



**Karalee State School**  
**P&C Association**

**Karalee Outside School Hours Care**  
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<https://karaleess.eq.edu.au/facilities/out-of-school-hours-care>

## Enrolling/bookings through the 'My Family Lounge'

'My Family Lounge' is both a web based portal and an APP for smartphones and devices.

This online booking and enrolment system gives families control of their bookings and information. Families can utilise the APP to book casual session for their child/ren or mark the child/ren absent if they are not attending a pre booked session.

**EXISTING FAMILIES:** Please DO NOT register an account, if your children have attended here in the past, you already have an account. Use your email address to sign in, if you are unsure of the registered email please contact the service. You will just need to log on, if you are unsure of your password, please just utilise the 'forgot password' option. *\* Registering for a second account causes software issues- contact Kat if you are unsure.*

**NEW FAMILIES:** You will need to register for an account and complete a child enrolment form through the WEB based portal before logging into the APP.



Down load the APP via your smart device's play store or follow the link to find the web based portal

<https://karaleess.eq.edu.au/facilities/out-of-school-hours-care>

### **What can I Do on the My Family Lounge APP?**

- Make casual bookings
- Make Vacation Care Bookings
- Cancel casual bookings (24hrs notice required)
- Mark bookings absent if the child/ren are not going to attend

### **What can I do on the My Family Lounge Web Based Portal?**

- Enrol in KOSHC
- Request a permanent booking for BSC or ASC
- Request changed to a permanent booking for BSC or ASC
- Update family information (e.g. contact phone numbers, address, medical)

For more information on how to use the My Family Lounge:

<https://qikkids.com.au/My-Family-Lounge/help-guide>