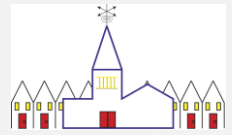


# WALES STREET SCHOOL AGE CARE (SAC)

## Fact Sheet #5

### Requesting a permanent booking in My Family Lounge on Website portal



1. If you require a permanent booking for Before & After School Care, go to 'Booking Requests' and click on 'New Request'.
2. Fill in the details and click on 'Save'

**BOOKING REQUESTS** New Request

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

No records found

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**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>

**ADD WAITLIST DETAILS**

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

Alex  Grace

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

<input type="checkbox"/> Long Day Care/ Kindergarten/ Preschool	<input type="checkbox"/> Before School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care
<input checked="" type="checkbox"/> After School 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 \*  No. of Days \*  Will you accept less days?  Yes  No

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Preferred days *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 12-09-2016

3. An email will now be sent to SAC 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 Before & 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	<b>WALES STREET SAC</b> 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	<b>WALES STREET SAC</b> Care - NEW	3								30-08-16	<a href="#">View Offer</a>

### Letter of Offer

Date Submitted: 28-08-16

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

**Centre** **WALES STREET SAC** 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