

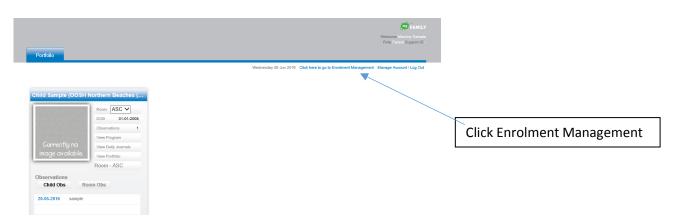


## How do I make a casual booking?

- Locate the My Family Lounge Parent Sign In section on our website
- Enter your email and password and Sign In to your account



• Ensure you are in the Enrolment Management screen



- Scroll down to the Casual Bookings section
- Press Add Casual Booking

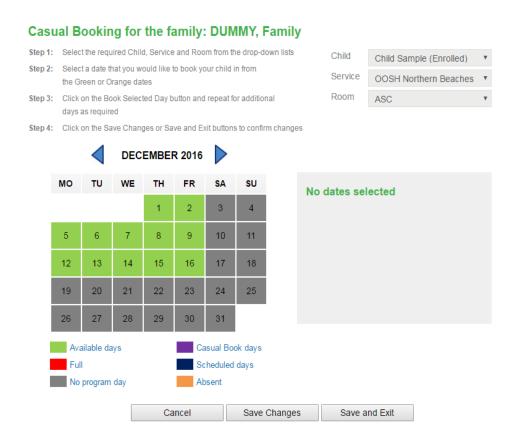


ABN: 98 399 800 352

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PH: 02 9984 8089

- Choose the child you wish to book in
- Ensure your Service (centre) is selected
- Choose the Room for After School Care or Before School Care
- Select the date of care
- Click Book Selected day



- Choose Save Changes
- Confirm the Terms and Conditions
- Press Save and Exit

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