



## 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

**CONTACTS**

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Joshie Okeefe	Father	Primary Contact	11 hill st murrarie QLD 4123	0432569870	jok@mailinator.com	jok@mailinator.com	Edit
Isa okeefe	Mother	Secondary Contact	11 hill st murrarie qld 4123	0435698510	lokeefe@qtech.com.au	lokeefe@qtech.com.au	Edit
test test	Doctor			0731555879	-	-	Edit
tt	Brother			0438666666	-	-	Edit
tt	Friend			0435698885	-	-	Edit

**CHILD**

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Jane Okeefe	Active	15-08-16	-	6Y 10M	Edit	-	View Enrolment Print
Joshie Okeefe	Active	25-07-10	-	6Y 11M	Edit	-	View Enrolment Print
Joshua Okeefe	Active	25-07-00	-	10Y 11M	Edit	-	View Enrolment Print
Josh Okeefe	Active	22-04-10	-	7Y 2M	Edit	-	View Enrolment Print

**CASUAL BOOKINGS**

No records found

**OFFER**

Legend:  Offered  Not Offered  Change to Existing Booking

CHILD NAME	START DATE	END DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M T W T F S S	OFFER EXPIRY DATE	ACCEPTED DATE	VIEW OFFER
Joshie Okeefe	30-08-16	02-08-19	Accepted	LDOKNPPE	*OK Preschool Centre- Dee	2	●●●●●○○○○	24-08-16	30-08-16	View Offer
Josie Okeefe	17-05-16	05-05-18	Open	LDOKNPPE	*OK Preschool Centre- Dee	2	●●●●●○○○○	09-10-16	-	View Offer
Josh Okeefe	15-05-17	05-05-19	Open	LDOKNPPE	Big Giraffe Child Care Centre	3	●●●●●○○○○	20-04-17	-	View Offer

**BOOKING REQUESTS**

No records found

**CURRENT BOOKINGS**

SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
OkeYLM Demo centre - Dave	Junior Kindy	LDC	Placed	Jane Okeefe	1/05/2017	-	Edit
OkeYLM Demo centre - Dave	Junior Kindy	LDC	Placed	Joshie Okeefe	1/05/2017	-	Edit

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)

<b>CURRENT BOOKINGS</b>							
Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
OOSH Northern Beaches (St Kevins Kids Club)	ASC St K	ASC	Placed	Child Sample	1/02/2016	9/04/2016	<a href="#">Edit</a>


- 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**

#### REQUEST CHANGE TO EXISTING BOOKING

(This is a request only and is pending availability. Your service will contact you to confirm change)

Child Name: Child Sample Care Type: ASC

Currently selected Service(s): OOSH Northern Beaches (St Kevins Kids Club)

Preferred start date: 04-07-2019  No. of Days: 1 

Will you accept less days? Y  N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility Comments

APPLICATION DATE 04-07-2019

**REQUEST**

**CANCEL**

**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.**

ABN: 98 399 800 352  
PO Box 1143, Dee Why NSW 2099  
PH: 02 9984 8089