

COBBLER CREEK OSHC x FULLYBOOKED

COBBLER CREEK OSHC



FullyBooked




STEP-BY-STEP ACCOUNT
SET UP & BOOKING



Welcome to Cobbler Creek Out of Hours School Care (CCOSHC)! We're thrilled to have your family join our community. As part of our commitment to providing convenience and flexibility for our families, we use an intuitive online booking system called FullyBooked. This system puts the power in your hands, allowing you to make bookings conveniently from the comfort of your own home. Our step-by-step guide will walk you through the process of setting up your account, ensuring that you can effortlessly navigate the system & manage your bookings with ease. At CCOSHC, we understand the importance of streamlining the administrative side of childcare, so we can focus on what matters most – spending quality time teaching & learning alongside your children. We look forward to providing your family with a seamless & enjoyable experience.



Contact Us

-  (08) 8251 5291
-  +61 434 365 589
-  info@cobblercreekoshc.com.au





CREATING YOUR ACCOUNT

STEP 1

Head to <https://cobblercreekoshc.fullybookedccms.com.au>

To register an account press the **Register Now** Button

Welcome to Cobbler 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 Cobbler 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

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

Email Address

Password

[Forgot Password ?](#)

[Sign In](#)

[Don't have an account yet? Register Now](#)

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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 Cobbler Creek Out of School Hours Care

☐ I would like to opt-out of all SMS marketing from Cobbler 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)

☐ I would like to be notified when a new Statement of Entitlement is available

Enter account details & ensure you make your selections for 'Other Details' carefully RECOMMENDED:

- ☒ 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)
- ☒ I would like to be notified when a new Statement of Entitlement is available

Once complete, hit [Register](#)


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



COBBLER CREEK OSHC x FULLYBOOKED

PARENTS/GUARDIANS & CONTACTS

STEP 2

**Dashboard**

This is where you will enter the details of the parent whom receives Child Care Subsidy (CCS).

Parents/Guardians & Contacts

+ Add Contact

At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.

Children

+ Add Child

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

Account Details

Update

Please verify your email address as soon as possible. If you require a new verification email please click the Resend button.

Parents/Guardians & Contacts

+ Add Contact

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 "Other contact" must be added with authorisation to be notified of an emergency involving the child. Please use the Add Contact button above to add one.

Read the yellow sections carefully and select which one applies to you and your family.

After adding your child's Parents/Guardians you will be prompted to add at least one Other Contact.

Parents/Guardians & Contacts

+ Add Contact

Name	Relationship	CRN
Parent/Guardian Name	Parent/Guardian	
Parent/Guardian Name	Parent/Guardian	
Other Contact Name	Other Contact	

* represents the primary parent

We recommend adding everyone that will be picking your child/ren up as **AS WE ARE NOT ABLE** to release your child/ren to anyone who is not authorised to collect them



ACCOUNT DETAILS

STEP 3

Dashboard

Please complete the registration process by following the instructions in each section below.

Welcome to Cobbler Creek Out of School Hours Care's Enrolment & Booking web site.

Parents/Guardians & Contacts [+ Add Contact](#)

Name	Relationship	CRN
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

* represents the primary parent

Account Details [Update](#)

Please verify your email address as soon as possible. If you require a new verification email please click the Resend button

[Resend](#)

Verified Email Address
New Email Address
Enrolled Services

Cobbler Creek Out of School Hours Care

You will need to **VERIFY YOUR EMAIL ADDRESS**.
If you cannot find the email, check your junk or select 'resend' on your FullyBooked account

COBBLER CREEK
OUT OF SCHOOL HOURS CARE

Account Details [Account Details](#) [Change Password](#) [Two-Factor Authentication](#)

Account Details allows you to change/add:

- Change of Email or Password
- Add a sign in code for pick up and drop off
- Two-Factor Authentication for added security
- Change in communication options

These are optional settings and can be changed at any point



ADDING CHILDREN

STEP 4

The screenshot shows a web dashboard with a 'Dashboard' header and a 'Children' section. A blue box highlights a text area with instructions, and a pink box highlights the 'Add Child' button and a yellow instruction box.

Enter the details of your child/ren - **Please Note** that your Doctor's details are required under childcare legislation.

Children + Add Child

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

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 & DATE OF BIRTH** as well as **YOUR CHILD'S CRN & 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)



ADDING CHILDREN

STEP 5

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 store and share this child's image, sound and video recording in hard copy or digitally across the school and service (eg newsletters, visual displays, emails to families)*

☐ Yes ☐ No

Cobbler Creek Out of School Hours Care may store and share 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 video recordings in their professional educational material for training purposes, internal and external advertising and marketing, including print media, web content, social media and electronic media (including the internet)*

☐ Yes ☐ No

PLEASE SELECT YES IF YOU ARE WILLING TO GIVE MEDIA PERMISSIONS

Question one allow photos to be used to create observations of children to show what we do at OSHC as well as create display around the OSHC area (internally).

Question three will allow us to use our Facebook and Instagram to post photos of activities the children are participating in

Child Enrolment Details

1. Main Details

2. Medical Details

3. Other Details

Continue onto **Medical Details & Other Details**. Complete these sections in full. Make sure to read each section carefully

If your account has any missing information, a **YELLOW** box will prompt you for the additional information

Children

+ Add Child

requires additional information. Please [click here](#) to update.

Name

Date Of Birth

CRN





MEDICATION

ADDITIONAL INFORMATION

The **National Quality Framework** outlines strict guidelines in regards to how medication and medical action plans are maintained within the OSHC service to ensure the safety and wellbeing of those that attend

- **Medical Action Plan** - For example; an asthma action plan or an anaphylaxis action plan
- **Medication** - For example; Ventolin and spacer for the asthma action plan or Epi-Pen for the anaphylaxis action plan
- **Risk Minimisation Plan** - The RMP is to be completed by the primary guardian in cooperation with the a service supervisor

To see all of the documents that need to upload, select
Documents Section

A Medical Management Plan, prepared & signed by a registered medical practitioner, must be uploaded and approved before the child can be booked into this service.

Please upload a document from the child's **Documents section** after you save any changes to this record.

Document	Status	
Asthma Medical Management Plan *	Not Uploaded	
Asthma Risk Minimisation Plan *	Not Uploaded	
Immunisation Record or Exemption	Not Uploaded	
Medication Management Plan *	Not Uploaded	
Medication Record *	Not Uploaded	

[Back to child](#) [Back to dashboard](#)

Please email us once these have been uploaded as they will need to
be approved before making bookings

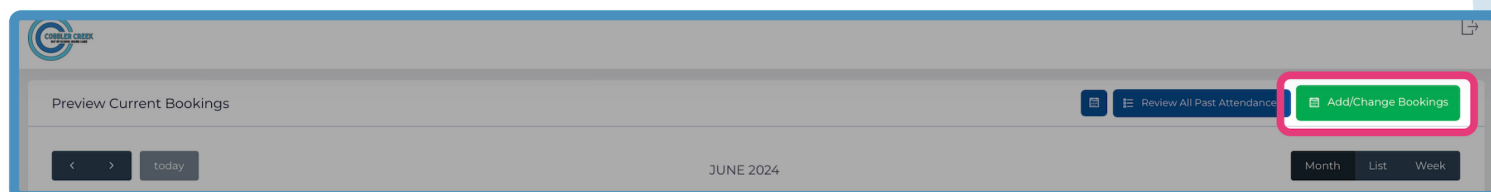
info@cobblercreekoshc.com.au



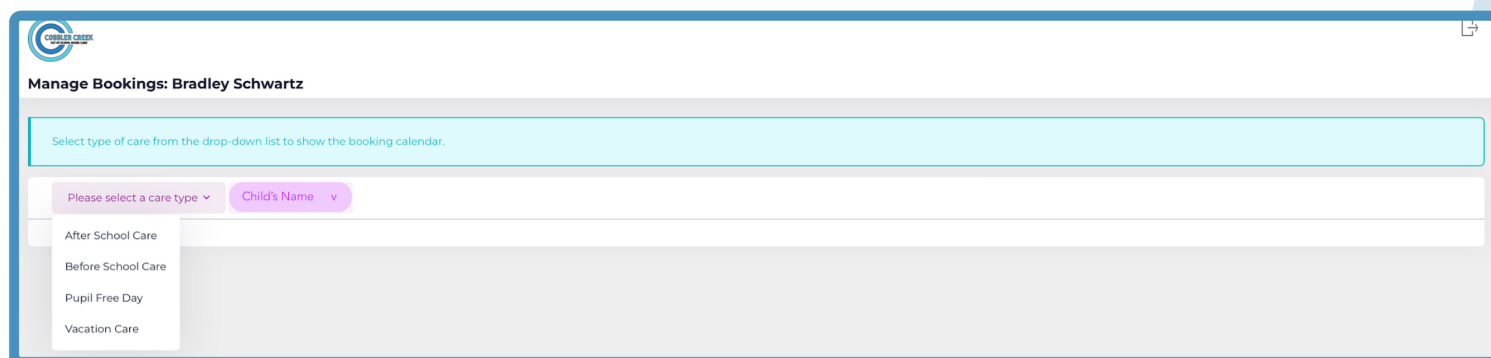
BOOKING

STEP 1

If your account is complete you should gain access to bookings



To add a booking select the **Add/Change Booking** option

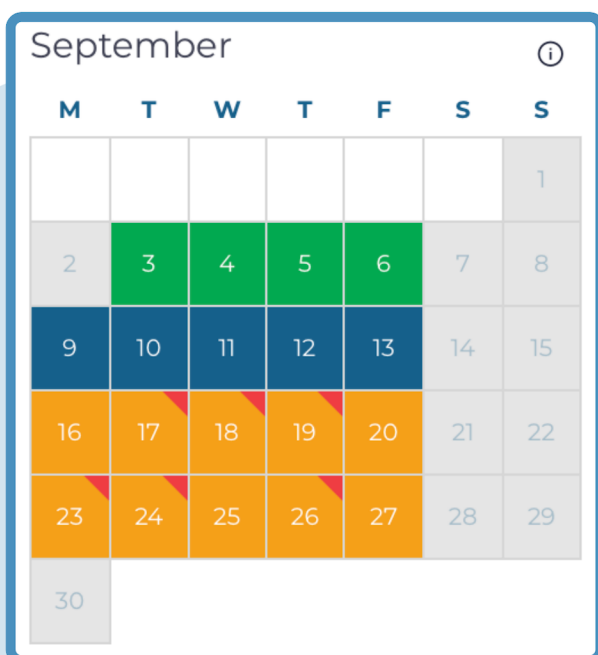


You can then select the **Care Type** you wish to book & the **Child** you would like to book for

Click on calendar dates to book / cancel your child for specific dates. You can also use the form below the calendar to select dates in bulk. Once all dates have been selected, click 'Next' to go to continue the booking process.

Mobile users, click the ⓘ above each month to view additional information on each session.

Please note that bookings will not be saved until they have been confirmed on the final page.



Green = Booked



Blue = Cancelled

Contact OSHC to re-book session



Yellow = Available

Yellow + Red = Almost Full



Red + Yellow = Session Full



Red + Green = Session Full & On Waitlist



BOOKING

STEP 2

Once you have selected the dates you wish to book, head to the bottom of the page & press **Next**

Quick Select: book all Weekdays between and Apply

Next Back to Dashboard

If you have booked a session that is full you will be added to a waitlist. This gives you an additional conformation as seen bellow

Update After School Care Bookings:

Some of the sessions you are booking into provides additional options you can select for this child. If you wish to use the same option for all sessions, just set the first option and click the repeat icon to set the rest of the dates to the same selection.

Click 'Next' to go to continue the booking process and please note that bookings will not be saved until they have been confirmed on the final page.

Waitlists

The following sessions are already full, please confirm that you would like to be added to the waiting list:

☒ Tue 23 Jul 2024

Next Cancel

Otherwise, you will be taken straight to the conformation page

Update After School Care Bookings:

The following lists all selected changes and conditions required to be accepted as part of the booking process. Please review carefully and then click 'Confirm Changes' to accept and save all changes.

Adding to Waitlist

Session

Tue, 23 Jul 2024 - After School Care 2024

Cancellation Policies

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

- **Within 7 days 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

IMPORTANT

After confirming changes please double check your email to ensure your child is definitely booked for your selected sessions