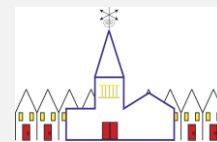


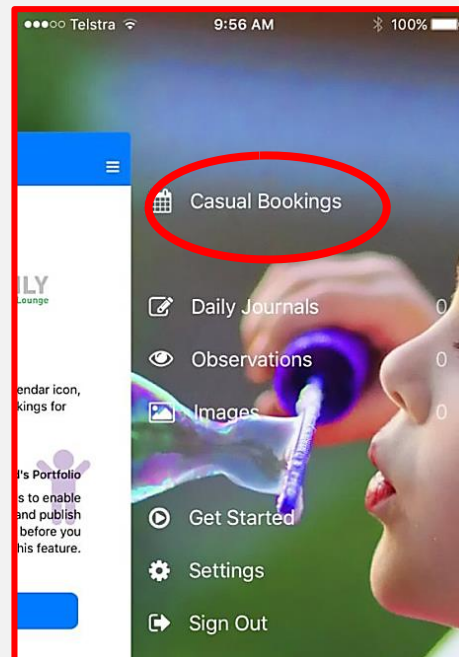
WALES STREET SCHOOL AGE CARE (SAC)

Fact Sheet #4

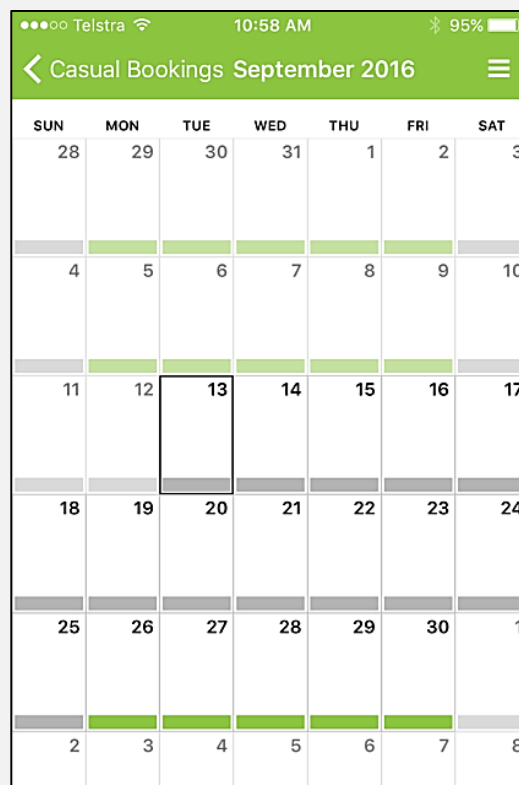
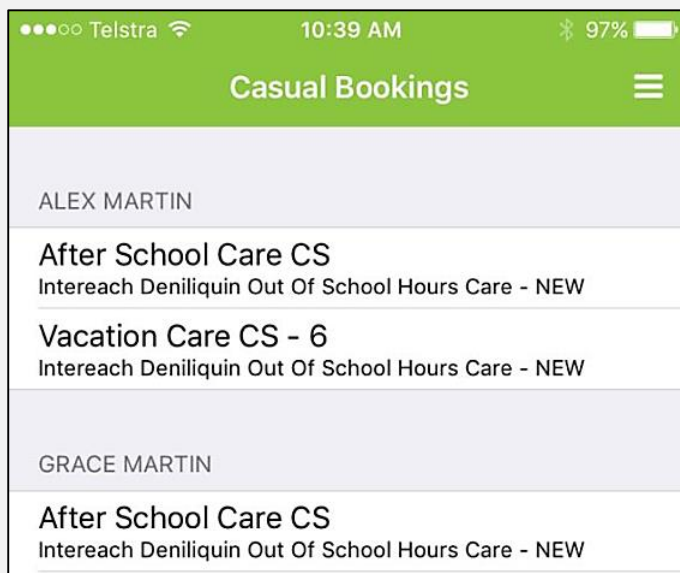
Making and cancelling a casual booking in the My Family Lounge App



1. Open the 'My Family Lounge' app and click on 'Get Started'
2. Click on 'Casual Bookings'



3. Click on the service required under the child you are booking in



Note:

Grey days = unavailable

Green days = available to book

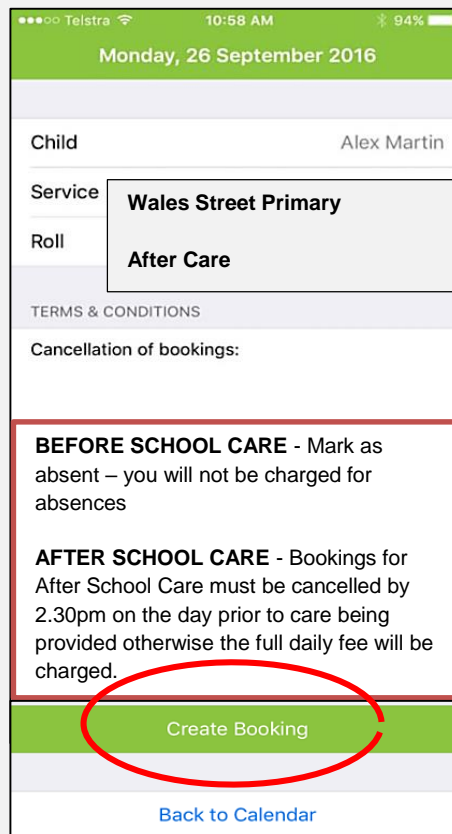
Red days = booked out

Click on the day required

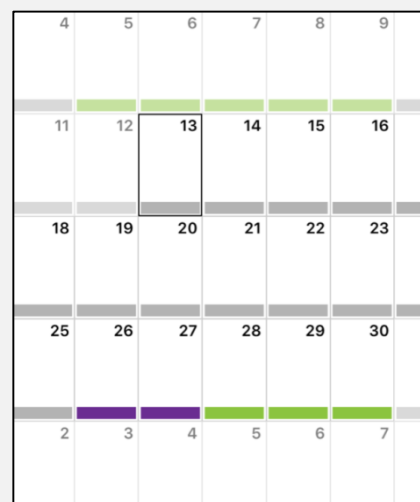
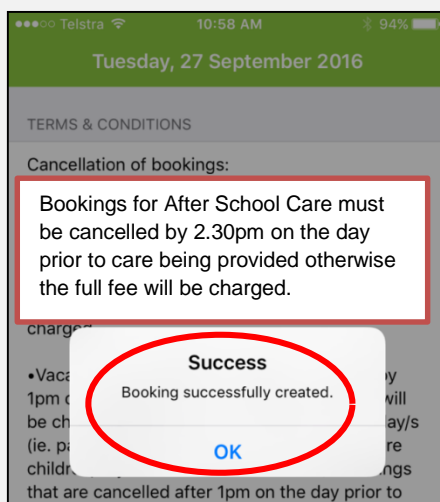
(if the required day is **red**, there are no places available – contact SAC on 9484 3949 or email oshc.wales.street.ps@edumail.vic.gov.au to place your child on the waiting list

5. Before School Care, After School Care & Curriculum Day bookings can be made in advance.

Click on **'Create Booking'**



6. You will then receive a confirmation message that the booking was successful. Click **'OK'** then **'Back to Calendar'** and the booked days are now shown in **purple**. Complete these steps for all children you require a booking for.



7. To cancel a booked day, click on the day you have booked and when the next screen opens, click on 'Cancel Booking'.

If you need a cancellation and you have missed the cut off time, it will be displayed as 'Absent Booking'. Click on this and your child will be marked as absent but you will still be charged for the day.

(You can also notify that your child will be absent from a permanent booking by clicking 'Absent Booking' but you cannot permanently cancel their booked days on the APP)

