



Vacation Care bookings

The online Casual Bookings service gives parents the ability to book in for Vacation Care at Wesley OOSH

If you are:

- a new family registering please follow the guide from Step 1
- an existing family that already holds a login please skip ahead to Step 5.
- an existing family that has used Wesley OOSH but does not have a My Family Lounge account contact the Administration office at oosh@wesleymission.org.au

Step 1 - New families to register

If you are new to Wesley OOSH you will go through the normal registration process for My Family Lounge by clicking on the Register button through the Wesley OOSH website.

my FAMILY Lounge

Parent Sign-In

Email

Password

Sign-In Register

Step 2 – Enter Your Details

1. Complete your details by entering your relationship to the child, at least one phone number and the address details.

All fields marked with * are mandatory

2. Tick **Yes** to create a user account

3. Press Save & Next



ADD MAIN CONTACT

Please enter contact's details in the following form.

Special Contact Relation

First Name Last Name

Email

Confirm Email

You must provide at least 1 contact phone number

Mobile No. Home No.

Work No. Building

Street Address Suburb

State Postcode

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits ? Yes No

Would you like a user set up for this contact? Y N



Step 3 – Add Your Child’s Details

1. Enter your child’s details
2. If you wish to advise the centre of something not included in this form, enter this in the Additional Information box highlighted below
3. Press **Save**

ADD CHILD DETAILS

Please provide us with the child’s details.

Tick the box if the child is unborn

First Name Last Name

DOB  Gender

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? Yes No

Does your child have any special considerations we need to take into account for their enrolment? Yes No

Does your child have a diagnosed disability? Yes No

ADD PRIORITY OF ACCESS

Additional Information

Authorisations

Contact Name	Collection	Emergency	Excursion	Medical
Okeefe, Joshie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
okeefe, lisa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
test, test		<input type="checkbox"/>		<input type="checkbox"/>
t, t	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t, t	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4 – Complete the enrolment form

You must first complete and submit the enrolment form before proceeding to booking in casual days.

1. Under the child section, Click on **Start** or **Finish Enrolment**
2. The Enrolment form will be displayed ready to be completed by you

Enrolment form preview X

Enrolment Form for [Child Name]

Services to enrol

Main Contacts

<p>Primary Guardian (This person's details are used to claim government subsidy)</p> <p>Given Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Relation to child * <input type="text" value="Select"/></p> <p>Email address * <input type="text"/></p> <p>You must provide at least 1 contact phone number *</p> <p>Mobile number <input type="text"/></p> <p>Home number <input type="text"/></p> <p>Work number <input type="text"/></p> <p>Building <input type="text"/></p> <p>Street Address * <input type="text"/></p> <p>Suburb * <input type="text"/></p> <p>State * <input type="text"/></p>	<p>Secondary Guardian</p> <p>Given Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Relation to child <input type="text" value="Select"/></p> <p>Email address <input type="text"/></p> <p>You must provide at least 1 contact phone number</p> <p>Mobile number <input type="text"/></p> <p>Home number <input type="text"/></p> <p>Work number <input type="text"/></p> <p>Building <input type="text"/></p> <p>Street Address <input type="text"/></p> <p>Suburb <input type="text"/></p> <p>State <input type="text"/></p> <p>Post Code <input type="text"/></p>
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3. Complete all the fields. You will be required to complete a direct debit form as part of this process.

Remember:

- Give yourself authorisation to collect your child and to be contacted in an emergency by clicking on the **Collection and Emergency** check boxes next to the **Authorisation** field.
- The **Emergency Contact/s** need to be someone other than the **Primary or Secondary Contact**.

4. Once you have completed the above press **Save** then **Submit**. An email notification will be sent to you to confirm the enrolment form has been completed and submitted.

Step 5 – Book in for Vacation Care

1. To book your child into Vacation Care go to **Casual Bookings** and press the **Add Casual Booking** button

CASUAL BOOKINGS

Add Casual Booking

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

2. The casual booking screen will display
 3. Select Child
 4. Select Service
 5. Select Room
 6. Select **Day** required- by clicking on individual days it will display the daily activity details
 7. Select **booked selected day** (repeat step 4 & 5 to book another day)
 8. Select **Save changes** if you want to book in another child
 9. Select **Save and Exit** to finish making a casual booking
- N.B.** Once the bookings are confirmed they will appear in **purple**

Note- you will only be able to book in to services/ centres your child/children are associated with.

Casual Booking for the family: OKEEFE, Joshua

Step 1: Select the required Child, Service and Room from the drop-down lists

Step 2: Select a date that you would like to book your child in from the Green or Orange dates

Step 3: Click on the Book Selected Day button and repeat for additional days as required

Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

Child: Joshie Okeefe (Enrolled) 1.

Service: Vicki's Wonder & Emporiur 2.

Room: VACATION CARE 3.

◀
JUNE 2017
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MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	< 9 >	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

■ Available days

■ Full

■ No program day

■ Casual Book days

■ Scheduled days

■ Absent

Day info for 22/6/2017

Display note :

Book Selected Day

5.

Cancel

Save Changes

Save and Exit

6.