



Welcome to

**FAMILY**<sup>®</sup>  
Lounge



Your essential parenting tool  
**My Family Lounge App**

Australia's most loved parent portal allowing you to easily and quickly manage logistics and scheduling of your child's bookings, as well as keeping you connected to your child throughout the day.

Over 100,000 Families use My Family Lounge – Appreciated by child care services, loved by families!

### What can the My Family Lounge website do for me?


**Control your child's bookings** Immediate Information sharing = Immediate Action


- Easily update contact information
- Conveniently manage your child's bookings online
- Request a change of days your child is permanently booked in for
- Submit your child's enrolment form online
- If casual booking option is available, book casual days for your child
- Share important medical & dietary information
- Update your child's current immunisation record or exemption
- Upload any documents required
- View your child care service policies and procedures


**Knowing is reassuring** Feel more a part of your child's day and see your child's daily progress through our online parent portal!






 **View Program:** View the planned program your child will be following including Curriculum Areas, Routine and Planned Experiences.

 **View Program Journals:** Outlines of what happened that day in your child's room, including any spontaneous activities

 **Observations:** Monitor the progress of your child's individual observations and for extra interest read any room or group observations and see how your child interacts with others

 **View Portfolio:** Viewing your child's portfolio online means you no longer need to wait to access this information from the service at the end of the day.



### How convenient My Family Lounge APP?

- Have an emergency? Need to pick up a casual day of child care? Easily book casual days anytime for your child
- Quickly advise your child will be absent via the APP in a few taps
- Be notified when casual days open so you can snatch them up whenever needed
- See your child's photos in the image gallery
- View your child's daily journals and observations anytime you wish
- Don't miss a beat, be notified of new updates about your child through the My Family Lounge App notifications.



### How do I get access to My Family Lounge?

You will be provided with your own unique My Family Lounge parent account. Your child care service will register your email address with My Family Lounge where you will receive an email to validate your account by setting up a password to get started!

### How can I access the program?

Your child care service can add the My Family Lounge parent portal to their existing company website, this is where you will be able to register a new account or Sign In to your existing account.

Once you have been registered with My Family Lounge your log in details will travel with you for life as you travel from centre to centre!

**Download the FREE App** to conveniently access your child's portfolio and book in casual days straight from your phone anytime, anywhere!