



GRANGE
PRIMARY
SCHOOL
OSHC



Grange PS OSHC

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How to Make Bookings in Fully Booked

Families are only able to make bookings within their Fully Booked account. Families are unable to cancel online through Fully Booked as we require all cancellations to be received in writing.

Step 1:

Log into your account by using the link below. We recommend saving this link to your home page or as a bookmark. This page is very phone friendly so can be used on your phone also.

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

Step 2:

Scroll down to the Preview Bookings Calendar and click 'Add/Change Bookings'



This will then bring you to this next page.

Step 3:

You will then need to select your care type by clicking the drop-down box. Eg, Before School Care, After School Care, Pupil Free Day or Vacation Care.

Update Bookings:

Please select a service  Please select a child 

Back

Step 4:

If you have multiple children enrolled at the service, you will need to select a child and add bookings individually for each child.



Update After School Care Bookings:


Happy Haven OSHC Kidman Park ▾ After School Care ▾ Please select a child ▾

Back

Step 5:

Once you have selected a child a yearly calendar will appear, and your screen will look like the picture below.



Logout 

Update After School Care Bookings: Demo Child

After School Care ▾ Demo Child

Clicking on available days will add / remove them from your selection and please ensure you click 'Save changes' to save all changes to the calendar before clicking away from this page.

☒ Book using the default options set by the service

Available

Booked

Attendance w/o booking

Cancelled

Full

Service Not opened

Almost Full

Toggle Full Calendar

2020

January

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Step 6:

Important: Make sure that you select correct session
Untick "Book using default option set by the service"



Logout

Update After School Care Bookings: Demo Child (Rm 4)

After School Care ▾ Demo Child (Rm 4)

Clicking on available days will add / remove them from your selection and please ensure you click 'Save changes' to save all changes to the calendar before clicking away from this page.

☒ Book using the default options set by the service

Once unticked a dropdown box will appear on the side Select the session that you require, either long or short.

Please note: Your fees will depend on the session you have selected. All sessions will be charged the default rate. If you selected a short session and your child has stayed beyond 4pm, the software will automatically charge you for our default longer session.

Update After School Care Bookings: Demo Child (Rm 4)

After School Care ▾ Demo Child (Rm 4)

Clicking on available days will add / remove them from your selection and please ensure you click 'Save changes' to save all changes to the calendar before clicking away from this page.

☐ Book using the default options set by the service

Select type of session you would like to book

After School Care 2020 Long (Default)

After School Care Session Short Session

Available Booked Attendance w/o b

Almost Full

Not opened

[Toggle Full Calend](#)

Step 7:

Have a read of our booking terms and conditions, you will then be able to select the days you wish to book in for. Days you are booking in for will turn green as per below.

May

1

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You will then scroll to the bottom of the screen and click 'next'.

A booking confirmation screen will pop up looking like the below. This is what will be your 'Complying Written Agreement' (CWA).



Update After School Care Bookings: Demo Child

Adding New Bookings

Mon, 27 Jan 2020 - After School Care 2020
Tue, 28 Jan 2020 - After School Care 2020
Wed, 29 Jan 2020 - After School Care 2020
Thu, 30 Jan 2020 - After School Care 2020
Mon, 03 Feb 2020 - After School Care 2020
Tue, 04 Feb 2020 - After School Care 2020
Wed, 05 Feb 2020 - After School Care 2020

Grange Primary School OSHC After School Care Cancellation Policy

- **Within 6 hours of session starting:** Changes or cancellations will incur the full fee.
- **More than 6 hours from session starting:** The booking will be removed and there will be no charge.

Booking Terms and Conditions

Before School Care Cancellations

Have a read of the days you have selected, our cancellation policy and booking terms and conditions and scroll to the bottom to click 'Confirm'. It will then pop up at the top to confirm your bookings have been added.


Update After School Care Bookings: Demo Child


Thank you! You have successfully made booking changes for Demo Child to Grange Primary School OSHC After School Care. Please confirm these changes below. If you would like to make additional booking changes for other children or services please select them in the menu below.

If you have multiple children or wish to book your child in for another care type you will need to complete the above steps again for that child/care type.

Once all your bookings have been added and confirmed you can head back to the dashboard by clicking on the Grange PS OSHC logo on the top left hand corner.

You will also be able to see your bookings back on the dashboard as shown below.


Preview Current Bookings


Add/Change Bookings

<

>

today

May 2019

month

week

day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	3:10pm ASC, Eddie		3:10pm ASC, Eddie	3:10pm ASC, Eddie		

Child Care Subsidy

Once you have made your bookings, if you have not used the service in an 8-week period you will receive an email from Fully Booked notifying you to confirm your child's enrolment with Grange PS OSHC. ***This is why it is super important you do not opt-out of all email marketing from Grange PS OSHC when you enrol.***