

QK Enrol - Parent Dashboard

Content

Parent Dashboard

Once a Parent has signed into their My family Lounge account they will be presented with their Dashboard. From here they can easily create additional Contacts, add Children, update child information and add a Waitlist request for your service/s. They can also make casual booking if the casual booking feature is enabled for the service.

1. Contacts - Contacts already entered into the Contacts tab within the family Qikkids account will display here. To advise the centre of further contacts the parent will press **Add**

Contact. PLEASE NOTE - The centre will not be informed of this addition until the parent submits their enrolment form. (See below)

2. Child - Children already entered into the Children tab within the family Qikkids account will display here. To place additional children onto the waitlist the parent will press **Add Child** then proceed to create a **new waitlist request**.

3. Casual Bookings - If the centre has activated the Casual Booking Calendar the parent may add extra/casual days by clicking on **Add Casual Booking**. The dashboard will then display the number of casual days the child has within the next 30 days. 'Booked casual days can be cancelled' - charges may apply if cancelled in a non refundable cancellation period.(Casual bookings can also be made and cancelled via the My Family Lounge APP)

4. Offer - Any current offers you have sent the family will be displayed here. The parent will use this section to view and accept or decline the offer. If the family declines and changes the offer this will put the request back on the waitlist screen again with the updated days requested.

5. Recurring Booking Request - For a new child added to the My Family Lounge account (ie: the child has never attended the centre) the parent will press **New Request** to place the child on the waiting list

6. Existing Recurring Bookings - Children's bookings showing in the Bookings tab within Qikkids will display here. Parents wishing to change the current booking of their child will press **Edit** and create a waiting list for any placed bookings that are still current.


Child Care Company : QK Support DB
Logged in for family : OKEEFE, Joshua

Enrolment Management

Editing Family: OKEEFE, Joshua

CONTACTS

[Add Contact](#)

For whilst, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Joshie Okeefe	Father	Primary Contact	11 hill st murrarie QLD 4123	0432569870	jok@mailinator.com	jok@mailinator.com	Edit
lisa okeefe	Mother	Secondary Contact	11 hill st murrarie qld 4123	0435698510	lokeefe@qktech.com.au	lokeefe@qktech.com.au	Edit
test test	Doctor			0731555879	-	-	Edit
tt	Brother			0436966666	-	-	Edit
tt	Friend			0435698885	-	-	Edit

CHILD

[Add Child](#)

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Jane Okeefe	Active	15-08-16	-	0Y 10M	Edit	-	View Enrolment Print
Joshie Okeefe	Active	25-07-10	-	6Y 11M	Edit	-	View Enrolment Print
Joshua Okeefe	Active	25-07-00	-	16Y 11M	Edit	-	View Enrolment Print
Josh Okeefe	Active	22-04-10	-	7Y 2M	Edit	-	View Enrolment Print

CASUAL BOOKINGS

[Add Casual Booking](#)

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

No records found

OFFER

Legend
 Offered Not Offered Change to Existing Booking

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	
Joshie Okeefe	30-08-16 S:22-08-16	Accepted	LDC/KIN/PRE	*QK Preschool Centre- Dee	2	✓	✓	✓	✗	✗	✗	✗	25-09-16 30-08-16	View Offer
Joshie Okeefe	17-10-16 S:19-09-16	Open	LDC/KIN/PRE	*QK Preschool Centre- Dee	2	✓	✓	✗	✗	✗	✗	✗	09-10-16	View Offer
Josh Okeefe	15-05-17 S:15-05-17	Open	LDC/KIN/PRE	Big Giraffe Child Care Centre	3	✗	✓	✓	✓	✗	✗	✗	20-04-17	View Offer

BOOKING REQUESTS

[New Request](#)

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

No records found

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
OkeYLM Demo centre - Dave	Junior Kindy	LDC	Placed	Jane Okeefe	1/05/2017		Edit
OkeYLM Demo centre - Dave	Junior Kindy	LDC	Placed	Joshie Okeefe	1/05/2017		Edit

Attachments