

How to submit a booking request

- QK Enrol



Narnia
Early Learning
FOR THE WHOLE OF LIFE

Submitting a booking request at Narnia

Narnia's parent portal for submitting booking requests and enrolments is My Family Lounge.

Access to the Narnia Enrolment portal can be found on the enrolment page of the Narnia Website [HERE](#)

You can also register your account from here;

[REGISTER](#)

To submit your booking request at Narnia follow these 3 easy steps -

1

Follow the prompts to Register your My Family Lounge Account

2

Enter your details and your child's details
Advise the Service the days you want to attend
Pay the enrolment fee

3

Wait until the Service contacts you to offer a position
Accept the position and complete the enrolment form
Your child is now enrolled

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Narnia Enrolments and Administration Officer

Narnia enrolments and placements are managed centrally by the Narnia Enrolments and Administration Officers. You can contact them Monday – Friday during the Service opening periods between 9:00AM and 3:30PM. They are located at the Narnia Office at Warabrook.

Email narnia.admin@spcc.nsw.edu.au

Phone 0249606685 or 02 40628065. Please leave a message if the phone is not answered and the message will be emailed to the team.

Narnia follows the Priority of Access guidelines.

What is My Family Lounge?

'My Family Lounge' is the Narnia parent portal for enrolments and administration of your account. Using browser access parents can:

- ✓ Create and manage booking requests (Waitlist)
- ✓ Submit and update enrolment forms
- ✓ Make changes to the days your child is enrolled at our Service



For the smoothest experience when signing into your account, parents should use Google Chrome on a desktop or laptop, as mobile devices often fail to support all features.

Using the 'My Family Lounge App. (unfortunately not available on newer android phones at the moment), parents can:

- ✓ Mark your child as absent via the My Family Lounge mobile app
- ✓ Update direct debit details (if you already have an existing direct debit)

For more detailed instructions on how to enrol at Narnia please refer to the Narnia My family Lounge Parent Guide.