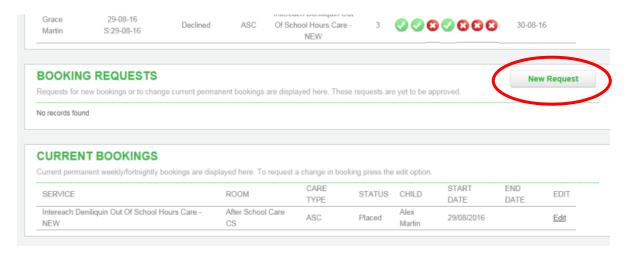
OOSH Fact Sheet

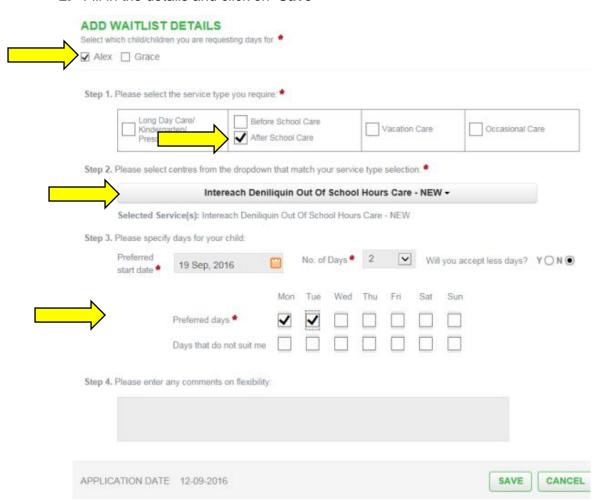
Requesting a permanent booking via MY FAMILY LOUNGE



1. If you require a permanent booking for After School Care, go to 'Booking Requests' and click on 'New Request'.



2. Fill in the details and click on 'Save'

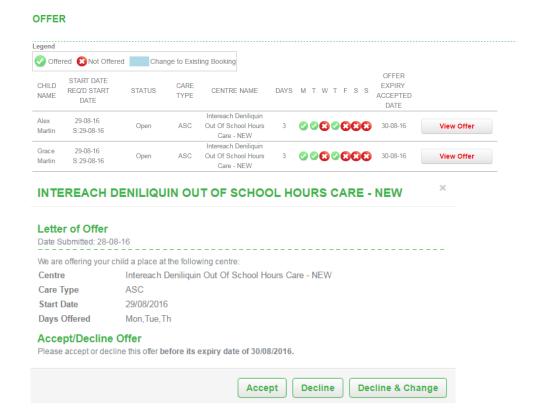


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Requesting a permanent booking via MY FAMILY LOUNGE

- **3.** An email will now be sent to OOSH staff. Once availability has been assessed, you will receive an email notification of the days that have been offered
- **4.** Once you receive the email, sign in to **'My Family Lounge'**, review the offer and then accept or decline the offer or decline and change the offer within 24 hours. If you accept the offered days, your child/ren will then have a permanent place booked with After School Care.

If some days were unavailable, your child will be placed on the waiting list and you will be notified once those days become available.



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 #4 for how to make and cancel casual bookings via the 'My Family Lounge' app

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