

Dear Family,

We are very excited to inform you that our service has subscribed to a fantastic online program called QK Journeys, which you can access via an online parent portal called **‘My Family Lounge’**. It has never been so easy to gain instant access to your child’s portfolio. Now, we have made it even easier for you by also introducing the **My Family Lounge App**!

**What information can I have access from My Family Lounge website portal?**

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

• 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

• Historical Records: If your child has attended another service that subscribed to My Family Lounge, then you will be able to access any historical child portfolios for record keeping.

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

By downloading the My Family Lounge App, you can conveniently view the daily journal, access recorded observations, and view photos stored in the image gallery, update your payment details with ease straight from your phone. You can download the App from the Google Play Store or the App Store.

**How do I log in?**

Once your account details have been registered with My Family Lounge, you will receive a Welcome email containing your Username details, please ensure you set up your password before Signing into your account. You will have 7 days to complete your registration.

Once registered, you can view your child’s portfolio from the website portal or the App. Your My Family Lounge log in details will travel with you for life as you move childcare services that are subscribed to My Family Lounge. 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 visit [www.myfamilylounge.com.au](http://www.myfamilylounge.com.au) and view the How-to Videos.

Parent involvement is extremely important to us and we are thrilled to be able to provide you with this accessibility to your valuable child’s information.