

*****Family Day Care and In Home Care modules are no longer supported*****

Content

How do parents advise the centre that they wish to change their child's days?

*****Family Day Care and In Home Care modules are no longer supported*****

- Locate the My Family Lounge Parent Sign In section on your child's website
- Enter your email and password and **Sign In** to your account



- Ensure you are in the **Enrolment Management** screen
- Scroll down to the **Existing Recurring Bookings** section
- Press **Edit**

EXISTING RECURRING BOOKINGS							
Your existing booking are available to 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 **centre** is selected
- Choose the preferred **start date** of the change
- Select the number of days
- Advise if you will accept **less days**
- Tick the **new days** for the new booking
- Tick any days that do not suit your family
- Enter **comments** if required
- Press **Save**

EDIT EXISTING BOOKING

Child Name: Louise Smith Care Type: LDC/KIN/PRE

Select Service/s

Amelia's Bug-A-Lugs Centre ▾

Currently selected Service(s): Amelia's Bug-A-Lugs Centre

Preferred start date

11-09-2015



No. of Days

3 ▾

Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

Flexibility Comments

APPLICATION DATE 11-09-2015

SAVE

CANCEL

The centre will confirm the change

Attachments