

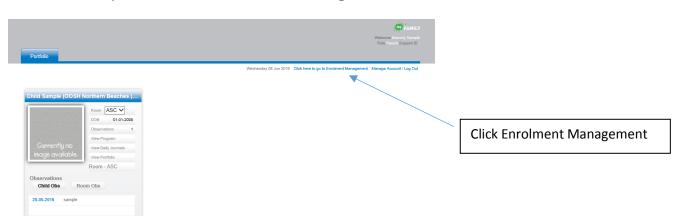


How do I request my recurring (permanent) bookings for the start of a new school year?

- 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



ABN: 98 399 800 352

PO Box 1143, Dee Why NSW 2099

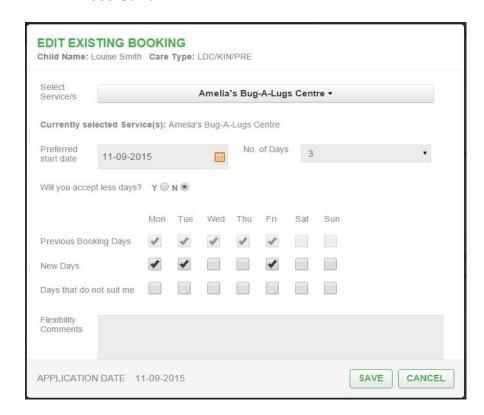
PH: 02 9984 8089

Scroll down to the Existing Recurring Bookings section

• Press Edit

XISTING RECURRING	G BOOKING	S					
our existing booking are available t	o view and amend.						
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Amelia's Bug-A-Lugs Centre	Preschool	LDC	Placed	Louise Smith	21/07/2014		Edit
Amelia's Bug-A-Lugs Centre	Preschool	LDC	Placed	Jacob Smith	21/07/2014		Edit

- Ensure your **Service** (Centre) is selected
- Choose the start date in the new school year when you wish your bookings to begin
- Select the number of days (including any current days you wish to retain)
- Advise if you will accept less days
- Tick the **new days** for the new booking request and untick those you no longer want
- Enter comments if required
- Press Save



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.

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