



Registering for Vacation care /Casual days with Gumdale OSHC

New families registering

New families will go through the normal registration process for My Family Lounge by clicking on the Register button on [Gumdale State School website](http://www.gumdalesspc.org.au) and submitting a completed enrolment form.

Booking casual days

Once your child is enrolled at our service (enrolment form complete and submitted), you can book in casual days or notify us of absences via the My Family Lounge App or website for B/ASC and Vacation care. To download the App visit Google Play or App Store.

Enter your email address and password, then you can start to request casual days or mark your child as absent when required.

Once on the app you can select your child, service and session you wish to book. Once completed you will be presented with the following screen:

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 & Emporium 2.
Room: VACATION CARE 3.

JUNE 2017

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		

Legend:
■ 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.



Gumdale Outside School Hours Care

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By following steps 1 to 6 the parent will be able to book in casual days at the service, which will automatically create casual roll entries in QikKids linked to the standard casual fee schedule.

Step 1. Select Child

Step 2. Select Service

Step 3. Select Room

Step 4. Select Day required

Step 5. Select booked selected day (repeat step 4 & 5 to book another day)

Step 6. Select Save changes if you want to book in another child

Select Save and Exit to finish making a casual booking

N.B. Once the bookings are confirmed they will appear in purple

Kind regards,

Gillian Fawdry
GOSHC Coordinator

Contact us:

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