



How do I make my new school year routine (permanent) booking requests?

- 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



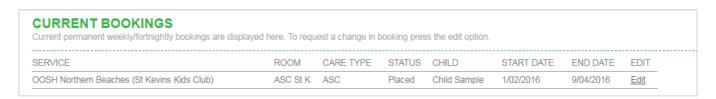
ABN: 98 399 800 352

PO Box 1143, Dee Why NSW 2099

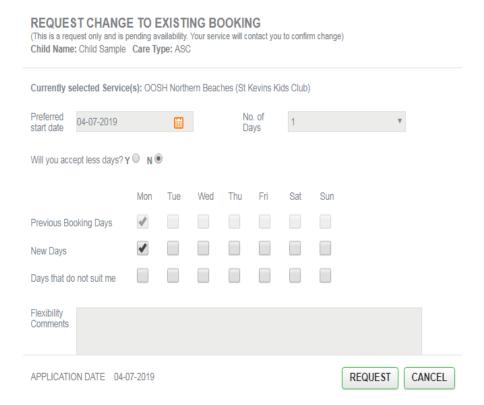
PH: 02 9984 8089

Scroll down to the **Current Bookings** section (you may need to reduce your screen size)

 Press Edit next to the most recent booking listed (you need to do this for each child and for each room type)



- Ensure the correct **Service** (Centre) is listed
- Select the preferred **start date** in the new school year for your routine bookings
- Select the number of days
- Advise if you will accept less days
- Tick the days you require for the new school year and untick any you no longer require
- Enter comments if required
- Click Request



For returning families, OOSH Northern Beaches will accept your booking offer on your behalf for the start of a new school year to ensure you have a place, subject to availability.

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