

How to complete a waitlist application and the enrolment process;

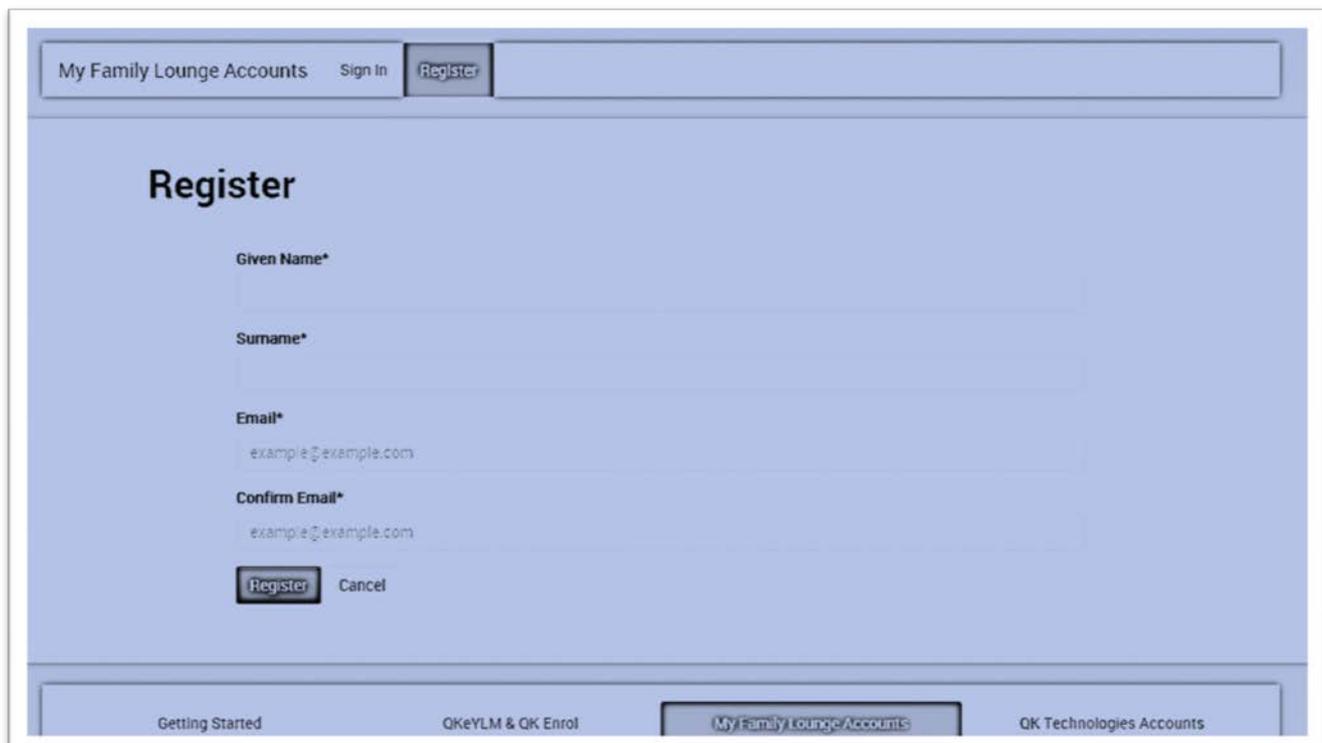
1. Go to the Little Adventures Early Learning Website at www.littleadv.com.au and click on the Enrolment Tab.

On the *My Family Lounge* icon, hit the **REGISTER** button;



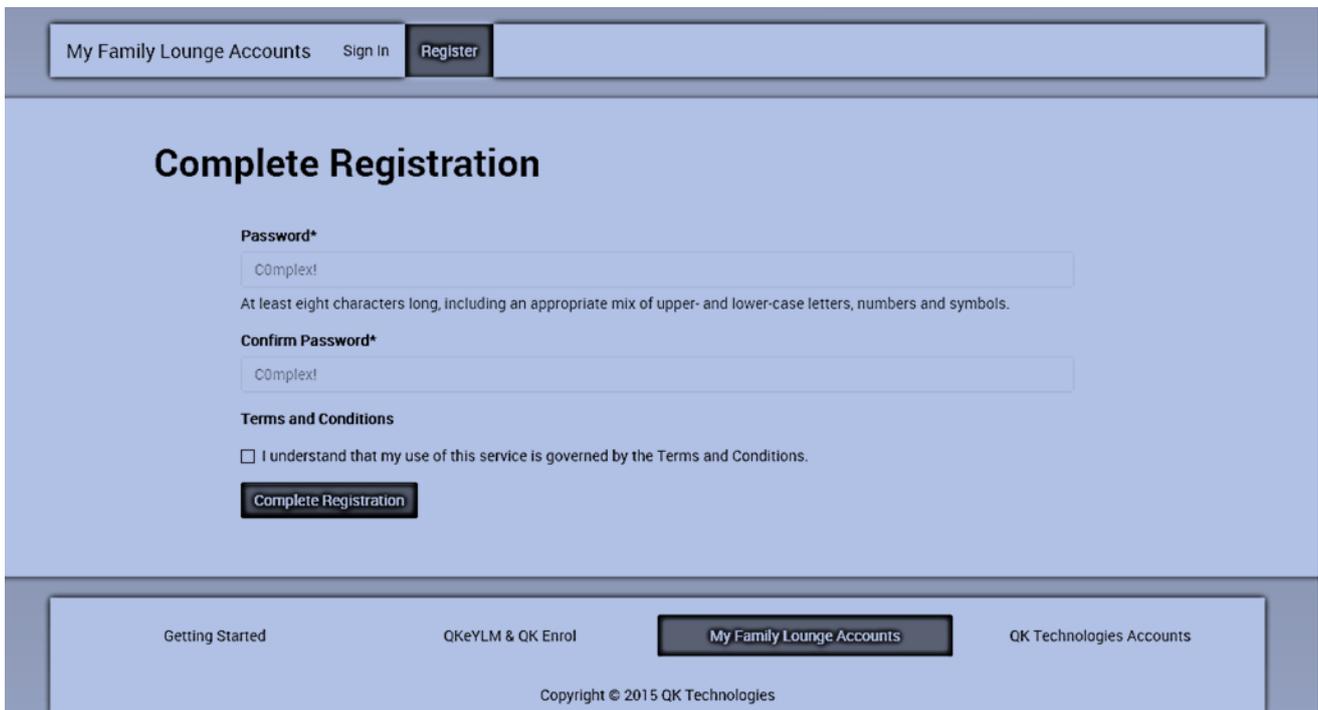
The screenshot shows a login form for 'my FAMILY Lounge'. At the top is the logo with 'my' in a green splat and 'FAMILY Lounge' in grey. Below the logo is the heading 'Parent Sign-In'. There are two input fields: 'Email' and 'Password'. At the bottom are two buttons: 'Sign-In' and 'Register'.

This will take you to the *My Family Lounge* dashboard to create an account;



The screenshot shows the 'Register' page on the My Family Lounge dashboard. At the top, there are navigation tabs: 'My Family Lounge Accounts', 'Sign In', and 'Register'. The main heading is 'Register'. Below it are four input fields: 'Given Name*', 'Surname*', 'Email*' (with a placeholder 'example@example.com'), and 'Confirm Email*' (with a placeholder 'example@example.com'). At the bottom of the form are two buttons: 'Register' and 'Cancel'. At the very bottom of the page, there is a footer with four links: 'Getting Started', 'QKeYLM & GK Enrol', 'My Family Lounge Accounts', and 'QK Technologies Accounts'.

2. Once your account is created, you will receive an email asking you to follow the link to complete the registration;



3. You can now sign in to *QK Enrol* to complete a waitlist application for your child/ren which includes contact details for parents and any other authorised contacts, as well as the child's details;

Step 2. EDIT CONTACT

Special Contact: Primary Contact Relation: Select

First Name: Vivian Last Name: Kyle

Email: dan30@hotmail.com

Confirm Email: dan30@hotmail.com

You must provide at least 1 contact phone number *

Mobile No. Home No.

Work No. Building

Street Address * Suburb *

State * Postcode *

CRN DOB

STEP 3. ADD CHILD DETAILS

Tick the box if the child is unborn

First Name Last Name

DOB Gender: Select

CRN

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
Kyle, Vivian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle, Dallas	<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.

And your preferred booking details;

As our opening date is not confirmed, please enter the 'Preferred start date' field as an **ESTIMATE** of 30/11/2015 if you are hoping to start your child as soon as possible. Otherwise, enter your preferred date.

This is only a fictitious date to begin the enrolment process.

ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

Bo

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

Long Day Care / Kindergarten / Preschool
 Before School Care
 After School Care
 Vacation Care
 Occasional Care
 Registered Care

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

Little Adventures Early Learning

Selected Service(s): Little Adventures Early Learning

Step 3. Please specify days for your child:

Preferred start date * No. of Days * Will you accept less days? Y N O

Preferred days *	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Days that do not suit me	<input type="checkbox"/>						

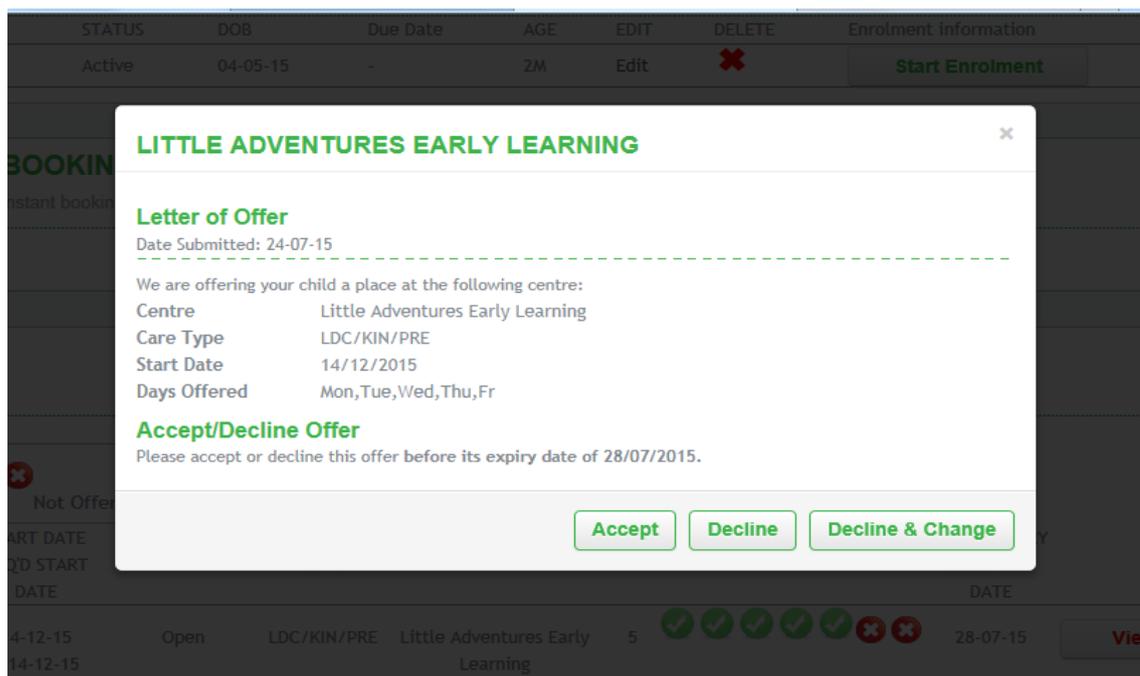
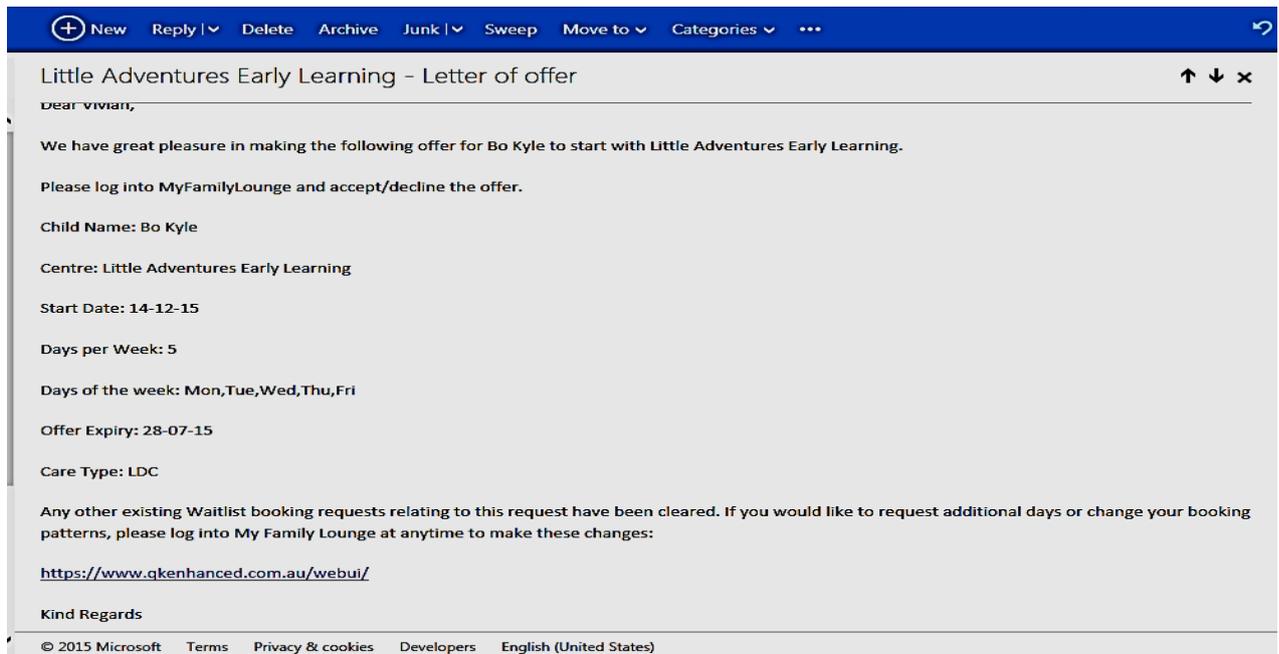
Step 4. Please enter any comments on flexibility:

APPLICATION DATE 24-07-2015

- You will receive a 'waitlist request received' confirmation email that will be followed shortly after by a 'letter of offer' email.

This will prompt you to log in to *My Family Lounge* and accept/decline or modify the booking.

(Note: you will be required to complete the Enrolment Form before you are able to confirm the booking).



5. Print the Enrolment Form, sign where indicated and return to;

Little Adventures Early Learning
PO Box 3003
West Kempsey NSW 2440

6. You will receive a 'confirmation of enrolment email' once the online enrolment is completed and submitted.
7. To fully secure the placement, you will now be charged the \$80 per child enrolment fee to your nominated account. We will issue a statement reflecting this payment.

Staff will contact you regarding collection of your child's Enrolment Pack.

***Alternatively if you are unable to enrol electronically,
please contact staff on (02) 6562 2477
and we will arrange to post the required forms to you.***