

Waitlist Requests - how to check and make changes



**Narnia
Early Learning**
FOR THE WHOLE OF LIFE

If your circumstances/details change after you have completed the Waitlist request, 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 update or check your Waitlist request, 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)

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 FLEX NOTES EDIT DELETE
Maisy Test	18-01-27	A. 29-05-2026 U. _____	☒ LDC/KIN/PRE	Narnia C	2 ☒	☒	☒	☒	☒	☒	☒	Edit ☒

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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BOOKING REQUESTS

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[New Request](#)

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	FLEX NOTES	EDIT	DELETE
Maisy Test	18-01-27	A. 29-05-2026 U. _____	✓ LDC/KIN/PRE	Narnia C	2 X	✓	✓	●	●	●	●	●		Edit	X

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

Select **EDIT**

Untick the days you no longer require and tick any additional days that you no require.

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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

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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

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@qikkids.com.au. You must have paid the enrolment fee in order to receive an Offer.

If you have made a Waitlist request throughout the year the Service will work through their Waitlist following the Priority of Access guidelines. The service will contact families if as soon position becomes available.

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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.

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.