

## How to complete a waitlist application and the enrolment process;

1. Go to the Little Adventures Early Learning Website at [www.littleadv.com.au](http://www.littleadv.com.au) and click on the Enrolment Tab.

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



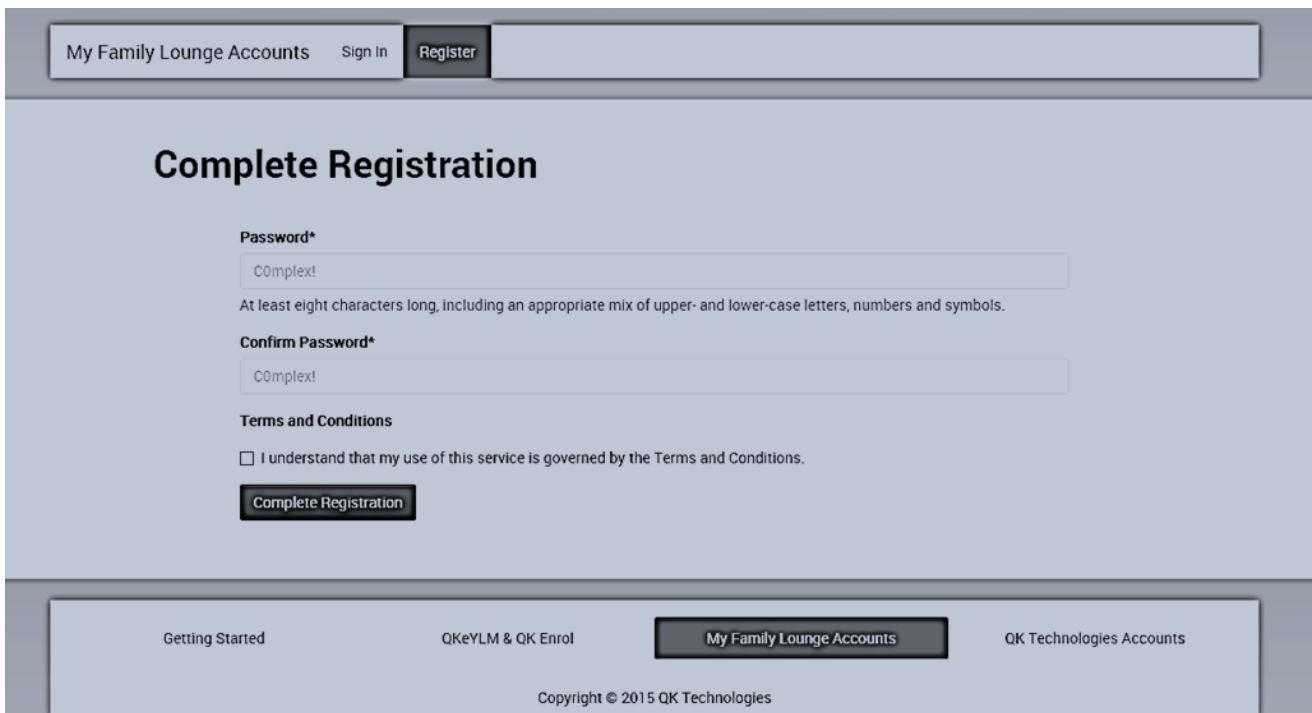
The screenshot shows a login form for 'my FAMILY Lounge'. At the top is the logo with 'my' in a green splat and 'FAMILY Lounge' in grey. Below the logo is the heading 'Parent Sign-In'. There are two input fields: 'Email' and 'Password'. At the bottom are two buttons: 'Sign-In' and 'Register'.

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 required 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 navigation links: 'Getting Started', 'QKeYLM & QK 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;

Please enter a preferred start date for your child. It is anticipated that we will open on 4/1/16, subject to approval from the NSW Department of Education.

### ADD WAITLIST DETAILS

Select which child/children you are requesting days for \*

Bo

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

<input checked="" type="checkbox"/> Long Day Care / Kindergarten / Preschool	<input type="checkbox"/> Before School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care	<input type="checkbox"/> Registered Care
<input type="checkbox"/> After School 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: 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"/>

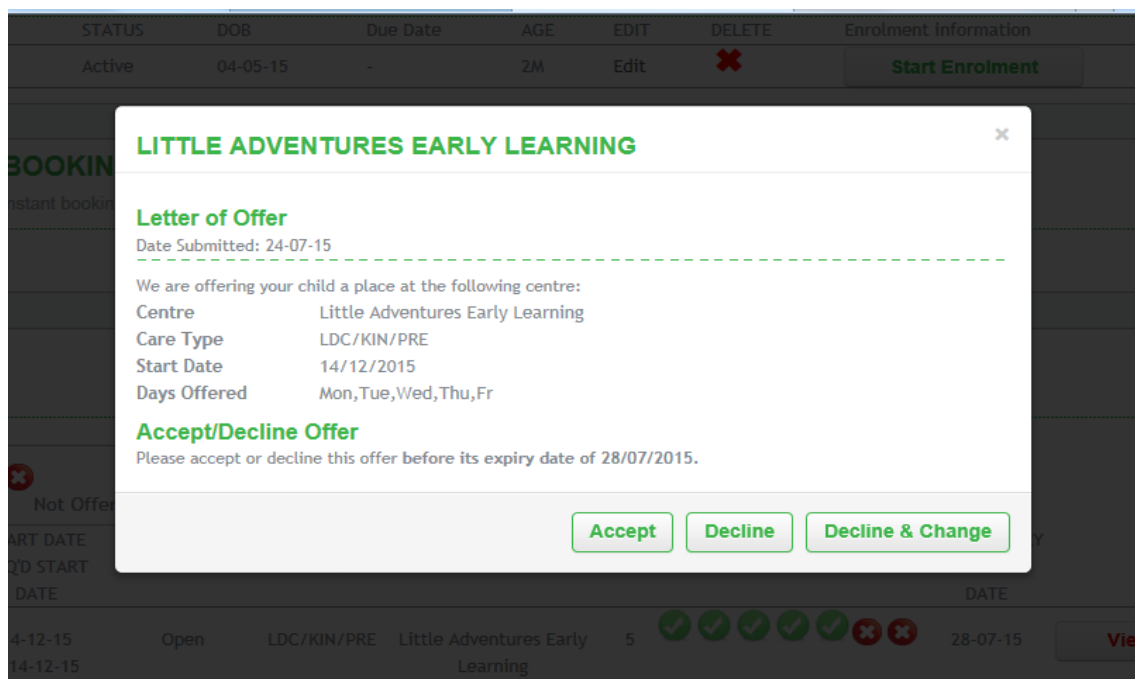
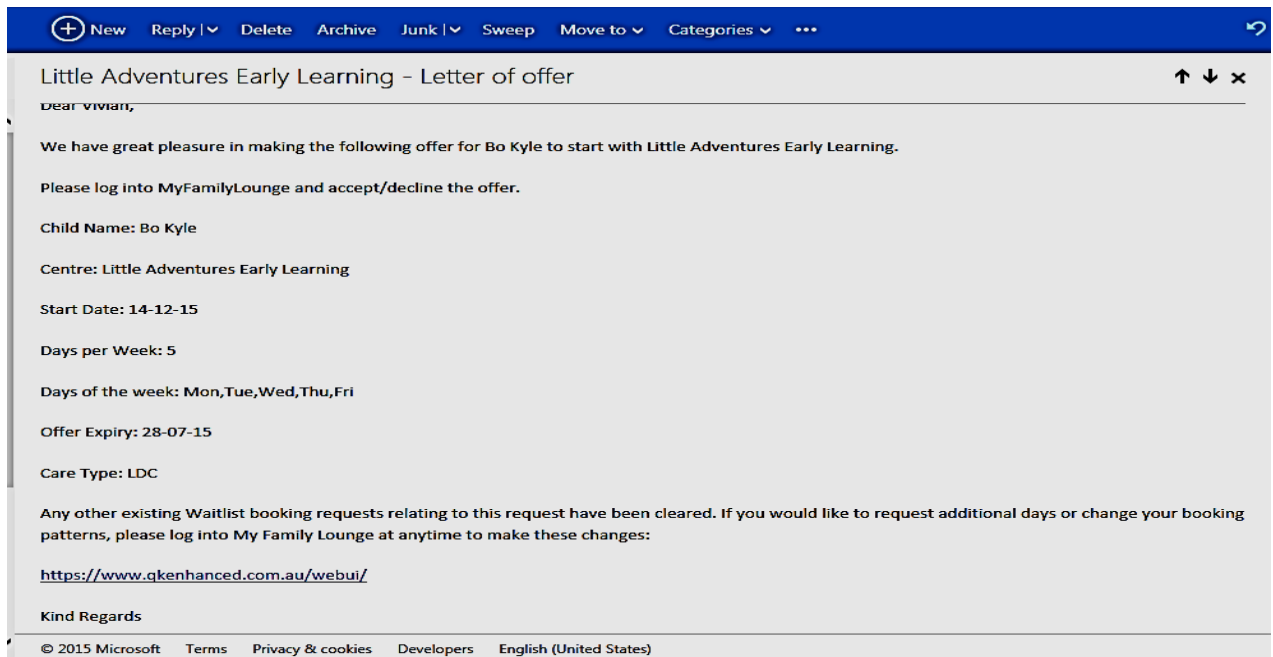
Step 4. Please enter any comments on flexibility:

APPLICATION DATE 24-07-2015

4. 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. You will receive a 'confirmation of enrolment email' once the online enrolment is completed and submitted.
  
6. To fully secure the placement, you need to complete the Direct Debit form (available to download in the enrolment form section on your My Family Lounge account) so that the \$80 per child enrolment fee can be deducted from your nominated bank account or credit card. 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.*