



**GRANGE
PRIMARY
SCHOOL
OSHC**



Grange PS OSHC

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How to Cancel a Booking or Notify of an Absence

Follow Steps 1 through to 6. (refer to "[How to Make Bookings in Fully Booked](#)" document)

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

To cancel or mark as absent you will need to turn your green days blue by clicking on them. If you hover over the day, it will let you know if you will be charged due to our cancellation policy.

The screenshot displays a calendar interface for the months of May, June, July, August, September, and October. The days are color-coded: orange for booked days, green for available days, and blue for cancelled days. A tooltip for May 30th reads "This session will still be charged if cancelled." The following table summarizes the status of each day in each month:

Month	Day	Status				
May	1-5	Booked (Orange)				
	6-10	Booked (Orange)				
	11-15	Booked (Orange)				
	June	1-2	Booked (Orange)			
		3-5	Booked (Orange)			
		6-7	Cancelled (Blue)			
		8-9	Booked (Orange)			
		10-12	Booked (Orange)			
		13-14	Booked (Orange)			
		15-16	Booked (Orange)			
		17-18	Booked (Orange)			
		19-20	Booked (Orange)			
		21	Available (Green)			
		22-23	Booked (Orange)			
		24-28	Booked (Orange)			
		29-30	Booked (Orange)			
		July	1-5	Booked (Orange)		
			6-7	Booked (Orange)		
			8-14	Booked (Orange)		
			15-21	Booked (Orange)		
			22-26	Booked (Orange)		
			27-28	Booked (Orange)		
			29-31	Booked (Orange)		
			August	1-2	Booked (Orange)	
				3-4	Booked (Orange)	
				5-11	Booked (Orange)	
				12-18	Booked (Orange)	
				19-25	Booked (Orange)	
				26-31	Booked (Orange)	
				September	1	Booked (Orange)
					2-31	Booked (Orange)
October					1-6	Booked (Orange)
					7-31	Booked (Orange)

Once selected you will then scroll to the bottom of the screen and click 'Next'. A booking confirmation screen will pop up looking like the below.

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

Cancelling Bookings

- ✘ Thu, 06 May 2021 - After School Care 2021
- ✘ Fri, 07 May 2021 - After School Care 2021

Booking Terms and Conditions

CANCELATION INFORMATION

Vacation Care Booking Policy

Bookings close at 6.00 pm on Friday, the week before the last week of the term.

Vacation Care Cancellations

Cancellations, with a refund of fees, will only be accepted if received 5 OSHC working days in advance. Any bookings after the closing date will be considered late and will incur a \$5.00 late fee. Any changes made to bookings after it has been processed will incur a \$5 admin fee.

The following fees apply to Vacation Care cancellations:

- Failure to cancel Vacation Care Booking - Full Fee \$55.00 plus an extra \$5 non-cancellation fee.
- Cancellation 5 OSHC working days in advance - \$5 admin fee.
- Cancellation less than 5 OSHC working days - Full Fee \$55.00
- Cancellation due to the child being sick (with Medical Certificate provided) - No Charge.

Before School Care Booking Policy

Online bookings are open until 6.00 pm the night before care is required or by calling the OSHC Office in emergencies before 7.00 am on the morning care is required.

Before School Care Cancellations

The following fees apply to Before School Care cancellations:

- Failure to cancel the Before School Care Booking - Full Fee \$13.00.
- Cancellation before 6.00 pm the night before care is required - No Charge.
- Cancellation after 6.00 pm the night before care is required - Full Fee \$13.00.
- Cancellation on the morning care is required, due to the child being absent from school on that day due to illness. (with Medical Certificate provided) - No Charge.

After School Care Booking Policy

Online bookings are open until midday (12) or by calling the School Front Office in emergencies before 3.00 pm.

After School Care Cancellations

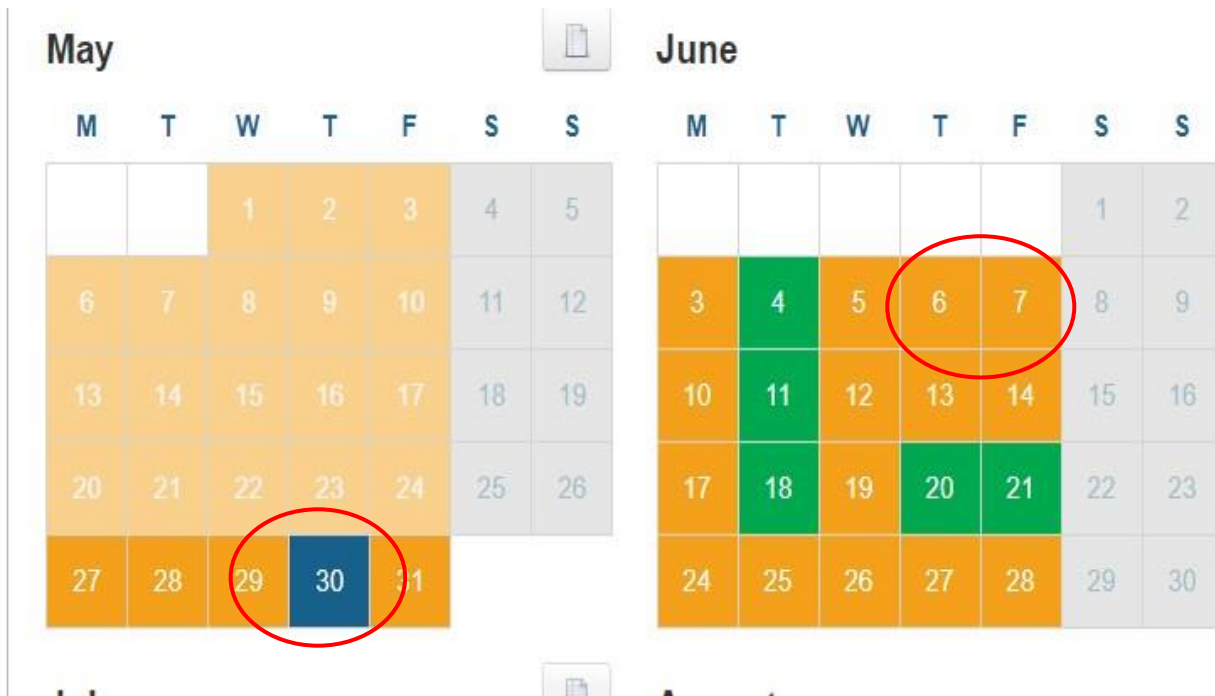
The following fees apply to After School Care cancellations:

- Failure to cancel an After-School Care Booking - Full Fee \$18.00 plus an extra \$5 non-cancellation fee.
- Cancellation, before 9.00 am on the day care is required - No Charge.
- Cancellation after 9.00 am on the day care is required - Full Fee \$18.00.
- Cancellation on the day, care is required, due to the child being sent home from school sick - No Charge.

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 Changes'. It will then pop up at the top to confirm your bookings have been added.

Thank you! You have successfully made booking changes for Demo Child (Rm 4) 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. ✘

You will be able to see on your calendar that the days you get charged for will remain in blue, the days you will no longer be charged for will turn back yellow.



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.