



## 2017 Bookings for My Family Lounge

'**My Family Lounge**' is both a web based portal and an APP for smartphones and tablets where families manage a range of details and their bookings.

This online booking system helps families have control over their bookings. Families can use the APP to book their child/ren in on a casual booking if needed and/or mark the child/ren absent if they are not going to attend. We ask all parents/guardians to utilise the APP as it instantly updates your booking online.

**Existing families** will use their email address– just reset your password on web based portal if needed. If you are not sure of the registered email address please contact the service on 3279 2902.

**EXISTING FAMILIES PLEASE DO NOT CREATE A NEW ACCOUNT USE EXISTING EMAIL REGISTERED WITH US. CONTACT US TO CHECK IF UNSURE**

Download the app from the Apple/Play Stores onto your smart phone/tablet or access the Web Based Portal on our Homepage: [www.jindaleesacp.com.au](http://www.jindaleesacp.com.au)



### **What can I do in the My Family Lounge APP (for smart phones and tablets)?**

- Make casual bookings for BSC/ASC/VC (select the roll (room))
- Cancel casual bookings (48 hours notice required)
- Mark bookings absent if the child/ren is not going to attend.

### **What can I do in the My Family Lounge Web Based Portal (for computers and tablets)?**

- Enrol in Jindalee SACP
- Request changes to permanent days your child is booked in (ASC/BSC)
- Make casual bookings for BSC/ASC/VC (select the roll (room))
- Update enrolment form if needed (e.g. adding additional contacts)

## Existing Families for 2017

Please login to your online portal 'My Family Lounge'. You will need to click on the '**View Enrolment**' for each of your children and complete this enrolment form in full and click on '**Submit**'. There are additional questions that have been added which will ensure the needs for all children are met in a safe environment.

### CHILD

[Add Child](#)

| CHILD NAME | STATUS | DOB        | Due Date | AGE    | EDIT                 | DELETE | Enrolment information                                |
|------------|--------|------------|----------|--------|----------------------|--------|--|
| ██████████ | Active | ██████████ | -        | 7Y 11M | <a href="#">Edit</a> | -      | <a href="#">View Enrolment</a> <a href="#">Print</a> |

All families will need to request a new booking for a '**Permanent Booking**'. These will need to be completed for Before School Care and After School Care. Families can also request to have a '**Casual Booking**' which needs to be completed by the parent/guardian each time the child attends the service through the online web portal or APP. Please be aware of the different price structure for permanent and casual bookings.

[Main Contacts](#)

[Additional Contacts](#)

[Medical Contacts](#)

[Child Information](#)

[Immunisations](#)

[Other General Questions](#)

[Save&Close](#) [Cancel](#)

[Save](#) [Print](#)

[Submit](#)

### 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](#)

### CASUAL BOOKINGS

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

No records found

[Add Casual Booking](#)

Once you request a new booking, you will receive a confirmation email from the service that your new booking for your child has been confirmed. If you need to change your bookings in during the year please click on '**Edit**' in your 'Current Bookings' section and request a change in your days. You will then receive an email confirming the changes.

### 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                 |
|----------------------------------|------------|-----------|--------|------------|------------|----------|----------------------|
| Jindalee School Age Care Program | ASC - Yr 1 | ASC       | Placed | ██████████ | 23/01/2017 |          | <a href="#">Edit</a> |