
FULLYBOOKED



A step-by-step guide to booking your child/ren into
Cobbler Creek OSHC using FullyBooked.

APPROACH WITH EXTREME CAUTION

STEP ONE:

Head to

<https://cobblercreekoshc.fullybookedccms.com.au/family>

and register for an account

Welcome to Cobble Creek OSHC's online booking system with FullyBooked!

Please create an account with us in order to book your child/ren into Before School Care, After School Care, Pupil Free Days and/or Vacation Care sessions. This is the only way to book your children into Cobble Creek OSHC.

If you have any questions or concerns, please take a look at our website for a step-by-step guide to enrolling into FullyBooked, email us at info@cobblercreekoshc.com.au, or call us on 0434 365 589.

Thank you

Cobble Creek Out of School Hours Care
Family Site
Please Sign In

Email Address

Password

Forget Password?

Sign In

Don't have an account yet? **Register Now**

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NOTE: It's VERY IMPORTANT that the parent creating the account is the same parent that claims Child Care Subsidy (CCS).

New Account Registration

Account Details

Email Address

Password

Confirm Password

Other Details

Separate account for each parent?

Please only tick if both parents wish to create separate accounts for the same child/ren. If ticked, then please take care to ensure bookings are placed on the correct account.

I would like to opt-out of all email marketing from Cobble Creek Out of School Hours Care

I would like to opt-out of all SMS marketing from Cobble Creek Out of School Hours Care

I would like to receive a confirmation email when your bookings are changed

I would like to be notified by SMS of any payment issues (charges may apply)

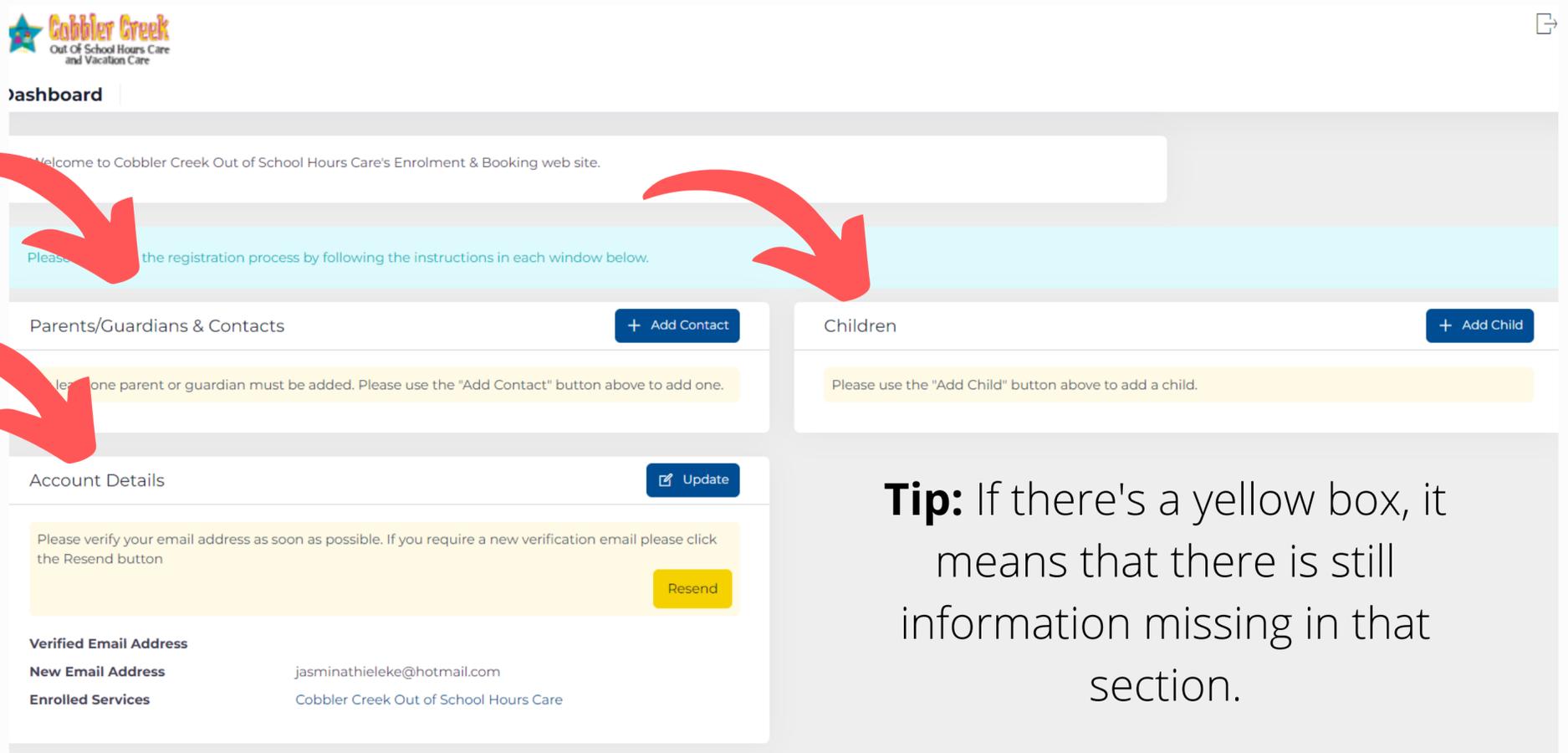
Remembered your login details? **Log In**

Register

Enter account details and ensure you make your selections for 'other details' carefully (we recommend AT LEAST signing up for email confirmations when bookings are changed). Once complete, hit **register**.

STEP TWO:

Welcome to your dashboard! Here you can update all of your account details. The Parent/Guardians & Contacts, Children, and Account Details sections ALL need to be successfully completed before you can make any bookings.

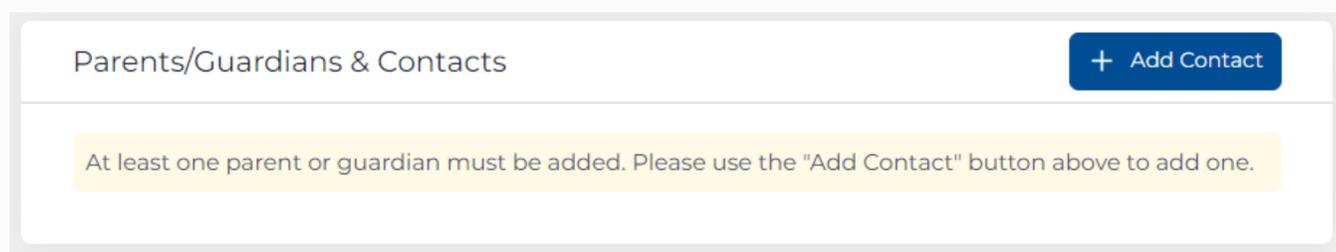


The screenshot shows the dashboard for Cobble Creek Out of School Hours Care. At the top left is the logo. Below it is a 'Dashboard' header. A welcome message is followed by a light blue box with instructions: 'Please complete the registration process by following the instructions in each window below.' Three red arrows point from this box to three sections: 'Parents/Guardians & Contacts', 'Children', and 'Account Details'. Each section has a yellow box with a message and a button. The 'Parents/Guardians & Contacts' section has a '+ Add Contact' button and a message: 'At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.' The 'Children' section has a '+ Add Child' button and a message: 'Please use the "Add Child" button above to add a child.' The 'Account Details' section has an 'Update' button and a message: 'Please verify your email address as soon as possible. If you require a new verification email please click the Resend button'. Below this is a 'Resend' button and a table with account details.

Verified Email Address	
New Email Address	jasminathieleke@hotmail.com
Enrolled Services	Cobbler Creek Out of School Hours Care

Tip: If there's a yellow box, it means that there is still information missing in that section.

STEP THREE:



This is a close-up of the 'Parents/Guardians & Contacts' section. It features a '+ Add Contact' button in the top right corner. Below the button is a yellow box with the text: 'At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.'

Start with the Parent/Guardians & Contacts section. This is where you will **enter the details of the parent whom receives Child Care Subsidy.** You will be prompted to add a second parent into FullyBooked before you can make bookings. If this does not apply to you, select 'second parent not applicable'.

Parents/Guardians & Contacts + Add Contact

Education and Care Services National Regulations require a second parent or guardian to be added to your enrolment details. Please use the following buttons to either add details or tell us that a second parent is not applicable.

Add Second Parent
Second Parent Not Applicable

At least one emergency contact, other than a listed parent or guardian, must be added. Please use the Add Contact button above to add one.

At least one emergency contact will need to be added in order to complete this section. **We recommend adding everyone that will be picking your child/ren up as we are not able to release your child/ren to anyone who is not authorised to collect them.**

This person is authorised to

- Authorisation to seek medical treatment from a registered medical practitioner, hospital or ambulance service, if necessary, and transportation of the child by an ambulance service
- Authorise administration of medication to the child
- Authorise an educator to take a child outside the service on excursions; regular outings
- Be notified in the event of any accident, injury, trauma or illness involving the child, if both parent's are not contactable
- Collect the child from the service
- Authorise the service to transport the child or arrange transportation of the child



Please take care when selecting these boxes for emergency contacts!

STEP FOUR:

Children + Add Child

Please use the "Add Child" button above to add a child.

Adding children to your account!

Enter the details of your child/ren - please note that your Doctor's details are required under our legislation so please enter this information.

THIS IS AN IMPORTANT SECTION!

If you would like to receive Childcare Subsidy, you will need to select the first option. You also need to ensure YOUR CRN, YOUR date of birth, YOUR CHILDS CRN and YOUR CHILDS date of birth have been entered into the account.

If you do not do this, you will not receive any subsidy to your fees.

Childcare Subsidy Details

Please select the type of enrolment required for this child *

- I am expecting to receive the Government Subsidy now or in the future
- I do not want, or expect, to receive the Government Subsidy
- I have a 3rd party organisation/business paying my childcare fees (Not Centrelink)

Media Permissions

Cobbler Creek Out of School Hours Care may photograph and/or video this child at the service for the purpose of documenting learning experiences*

Yes No

Cobbler Creek Out of School Hours Care may use this child's image, sound and video recording in hard copy or digital across the school for newsletters, visual displays, emails and other communications*

Yes No

Cobbler Creek Out of School Hours Care may store this child's image, sound and video recording digitally on social media*

Yes No

Cobbler Creek Out of School Hours Care may use photographs and videos for professional purposes for advertising and marketing, including print media, external advertising and marketing, including print media, web content, social media and electronic media (including the internet)*

Yes No

Child's registered medical practitioner or medical service

Doctors Name*

Doctors Address*

Child's Medicare number (if available)



PLEASE SELECT YES IF YOU ARE WILLING TO GIVE MEDIA PERMISSIONS

Photos will be used to create observations of children to show what we do at OSHC as well as create display around the OSHC area. They may also be used in Newsletters.

Upload any required documents for medical conditions (e.g. Asthma), dietary requirements, additional needs etc. **These will need to be approved by admin before you are able to make bookings.**

Document	Status
Child Health Record *	Not Uploaded
Immunisation Record *	Not Uploaded

* Document requires approval before bookings are allowed.

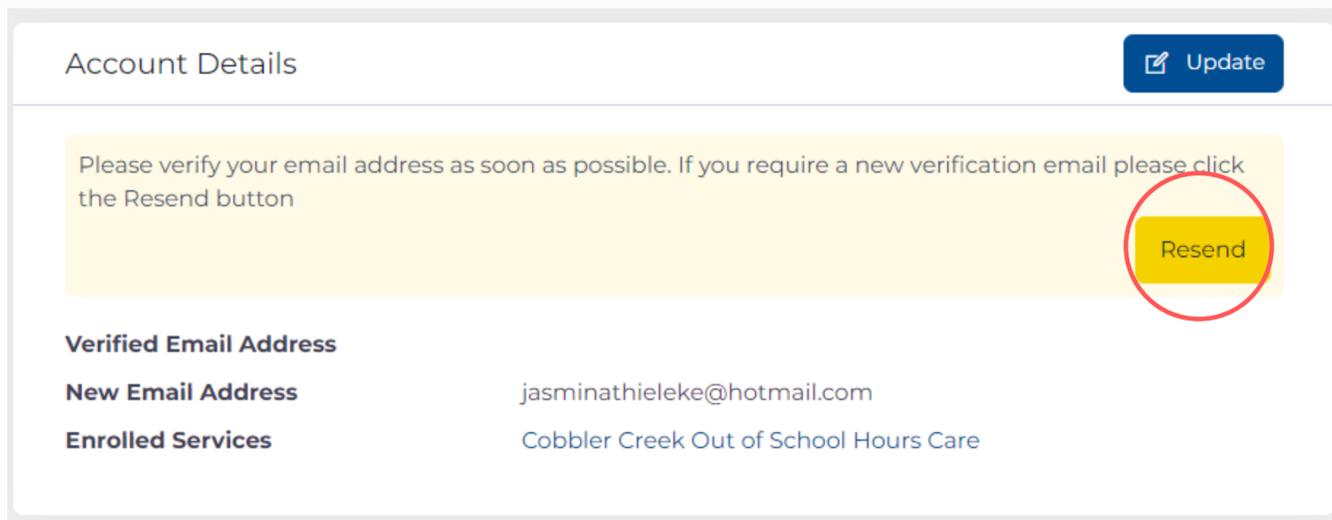
Need to scan a document?

If you don't have access to a dedicated scanner, you can use the camera on your phone or tablet to scan your document instead. Use the following links for our recommendations.

- Android - Google Drive
- iPhone/iPad: Notes
- iPhone/iPad: Scanner Pro

Please note that these forms need to be updated annually under our legislation.

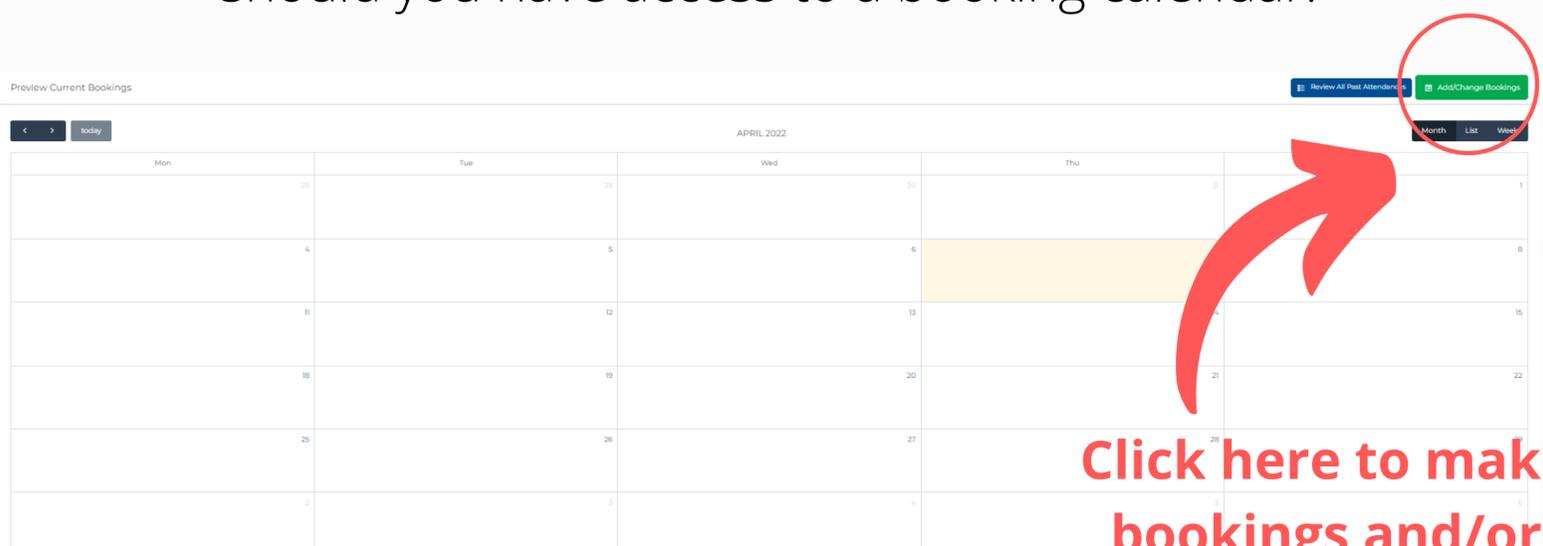
STEP FIVE:



Finally, you will need to **confirm your email address**. If you cannot find the email, check your junk or select 'resend' on your FullyBooked account.

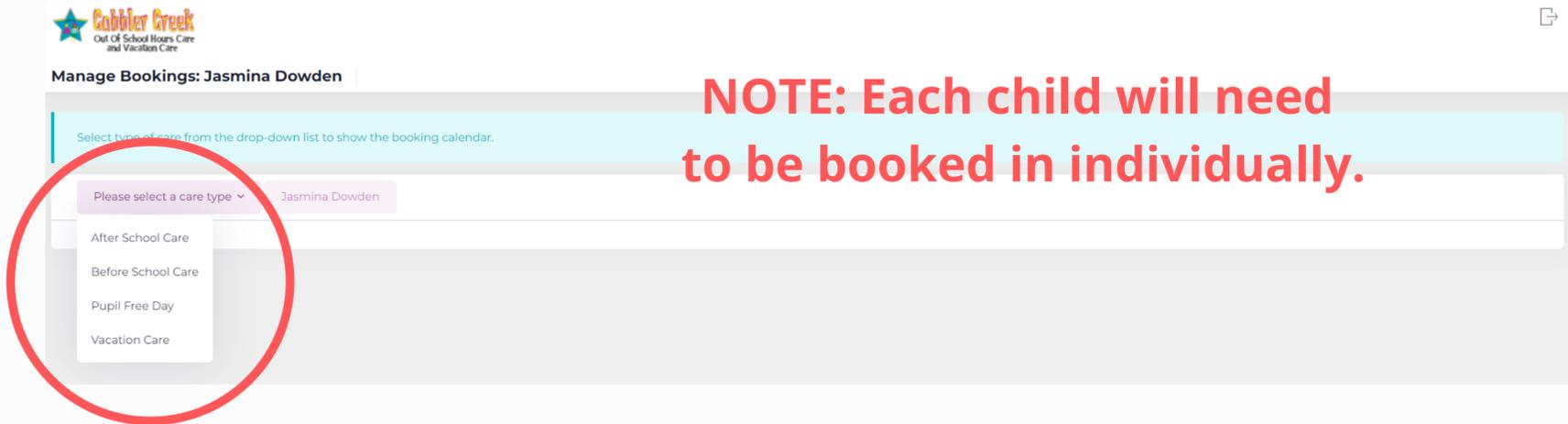
STEP SIX:

Only once you have successfully enrolled into FullyBooked, should you have access to a booking calendar.



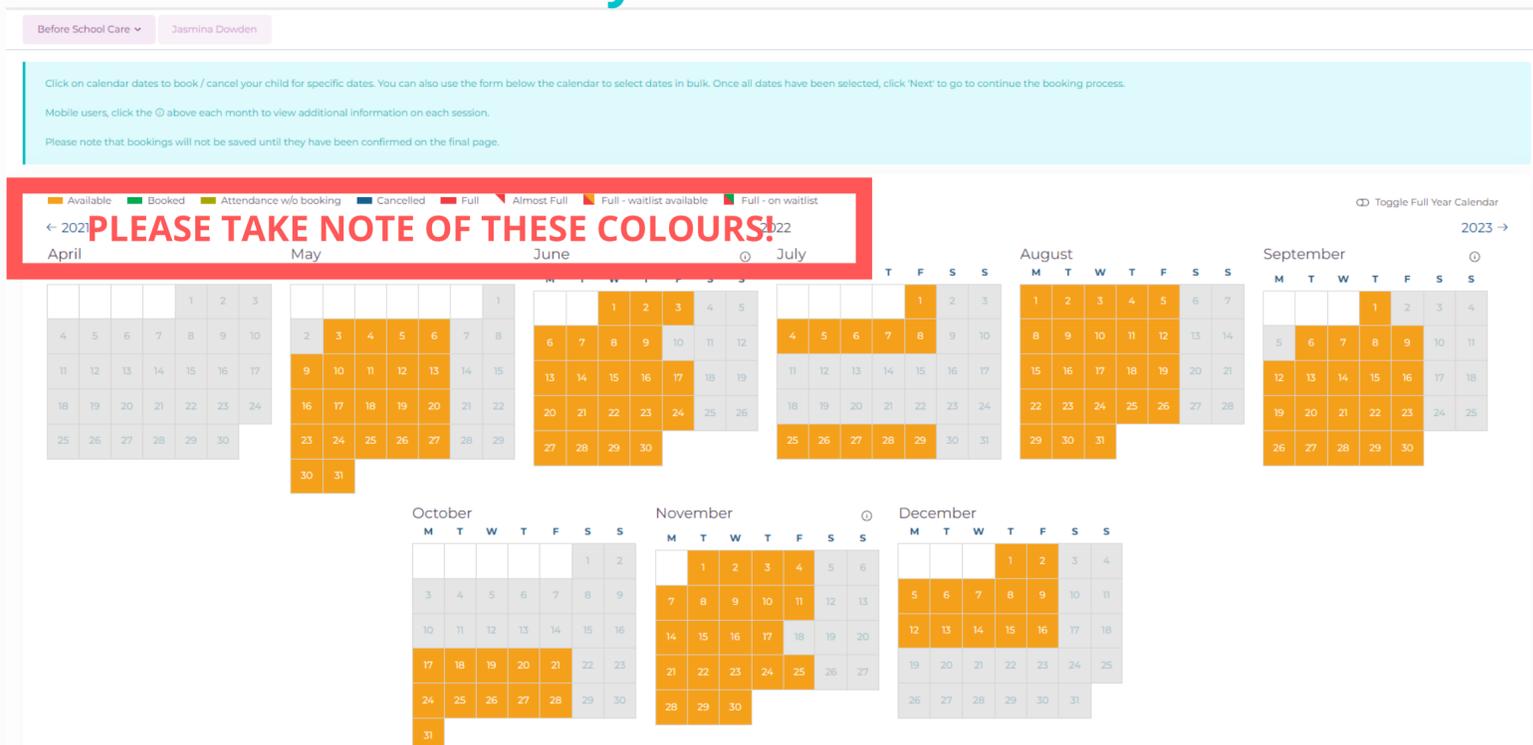
Click here to make bookings and/or cancellations.

Select what type of session that you would like to book for your child (e.g. Jasmina Dowden is the child in this example)



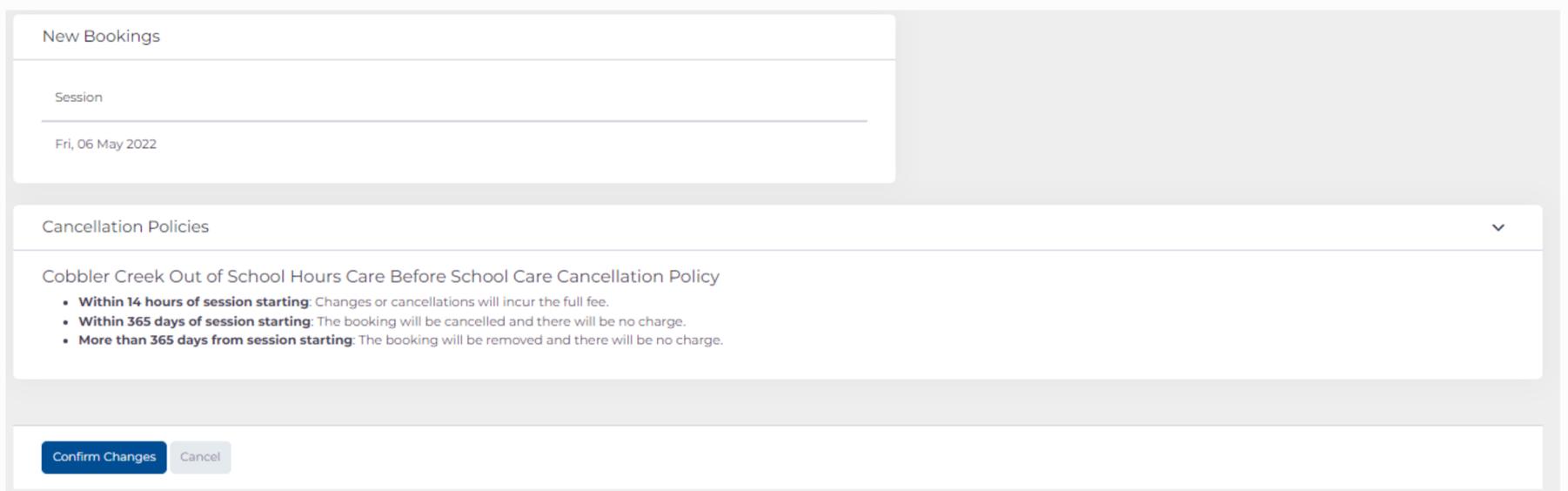
NOTE: Each child will need to be booked in individually.

Click on all sessions that you would like to book and select 'next'



PLEASE TAKE NOTE OF THESE COLOURS!

Legend: Available (yellow), Booked (green), Attendance w/o booking (light green), Cancelled (blue), Full (red), Almost Full (orange), Full - waitlist available (dark orange), Full - on waitlist (dark red).



New Bookings

Session: Fri, 06 May 2022

Cancellation Policies

Cobbler Creek Out of School Hours Care Before School Care Cancellation Policy

- **Within 14 hours of session starting:** Changes or cancellations will incur the full fee.
- **Within 365 days of session starting:** The booking will be cancelled and there will be no charge.
- **More than 365 days from session starting:** The booking will be removed and there will be no charge.

Confirm Changes Cancel

Double check your bookings and select 'confirm changes'

If you do not confirm changes, your bookings/cancellations will NOT be finalised.