



HOW TO USE THE MY FAMILY LOUNGE PORTAL TO COMPLETE RE ENROLMENT FOR 2020.

Before starting: Ensure you have an up to date copy of your child's immunisation history statement. This can be obtained from Medicare by logging into the mygov.com.au web portal

1. Log in



Email

Password

Sign In

[Forgot Your Password?](#)

Log in via the website portal via Qikkids.com.au

Or click [here](#)

NOTE: You cannot use the app to re-enrol

2. View 'Child'

Scroll down to the 'Child' section. You should be able to view all children you have enrolled in the service.

CHILD								Add Child
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
Child 1	Active	13-01-14	-	5Y 10M	Edit	-	View Enrolment Print	
Child 2	Active	08-10-10	-	9Y 1M	Edit	-	View Enrolment Print	

3. View enrolment

Click view enrolment, and review the contents ensuring all information is current. When you reach the immunisation section, please ensure you upload a copy of your child’s current immunisation record, available from the Centrelink app/website. It is not necessary to fill in the boxes in the table.

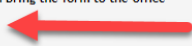
Immunisations

If your child is not immunised for a medical reason, please upload an exemption form which you used for ACIR.

Otherwise, please complete dates of when your child has received immunisations below:

Immunisation	0m	2m	4m	6m	12m	18m	4yr
13vPCV		Not Stated ▼	Not Stated ▼	Not Stated ▼	Not Stated ▼		
23vPPV						Not Stated ▼	Not Stated ▼
DTPa		Not Stated ▼	Not Stated ▼	Not Stated ▼		Not Stated ▼	Not Stated ▼
HepA					Not Stated ▼		
HepB	Not Stated ▼	Not Stated ▼	Not Stated ▼	Not Stated ▼	Not Stated ▼		
Hib		Not Stated ▼	Not Stated ▼	Not Stated ▼	Not Stated ▼		
Influenza				Not Stated ▼			
MenCCV					Not Stated ▼		
MMR					Not Stated ▼		Not Stated ▼
OPV/IPV		Not Stated ▼	Not Stated ▼	Not Stated ▼			Not Stated ▼
Rotavirus		Not Stated ▼	Not Stated ▼	Not Stated ▼			
VZV						Not Stated ▼	

The service needs to sight either the child’s Maternal Health record or the Medicare Immunisation record.
Please upload the Medicare Immunisation form below or alternatively you can bring the form to the office

Service sighting health record 

Note, it is a requirement of LOOSH to provide either a current up to date immunisation record, or a medical exemption. Please contact loosh01@outlook.com if you have questions.

Click the ‘Save and close’ button to return to the main screen.

4. Current bookings

Scroll down to current bookings. Please note that despite being titled ‘current bookings’ this section lists current and expired bookings. In the example below the first two lines are the current before school care bookings for both children, and the third and fourth line are the current after school care bookings for both. The last two lines are expired bookings, which is clear from the end date being in the past.

CURRENT BOOKINGS							
Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Lapstone Before and After School Care	Before School Care Roll	BSC	Placed	Child 1	1/05/2019	29/12/2019	Edit
Lapstone Before and After School Care	Before School Care Roll	BSC	Placed	Child 2	1/05/2019	29/12/2019	Edit
Lapstone Before and After School Care	After School Care Roll	ASC	Placed	Child 1	30/01/2019	29/12/2019	Edit
Lapstone Before and After School Care	After School Care Roll	ASC	Placed	Child 2	30/01/2019	29/12/2019	Edit
Lapstone Before and After School Care	Before School Care Roll	BSC	Placed	Child 1	10/10/2018	17/12/2018	Edit
Lapstone Before and After School Care	After School Care Roll	ASC	Placed	Child 2	10/10/2018	17/12/2018	Edit

6. Re enrol

In the home screen, there is an option to make a new booking request. When re-enrolling a current user of the service, **DO NOT** use this function.

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](#)

Instead, you need to edit your current booking:

SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Lapstone Before and After School Care	Before School Care Roll	BSC	Placed	Child 1	1/05/2019	29/12/2019	Edit
Lapstone Before and After School Care	Before School Care Roll	BSC	Placed	Child 2	1/05/2019	29/12/2019	Edit
Lapstone Before and After School Care	After School Care Roll	ASC	Placed	Child 1	30/01/2019	29/12/2019	Edit
Lapstone Before and After School Care	After School Care Roll	ASC	Placed	Child 2	30/01/2019	29/12/2019	Edit
Lapstone Before and After School Care	Before School Care Roll	BSC	Placed	Child 1	10/10/2018	17/12/2018	Edit
Lapstone Before and After School Care	After School Care Roll	ASC	Placed	Child 2	10/10/2018	17/12/2018	Edit

You will need to edit one before school care booking, and one after school care booking for each child.

7. Edit booking

Edit the start date to reflect 2020, and then select the days you want. Please note, many services are at capacity and therefore the system does ask you to mark the days you cannot do. LOOSH does not anticipate that it will reach capacity in 2020, so it is not necessary to include this information.

REQUEST CHANGE TO EXISTING BOOKING

(This is a request only and is pending availability. Your service will contact you to confirm change)

Child Name: Care Type: BSC

Currently selected Service(s): Lapstone Before and After School Care

Preferred start date: 22-11-2019 No. of Days: 2

Change to 29/01/2020 for start of new term, or preferred date

Will you accept less days? Y N

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

Flexibility Comments

Hit request to submit

APPLICATION DATE 22-11-2019

REQUEST

CANCEL

8. Booking requests Edit

On the home screen, you should now be able to see the 'Booking request' you have just submitted. Please ensure you go through steps 2-7 for all children, for both before and after school care.

BOOKING REQUESTS

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

Legend

✔ Requested
✘ Not Requested
● Not Requested But Flexible
Change to Existing Booking
Invalid

CHILD NAME	START DATE	APPLICATION DATE LAST UPDATED	SIBLING CARETYPE	SERVICE	DAYS LESS	M	T	W	T	F	S	S	FLEX NOTES	EDIT	DELETE
[Redacted]	29-01-20	A. 22-11-2019 U. -----	✔ BSC	Lapstone	2 ✘	●	✔	●	✔	●	●	●		Edit	✘

9. Offer

The LOOSH admin team will review your request. You will receive an email from Qikkids titled 'Lapstone Before and After School Care - Letter of offer' when your request has been accepted. You will need to log into the My Family Lounge online portal (not the app) to view this offer, and accept.

OFFER

Legend

✔ Offered
✘ Not Offered
Change to Existing Booking
Invalid

CHILD NAME	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER EXPIRY ACCEPTED DATE	
[Redacted]	29-01-20 S:29-01-20	Open	ASC	Lapstone Before and After School Care	2	✘	✘	✔	✔	✘	✘	✘	30-11-19	View Offer

You have 7 days to accept the offer, before it expires. You MUST accept the offer in order to complete your re-enrolment for next year.


LAPSTONE BEFORE AND AFTER SCHOOL CARE ✕

Letter of Offer
Date Submitted: 22-11-19


We are offering your child a place at the following centre:

Child Name


Provider Lapstone Outside School Hours Care Incorporated
Centre Lapstone Before and After School Care
Care Type ASC
Start Date 29/01/2020
Days Offered Wed,Th
Previous Booking Wed,Thu
Days
Fees
Normal Session
Additional
Comments
Expiry Date 30/11/2019



Accept/Decline Offer
Please accept, decline or change the offer



Enrolment Form Submitted
FRASER is enrolled at this service



Confirm
Please note you need to confirm to secure the placement

Accept
Decline
Decline & Change

10. Completion of re-enrolment

Once you have accepted the offer you will see the status change to 'Accepted'

OFFER

Legend

Offered Not Offered Change to Existing Booking Invalid

CHILD NAME	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER EXPIRY ACCEPTED DATE	
	29-01-20 S:29-01-20	Accepted	BSC	Lapstone Before and After School Care	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30-11-19 22-11-19	View Offer

CONGRATULATIONS – you are now enrolled in LOOSH for 2020! Don't forget to complete the process for all children, for both before school care and after school care.

If you have any issues during the re-enrolment process, contact the admin team at loosh01@outlook.com.