



Giving permission for camps and excursions

Follow these simple steps to sign into Parent Lounge and give permission for your child to attend school camps and excursions.

Signing into Parent Lounge

1. The best way to access Parent Lounge is to go to the school website (<https://ccc.qld.edu.au/>) then click the Parent Lounge button at the top.



2. This will take you through to the login page. Your Username is your 5 digit Parent Code followed by your password. If you are unsure of these details, please contact admin on 5481 1000 or email admin@ccc.qld.edu.au.

Parent Lounge - Login [Forgot Password?](#)

parent lounge

* Username

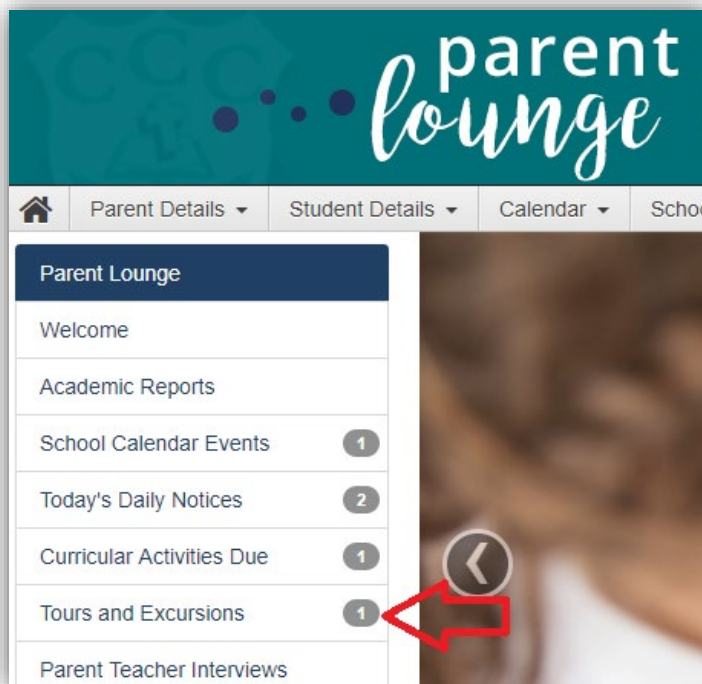
* Password

[System Requirements](#)

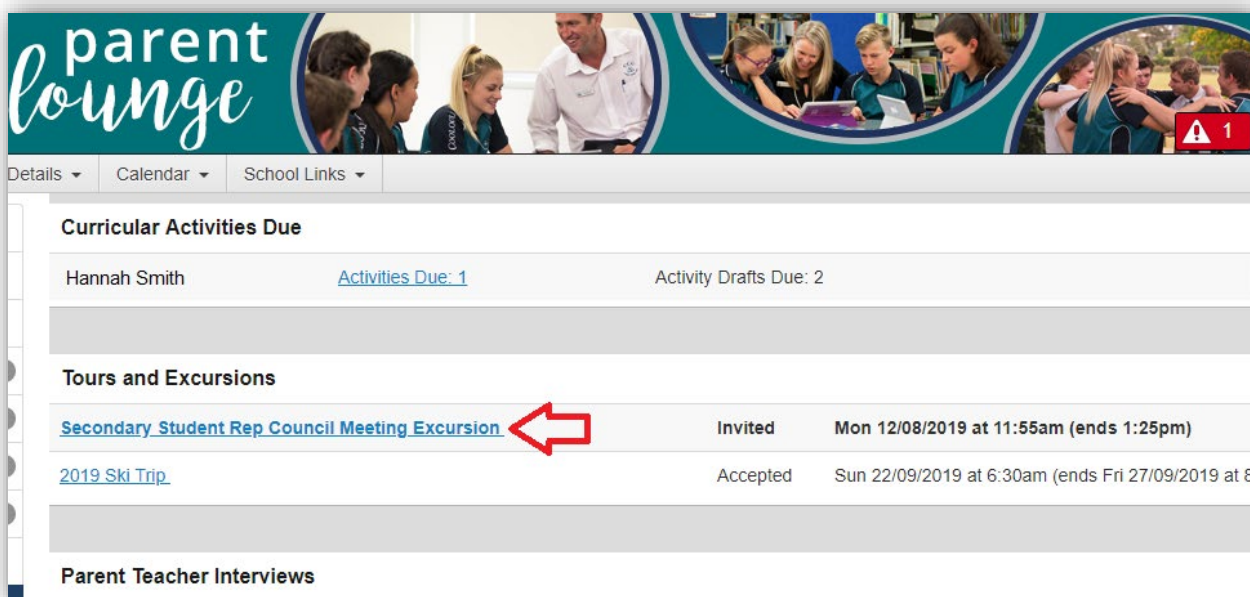
3. Note that Parent Lounge is not an app that can be downloaded – it is only accessible through the Web. If you are sure you are using the correct login details but you still cannot sign in, double check that you are at CCC's Parent Lounge. As there are many other schools using Parent Lounge, googling "Parent Lounge" may lead you to the wrong school!

Viewing and giving permission for upcoming camps and excursions

1. After signing into Parent Lounge, click the *Tours and Excursions* link on the left.



2. This will display a list of all camps and excursions relevant for your children. Any camps or excursions that you have not yet given permission for will be bold and will have a status of *Invited*. Click on the relevant camp or excursion to view further details about it.



- The next screen will allow you to view the full details of the camp or excursion, including the teacher responsible. Before you can give permission for your child to attend, you will be asked to review and accept the terms and conditions for the camp or excursion and to verify the medical details that CCC has on record for your child. If any of these details are incorrect you can update these through Parent Lounge.

The screenshot shows the 'parent lounge' header with navigation tabs: Home, Parent Details, Student Details, Calendar, and School Links. The main content area is titled 'Tours & Excursions' and includes a countdown timer 'The page will expire at 11:29:39', a user dropdown 'Hannah Smith', and 'Expand All' and 'Save' buttons. Below this, two excursions are listed: '2019 Ski Trip (Hannah)' (Accepted) and 'Secondary Student Rep Council Meeting Excursion (Hannah)' (Invited). The details for the 'Invited' excursion are expanded, showing:

- Venue / Supplier: Gympie Council Chambers
- Teacher: Mr Ross Waltisbuhl
- Other Details: [Icon]
- Terms & Conditions: [Icon]
- Medical Details: [Icon]
- Cost: \$0.00
- Accept / Decline: [Dropdown]

 On the right side of the details, there are checkboxes for 'Accept' and 'Verify', both currently unchecked. Red arrows point to the 'Other Details' icon, the 'Accept' checkbox, and the 'Verify' checkbox.

- Once you have reviewed all the details and verified that your child's medical details are up to date and correct, choose the *Accept* option to give permission for your child to attend. Ensure that you click the *Save* button to confirm.

This screenshot shows the same excursion details as the previous one, but with the 'Accept' checkbox checked and the 'Verify' checkbox also checked. The 'Accept / Decline' dropdown now shows 'Accept' selected. Red arrows point to the 'Accept' dropdown and the 'Save' button at the bottom right of the page.

Note: Most camps and excursions will show a cost of \$0.00 as these are included in your child's school fees. Special camps such as Ski Trip will incur an additional charge, and the ability to pay for these online using a credit card will soon be added to Parent Lounge. This documentation will be updated to reflect this ability when it is available.