

Login Details

- Login details for the APP is the same details used for the web version of My Family Lounge.
 - Using the email you setup initially with the account as your username.
- Forgot your password?
 - Attempt to login through our website, www.wcs.org.au
 - We can not reset this, you will need to attempt to login and then reset your password.



Correct as of 22 April 2020, by D Marais

Woden Community Service

Make a casual booking



			17
	Bookings	=	< B
Margaret Hendry Of	Iry After School Car	re	504
Margaret Hend Margaret Hendry OS	Iry Holiday Program ∺c	1	
Red Hill Holida Red Hill OSHC	y Program		
Red Hill P- K N Red Hill OSHC	ini After School Ca	re	
CHILD THREE TES	т		
Curtin Before S	ichool Care		
Margaret Hendry Of	iry Holiday Program ਸਟ	1	
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Red Hill Holida Red Hill OSHC	y Program		_
Red Hill P- K N	ini After School Ca	re	





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Marking Absences



2	Select the program you ant to mark the absence for:		3) Co wo	Perr asuc ant t	na I di o n
	17:04 ⊀			17:04	
	Bookings =		_		
1	Aargaret Hendry After School Care			1	MON
;	Aargaret Hendry Holiday Program targaret Hendry OSHC				
F	Red Hill Holiday Program ed Hill OSHC			8	
F	Red Hill P- K Mini After School Care ed Hill OSHC				
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;	Margaret Hendry Holiday Program Margaret Hendry OSHC			22	2
F	Red Hill Holiday Program ed Hill OSHC				
F	Red Hill P- K Mini After School Care ed Hill OSHC			29	3
0	HILD TWO TEST				
0	Curtin Before School Care			5	
1	Margaret Hendry Holiday Program Margaret Hendry OSHC				
F	Red Hill Holiday Program ed Hill OSHC			_	_
F	Red Hill P- K Mini After School Care ed Hill OSHC				
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4) Select	Mark Absent.	5) Success f	or that session.	6) 1 ch	he s	essi e co	ons	ma r.	rke	d wi	
17:05 🗸	#ii 40 🍋	17:05 4	ali 40 😥	17:05	4				ail 40		
Monday,	30 March 2020	Mon		< Boo	kings	Mar	ch 202	D		≡	
		TERMS & CONDIT	IONS	SUN 1	MON 2	тие 3	WED 4	THU 5	FRI G	SAT 7	
Child	Child Two Test	Before and After	School Care								
Service	Curtin OSHC	Casual bookings a permanent booking	ne charged at a higher rate to gs (\$31.60 ASC and \$24.70 BSC)	_	_						
Roll	Curtin Before School Care	Casual bookings of the session with n	on be cancelled up to 24 hours prior to o charge. Bookings can be made by a Bookings can only be made up to	8	9	10	11	12	13	14	
TERMS & CONDITIONS		two weeks in adv	s. Bookings can only be made up to ance.	_	_	_	_	_	_	_	
Before and After Schoo	ol Care	School Holiday I	rogram	15	16	17	18	19	20	21	
Casual bookings are char permanent bookings (\$3	rged at a higher rate to 1.60 ASC and \$24.70 BSC)	chargs cancel	Success								
Casual bookings can be the session with no charg 2:45pm on the day. Book	pancented up to 24 nours prior to ge. Bookings can be made by kings can only be made up to	Beeki Succ booke	essfully marked as absent.	22	23	24	25	26	27	28	
two weeks in advance.	and a second second second second	durati	ок								
School Holiday Program	m e School Holiday Program are	for unless cancell you make a mista	ed within the required timeframe. If ke while booking please contact our	29	30	31	1	2	3	4	
charged at \$83 per day. I cancelled up to 7 days pr	floliday bookings can be rior to the booked session.	enrolments team i	mmediately.								
Bookings can be made o booked session. Booking	ne day before the desired gs can be made up to the			_					10		
All bookings made throu	onuty period. agh the calendar will be charged		0	0	0	ŕ	0	0	.0		
for unless cancelled with you make a mistake whil	in the required timeframe. If le booking please contact our			_	_	_	_	_		_	
enrorments team immedi	anery.		Close	ĺ.					\Rightarrow		
Ma	rk Absent			Cal	ondar		Legend	_	Selection		

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Cancelling Care

Permanent Bookings

- Families are required to provide 14 days written notice to enrolments@wcs.org.au if they wish to cancel bookings
- Families are required to provide 14 days notice through My Family Lounge to reduce or change their booking. Editing Your current booking, selecting a new start date, once processed you will receive an offer from us via email to accept and confirm.

Casual Bookings

- Casual bookings can be cancelled on the App, the same way as you booked them. As long as its within the notice period.
- Casual bookings are charged for non-attendance, unless 24 hours' notice prior to the sessions day is given.

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App Bookings Colour Codes

AVAILABLE	ABSENT	
These days are available for you to book your child.	You have indicated that your child is going to be absent on this day.	
Green – Available to be booked	Orange – Absence	
PERMANENT BOOKING	EUU I	
These days are recurring scheduled days at	TOLL	
this service for your child. If the day is before the refundable deadline, you may	These days are full, therefore no more children can be booked for these days.	
cancel this booking without being charged.	Red – Fully booked session	
Blue – Permanent booked days		
CASUAL BOOKING	NOT AVAILABLE	
These days are booked for your child on a casual basis. If the day is before the refundable deadline, you may cancel this	No actions are currently available for these days.	
booking without being charged.	Grey – No Service run	
Purple – Casual booked days		

For more information: http://www.myfamilylounge.com.au/My-Family-Lounge/home

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