

# 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'.

Grace 29-08-16 Declined ASC Of School Hours Care - NEW 3 30-08-16

Martin S:29-08-16

**BOOKING REQUESTS**

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

No records found

**NEW REQUEST**

**CURRENT BOOKINGS**

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
Intereach Deniliquin Out Of School Hours Care - NEW	After School Care CS	ASC	Placed	Alex Martin	29/08/2016		<a href="#">Edit</a>

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

**ADD WAITLIST DETAILS**

Select which child/children you are requesting days for \*

Alex  Grace

Step 1. Please select the service type you require: \*

Long Day Care/Kindergarten/Pres  After School Care  Before School Care  Vacation Care  Occasional Care

Step 2. Please select centres from the dropdown that match your service type selection. \*

**Intereach Deniliquin Out Of School Hours Care - NEW**

Selected Service(s): Intereach Deniliquin Out Of School Hours Care - NEW

Step 3. Please specify days for your child:

Preferred start date \* 19 Sep, 2016 No. of Days \* 2 Will you accept less days? Y  N

Preferred days \*  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Days that do not suit me  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 12-09-2016

**SAVE** **CANCEL**

## Requesting a permanent booking via MY FAMILY LOUNGE

- 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
- 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.

### OFFER

Legend

✓ Offered ✗ Not Offered Change to Existing Booking

CHILD NAME	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER EXPIRY ACCEPTED DATE	
Alex Martin	29-08-16 S:29-08-16	Open	ASC	Intereach Deniliquin Out Of School Hours Care - NEW	3	✓	✓	✗	✗	✗	✗	✗	30-08-16	<a href="#">View Offer</a>
Grace Martin	29-08-16 S:29-08-16	Open	ASC	Intereach Deniliquin Out Of School Hours Care - NEW	3	✓	✓	✗	✗	✗	✗	✗	30-08-16	<a href="#">View Offer</a>

### INTEREACH DENILIQUIN OUT OF SCHOOL HOURS CARE - NEW

#### Letter of Offer

Date Submitted: 28-08-16

We are offering your child a place at the following centre:

**Centre** Intereach Deniliquin Out Of School Hours Care - NEW  
**Care Type** ASC  
**Start Date** 29/08/2016  
**Days Offered** Mon, Tue, Th

#### Accept/Decline Offer

Please accept or decline this offer before its expiry date of 30/08/2016.

[Accept](#)

[Decline](#)

[Decline & Change](#)

### Need help?

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

Phone: 03 5890 5260

Email: [oosh@intereach.com.au](mailto: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**