

Waitlist Requests - how to check and make changes



Narnia
Early Learning
FOR THE WHOLE OF LIFE

Once you have completed the registration request for My Family Lounge, you can sign into your account and check your contact details, your child/ren's details and your waitlist request for your child/ren.

Please note - completion of the enrolment form is not required until you have received and accepted an offer. Completion of the enrolment form does not make you more likely to receive an offer.

If you do complete the enrolment form prior to receiving and accepting an offer, you may be asked to update your details and the date you have signed the enrolment form when do receive and accept an offer.

To check that your Waitlist request is correct, sign into your My Family Lounge Account:

[SIGN IN](#)

You will be taken the Enrolment Management home page.

Navigate to **Booking Requests** (this is a waitlist request)

Check the booking request that is listed for each child you have made a waitlist request for.

The **Care Type** will be based on the age your child will be at the requested start date for your booking;

Lucys Room	0-2YO
Dancing Lawn	2-3YO
Little Woods	3-4YO
Prep	4-5YO

(Please note that each Narnia location is licenced for different age groups so not all care types are available at each location. You can find the details of the location you have made a request for on the Narnia Website.)

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BOOKING REQUESTS												
Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.												
Legend ☒ Requested ☒ Not Requested ☐ Not Requested But Flexible ☐ Change to Existing Booking ☐ Invalid												
CHILD NAME	START DATE	APPLICATION DATE LAST UPDATED	SIBLING CARETYPE	SERVICE	DAYS LESS	M	T	W	T	F	S	S
Maisy Test	18-01-27	A. 29-05-2026 U. _____	✓ LDC/KIN/PRE	Narnia C	2 X	✓	✓					
											EDIT	X

Check;

Child Name | Start date | Application Date **A** (this is the date you made the original enquiry)

* Care Type | Centre Name | Days (those ticked in green are the days requested)

* **U** Last Update Dated – this is the date of the latest update to the request. This will be blank unless you have requested a change after the waitlist has been migrated.

Select **EDIT** to see the full booking request.

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EDIT WAITLIST DETAILS
Child Name: **Maisy Test** Care Type: **LDC/KIN/PRE**

Select Service/s
Narnia Christian Pre School and Early Childhood Centre - Waratah

Currently selected Service(s): **Narnia Christian Pre School and Early Childhood Centre - Waratah**

Preferred start date: **18-01-2027** No. of Days: **2**

Will you accept less days? ☐ Y ☒ N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Preferred days	☒	☒	☐	☐	☐	☐	☐
Days that do not suit me	☐	☐	☐	☐	☐	☐	☐

Flexibility Comments

APPLICATION DATE: **29-05-2026** **SAVE** **CANCEL**

If the Booking request details are correct, no further actions are required by you.

If the booking request is not correct, (i.e does not match the expression of interest you completed previously) please contact the service as soon as possible – via email Narnia.admin@spcc.nsw.edu.au or phone 0249606685 Monday to Friday between 8:30AM and 4:00PM. Please leave a message if the call is not answered and your message will be forwarded to the relevant staff who will return your call.

If your care needs have changed, you can edit your booking request and update it to reflect your updated care needs.

1. Select **EDIT**
2. Untick the days you no longer require and tick any additional days that you no require.

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3. If your required start date has changed, you can update this when editing the waitlist details.

EDIT WAITLIST DETAILS

Child Name: Maisy Test Care Type: LDC/KIN/PRE

Select Service/s: **Narnia Christian Pre School and Early Childhood Centre - Waratah**

Currently selected Service(s): Narnia Christian Pre School and Early Childhood Centre - Waratah

Preferred start date

18-01-2027

No. of Days

2

Will you accept less days? Y ☐ N ☒

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Preferred days	☒	☒	☐	☐	☐	☐	☐
Days that do not suit me	☐	☐	☐	☐	☐	☐	☐

Flexibility Comments

APPLICATION DATE

29-05-2026

SAVE

CANCEL

4. Select **Save**.

The Service will receive notification of your updated waitlist request. Your original application date will remain as the date of your waitlist request

How and when are Offers Made?

If a position becomes vacant, you will be contacted via email with an Offer in July of the year prior to your requested commencement date. The email will come from do_no_not_reply@gikkids.com.au. You must have paid the enrolment fee in order to receive an Offer.

To secure your booking, you must Accept and Confirm the Offer and complete the enrolment form and any other documents provided by the Service within the timeframe requested. The Offer will have an expiry date – you must accept and confirm the offer and completed the enrolment form by the due date or the Offer will expire. Ou will

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also be required to pay an enrolment fee once you have accepted and confirmed your offer. This will be added to your Narnia account once the enrolment has been completed.

If your offer has expired, please contact the Service as soon as possible via email narnia.admin@spcc.nsw.edu.au or phone 02 496806685 or 02 40628065. Please leave a message if the phone is not answered as this will be diverted to the email and the team will be able to get back you.

If the Service does not hear from you and your Offer expires, the position will be offered to the next family listed under the priority of access guidelines.