

**QK Journeys & QK Enrol Email Template – New Families**

**To inform parents the service is going to give them access to My Family Lounge website**

Dear Families,

We are very excited to inform you that our service has subscribed to 2 fantastic programs called QK Journeys& QK Enrol. Soon you will have instant online access to Australia’s most loved parent portal called My Family Lounge!

**What can I access from My Family Lounge program?**

**QK Journeys**

• Observations: Read up on any observations the Educator has recorded for your child

• Portfolio: View your child’s portfolio, including goals, observations and photo gallery

• Daily Journals: Read any daily journals the Educator has created for your child’s room

**QK Enrol**

• You can request changes to days your child is booked in for permanently

• You can manage your account information and update your contact details

• Easily provide detailed information about your child such as medical information, dietary requirements, update emergency contact details and more! All this information is simply added into the online enrolment form and submitted to our service.

**How do I log in?**

Once we have registered your email with My Family Lounge we will send you a Welcome email, where you will be prompted to complete your registration by setting up your password. You will have 7 days to complete your registration to avoid your account expiring.

Once registered, you will be able to log in and view your child’s portfolio in QK Journeys, and manage bookings for your child in the QK Enrol section in My Family Lounge. Your My Family Lounge log in details will travel with you for life as you move childcare services that are subscribed to QK Journeys/QK Enrol. You are able to log in anywhere, anytime as long as you have access to the internet.

For a better understanding of how My Family Lounge works, please view the How-to Videos on [www.myfamilylounge.com.au](http://www.myfamilylounge.com.au)

Parent involvement is extremely important to us and we are thrilled to be able to provide you with access to your child’s portfolio, as well as provide you with this easier method of managing your child’s bookings at our service.