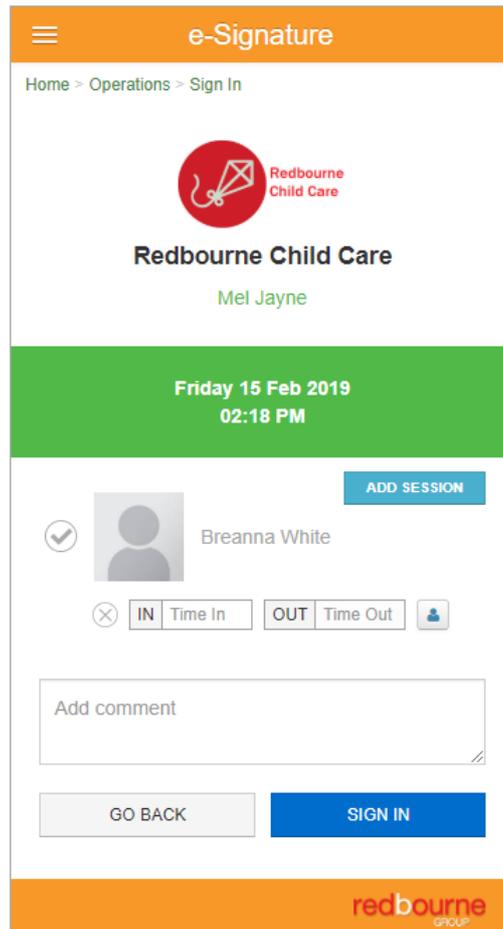


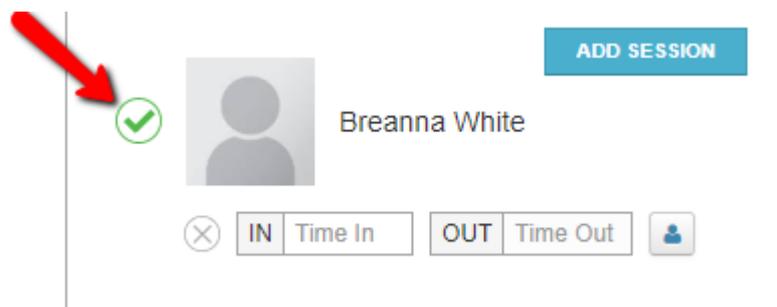
Casual Care

Signing In/Out Casual (Non-Booked) Sessions

In the event that a child needs to be signed in for a non-booked session (casual session), the sign in window will appear with no session after the Parent/Guardian enter their Pin and clicked on Sign In.



Click on the Grey tick next to the child to turn it from Grey to Green.

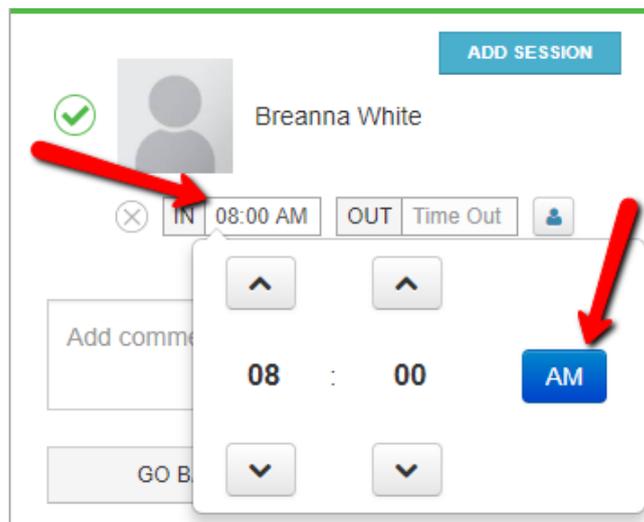


Please click on the Time In box and Time Out box and a time selection box will appear for you to enter the expected time in and out.

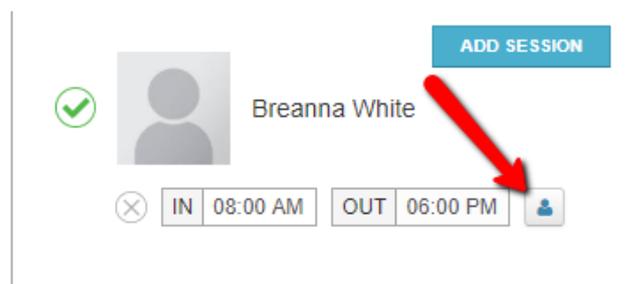
Then click on the AM/PM box to select the correct one for the start of the session

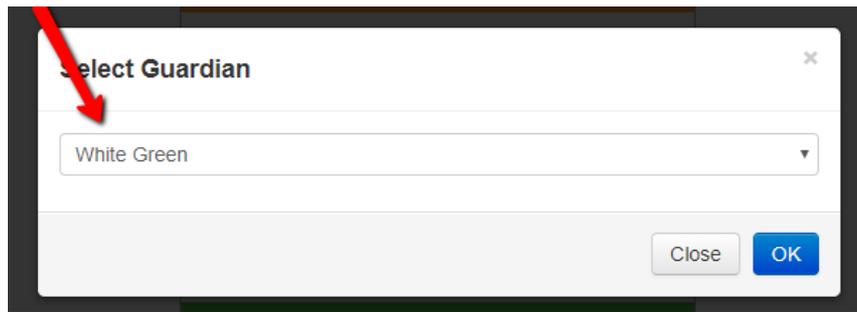
Note: The time IN can be changed back in cases where the parent was unable to do the time in at the start of care.

For example – The parent created the casual session at the time of picking up their child so they started the casual session for 7am and the end of the session for 4pm. When they click on SIGN IN it they are now able to bring the sign in time back to the start of the casual session.



You will notice a blue silhouette figure next to the Time Out box. You only need to click on this if the child is in split care between Parent/Guardians so you can then select the correct Parent/Guardian this casual session is to be charged too.



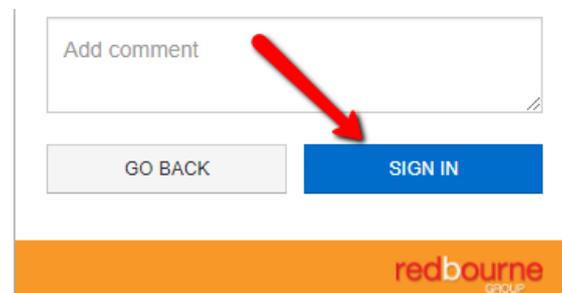


The parent/Guardian can also add a comment.



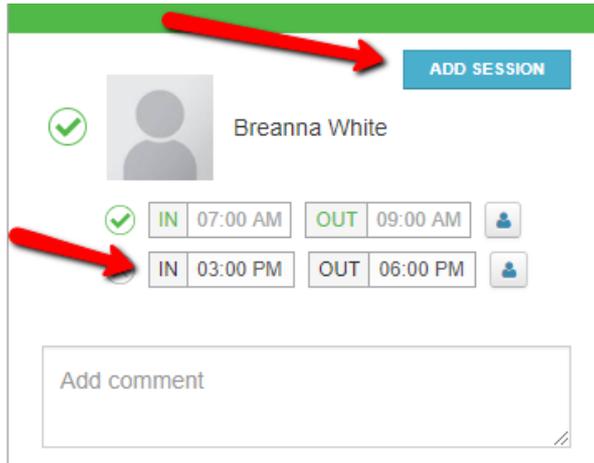
Click the 'Sign In' button and the child will be signed in (time-stamped as the current date/time).

The child may then be signed out as normal.



If it is for care that has more than one session in the day ie. Before School care and After School care

Create the first session and have the child signed in and out of care against that session and then when they are to enter care for the next session for that day you will then click on the **"ADD SESSION"** option so you can create the second set of booked hours for the day



You will then proceed to the child's timesheet to manually enter the charged hours of care.

Troubleshooting:

- When creating a casual session please remember to enter the times of the session, also check you have selected the correct AM/PM for the session otherwise this may throw an error, "time must be before end time".
- If there are multiple children in the families please make sure you only select the child you wish to add the casual session by ticking the grey tick and turning it to green.