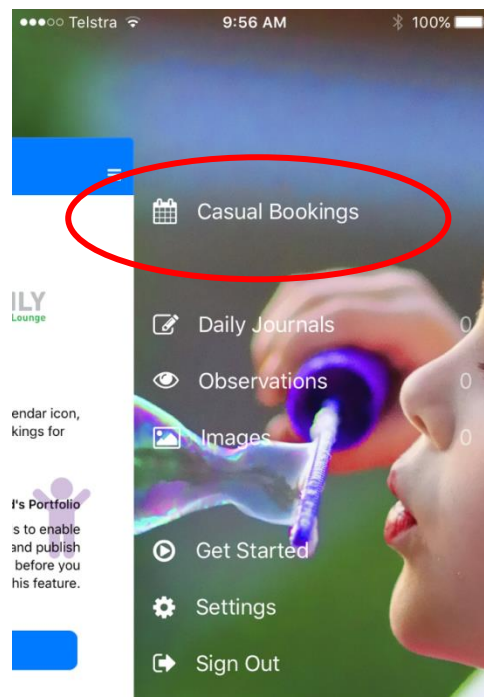


To create a booking

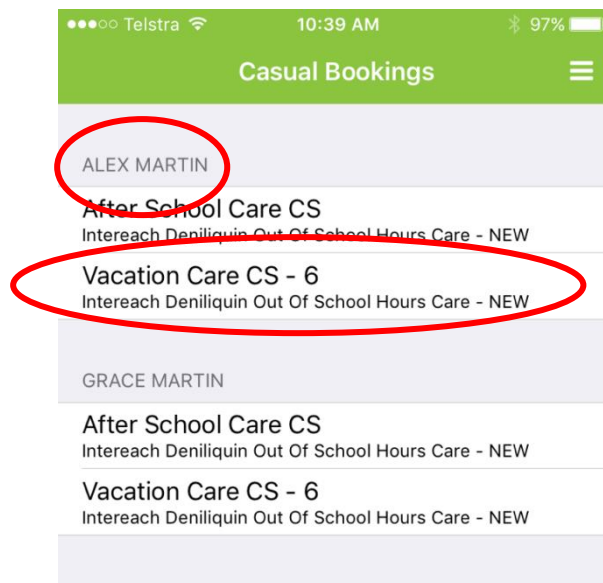
1. Open the **'My Family Lounge' app** and click on **'Get Started'**



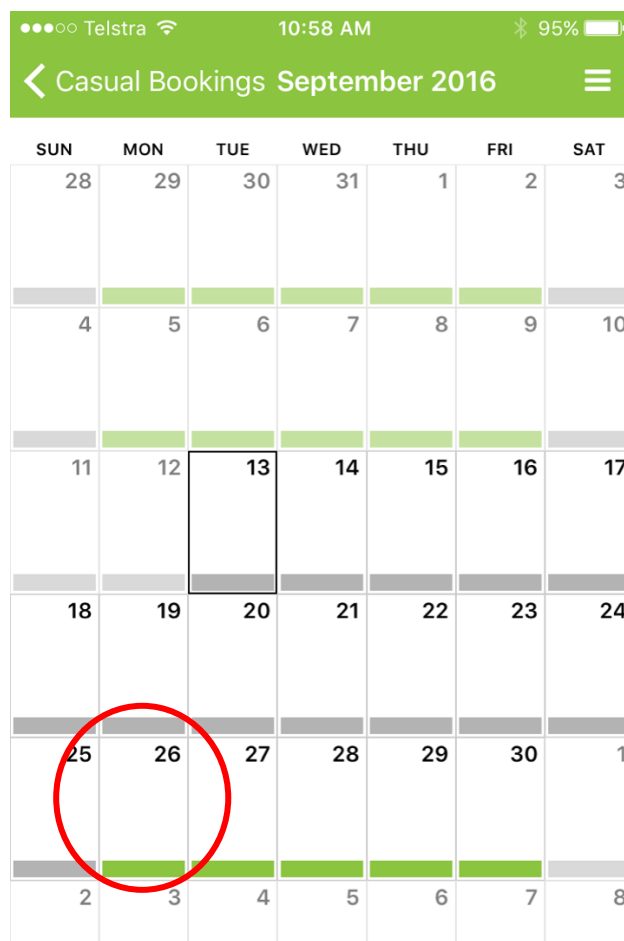
2. Click on **'Casual Bookings'**



- Click on the service required under the child you are booking in



- The available days will be shown in green. Click on the day required (if the required day is red, there are no places available – contact OOSH on 0428 554 478 to place your child on the waiting list)



5. Click on 'Create Booking'

Monday, 26 September 2016

Child Alex Martin

Service Intereach Deniliquin Out Of School...

Roll Vacation Care CS - 6

TERMS & CONDITIONS

Cancellation of bookings:

- casual bookings for After School Care must be cancelled by 1pm on the day prior to care being provided otherwise the full daily fee will be charged.
- Vacation Care bookings that are cancelled by 1pm on the day prior to care being provided will be charged \$5 per notification of cancelled day/s (ie. parent's/guardians may cancel one or more children/days at a time for the \$5 fee). Bookings that are cancelled after 1pm on the day prior to care being provided will be charged the full daily fee

Create Booking

[Back to Calendar](#)

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.

Tuesday, 27 September 2016

TERMS & CONDITIONS

Cancellation of bookings:

- casual bookings for After School Care must be cancelled by 1pm on the day prior to care being provided otherwise the full daily fee will be charged
- Vacation Care bookings that are cancelled by 1pm on the day prior to care being provided will be charged \$5 per notification of cancelled day/s (ie. parent's/guardians may cancel one or more children/days at a time for the \$5 fee). Bookings that are cancelled after 1pm on the day prior to care being provided will be charged the full daily fee

Success

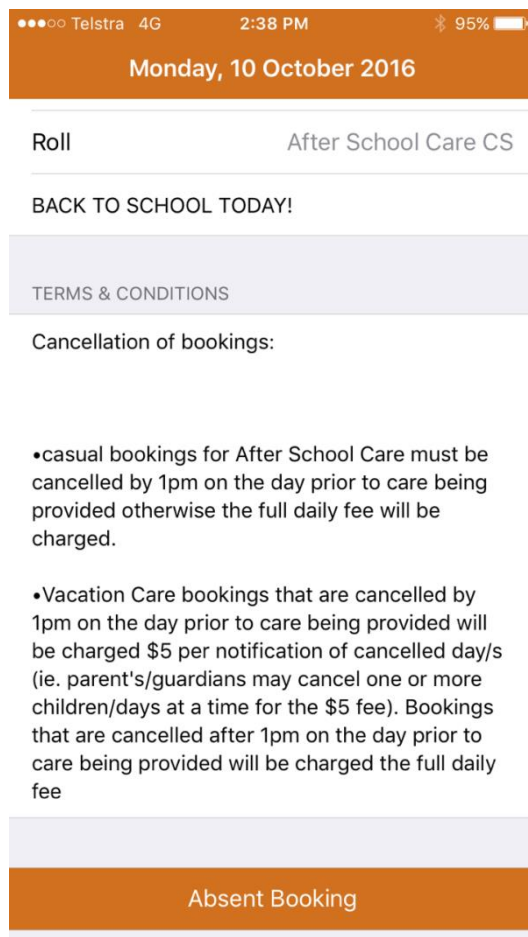
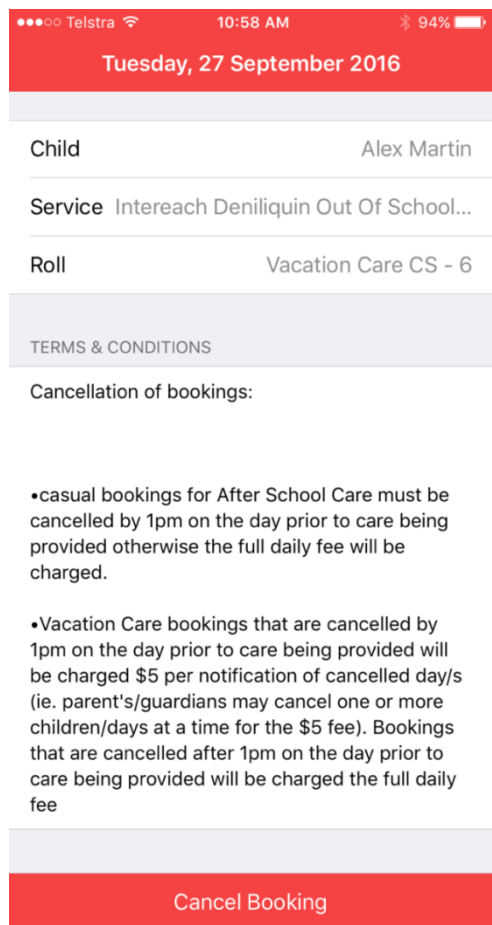
Booking successfully created.

OK

4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
2	3	4	5	6	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 to cancel a Vacation Care booking 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 After School Care booking by clicking '**Absent Booking**' but you cannot permanently cancel their booked days)



- You will then receive a confirmation message that the booking was cancelled. Complete these steps for all children you require a booking for.

Need help?

Intereach OOSH staff are on hand to help you through the process:

Phone: 03 5890 5260

Email: oosh@intereach.com.au

Need a quick run-down in person? Phone OOSH staff and book a time that suits you.

See OOSH Fact Sheet #3 for how to make and cancel casual bookings via the Intereach website

Or OOSH Fact Sheet #5 for how to make permanent bookings for After School Care