date	Type	Amount	Receipt Number	Status
12/09/2019	Admin. Fee	\$25.00	Pending	Ready

Pay

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

CHILD

Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
<CHILD'S NAME>	Active	<DOB>		<AGE>	Edit	✗	<div>Start Enrolment</div>

- 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)
 - 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