

2019 ENROLMENTS

Enrolments commencing soon.

Re-enrolment and new enrolment processes will be commencing in November. Please take the time to read the following key messages to ensure a smooth process.

Singleton Council provides quality childcare for children in Long Day Care, Mobile Preschool, Before / After School Care and Vacation Care for children from 6 weeks to 12 years. Our educators are qualified, caring and committed to ensure the standard of care and education your child receives is the best.

Enrolments commencing in November 2018 will be taken using the new online booking and waiting list management program called QK Enrol (see the next page for more information)

To ensure the enrolment process is effective we would like to remind families of the following important information.

- Bond payable for 2018 will be equal to 2 weeks full fees
- To be eligible for re-enrolment all outstanding fees must be paid in full
- Fees are to be maintained 2 weeks in advance at all times

We look forward to working with you and your children moving forward in 2019.

IMPORTANT DATES

November 2018

Launch of QK Enrol online

12 November 2018

Re-enrolments of existing children and siblings

19 November 2018

Enrolment for new families



My Family Lounge

- You can easily register your child's details and manage your account information
- You can submit a wait-list request for your child to secure a permanent spot
- Request change of the days your child is currently booked in for when required
- You can easily provide detailed information about your child to our service such as medical information, diet requirements, emergency contact details and more! All this information is simply added into the online enrolment form and submitted to the service.

My Family Lounge App

- Book in casual days for your child straight from your phone
- Access an online calendar where you can see live availability within our centre
- Manage bookings for one or more children from a single log in
- Record your child as 'absent' in advance for a permanent session
- Cancel a 'casual day' where the session is no longer required (a Cancellation Fee will apply if cancelled within a NO REFUND period)
- Activate notification Alerts!



Log In to QK

You will have received a welcome email from the My Family Lounge where you will be prompted to complete your registration and set up a password. You will have 7 days to set up your password to validate your account. If your account expires, simply enter in your email address and select 'forgotten password' to recover your account. If you are experiencing issues accessing your account please contact the service for assistance. Once you have validated your account, you are ready to book!

Help make us the best childcare service possible!

Find our online survey at:

<https://www.surveymonkey.com/r/SWW6CLX>

