



# PARENTS GUIDE TO OWNA



## How to Mark Your Child as Absent:

**If your child will not be attending their booked session, please ensure you mark them as absent via the OWNA app. Please follow the below steps:**

- Click the '+' symbol at the bottom of the screen.
- Then select 'Mark child not attending'.
- Select your child's name and the date you would like to mark them as absent for. You can leave a comment in the comment section.
- Sign and submit

Please be aware that there is a \$5 non-notification fee for absences that are not notified for ASC by 12pm on the day of care. If you have any issues with this, please contact us via email or phone call.



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