

11/4/2022



Dear Parents/Caregivers,

We are changing our booking system at Cobbler Creek OSHC. This exciting new booking system is called FullyBooked and will give families full control over bookings and cancellations from the comfort of your phone/tablet/computer! The new system also provides a virtual waitlist which will allow you to have immediate email confirmation whenever your child is removed from a waitlist and placed into the session.

The changeover to FullyBooked will **commence on Monday May 2nd 2022**. This is exactly three weeks from the date of this letter. From May 2nd onwards, all bookings from our old system will have been removed. This means that **you have from now until May 2nd to enrol your child/ren into FullyBooked if you would like them to attend OSHC during term 2 and beyond as none of your current bookings will carry over to the new booking system**. Please note that we will be using FullyBooked for Before School Care, After School Care, Pupil Free Days and Vacation Care.

All bookings and cancellations MUST be made by parents/caregivers on the FullyBooked system as we will no longer be accepting paper, phone call, email or text message bookings/cancellations. We ask you to please enrol as soon as possible in case you have any difficulties with the setup of your account.

Please see the attached document for a step-by-step breakdown of the enrolment process. If this document is unable to answer all of your questions, please call us between 9am and 3pm as we are happy to help.

Warm Regards,

Jasmina Dowden and Joseph Larking

Cobbler Creek OSHC Management