



Ku-ring-gai Council Vacation Care

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KU-RING-GAI COUNCIL VACATION CARE ONLINE BOOKINGS GUIDE

The following guide will assist when booking days with Ku-ring-gai Council Vacation Care services via the following link kmc.fullybookedccms.com.au/family/login. If you have any further questions please contact the Vacation Care team by emailing us at vacationcare@kmc.nsw.gov.au.

Once you have enrolled your family and set up an account you can now add bookings. Please check the booking dates to ensure that bookings are open.

Log into your account at kmc.fullybookedccms.com.au/family/login.

Sign in

person@email.com.au

.....

SIGN IN

STEP 1 – Add a booking

i) Click on the “Edit Bookings” button.

Preview Current Bookings

October 2016

month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2

Edit Bookings

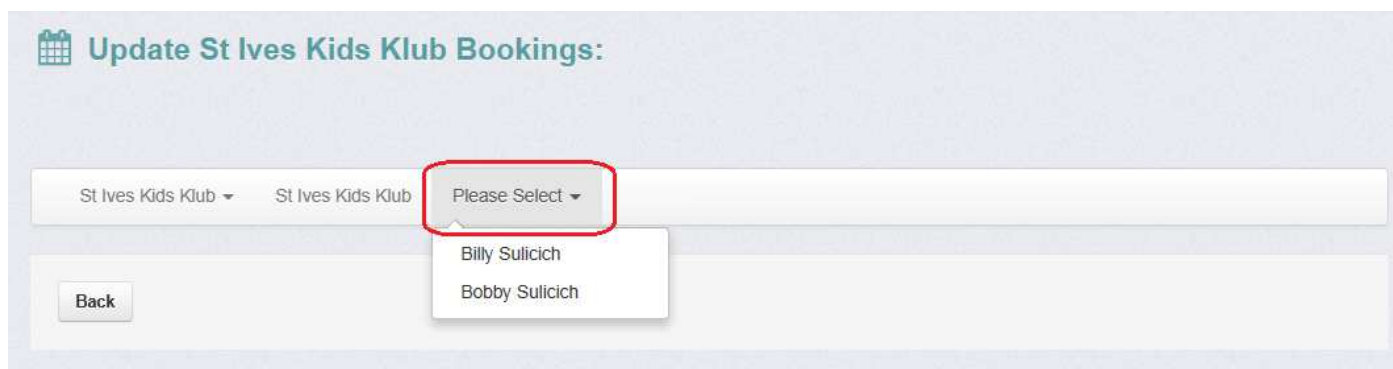
ii) Use the drop down menu to select which centre you'd like to see available booking dates for. You must make bookings for each centre individually. If you would like to make a booking at additional centres you may do this after completing the booking for the current centre.

Update Bookings:

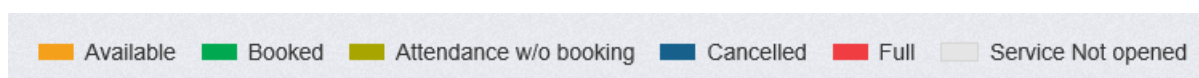
Please Select

- St Ives Kids Klub
- West Lindfield Getaway
- West Pymble Kids Klub
- St Ives Getaway

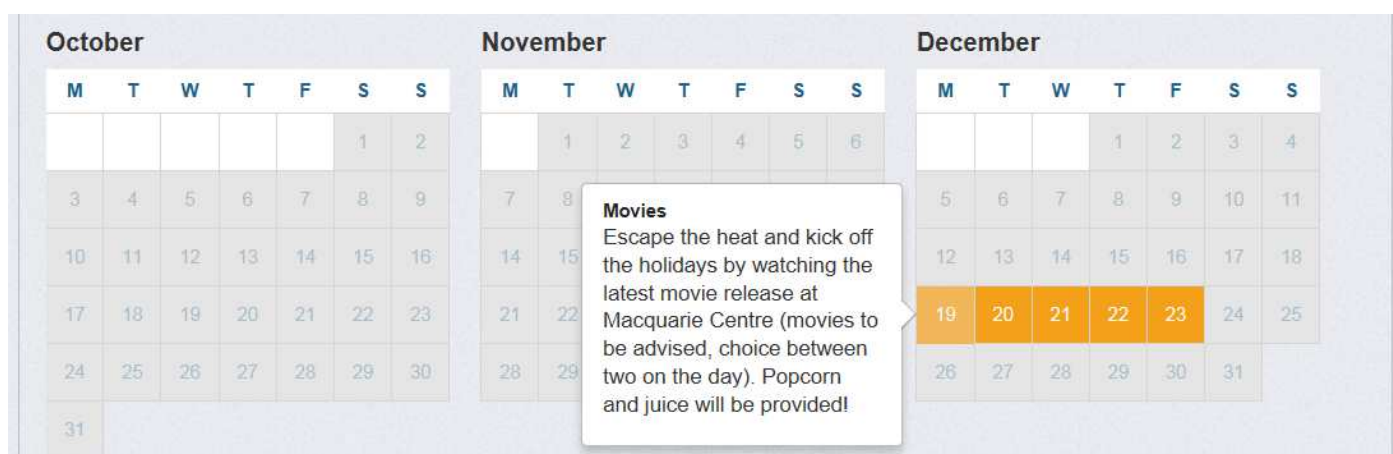
If you have more than one child enrolled you must also select which child you are booking for. You must make each child's bookings individually. You may make bookings for additional children after completing the current child's booking.



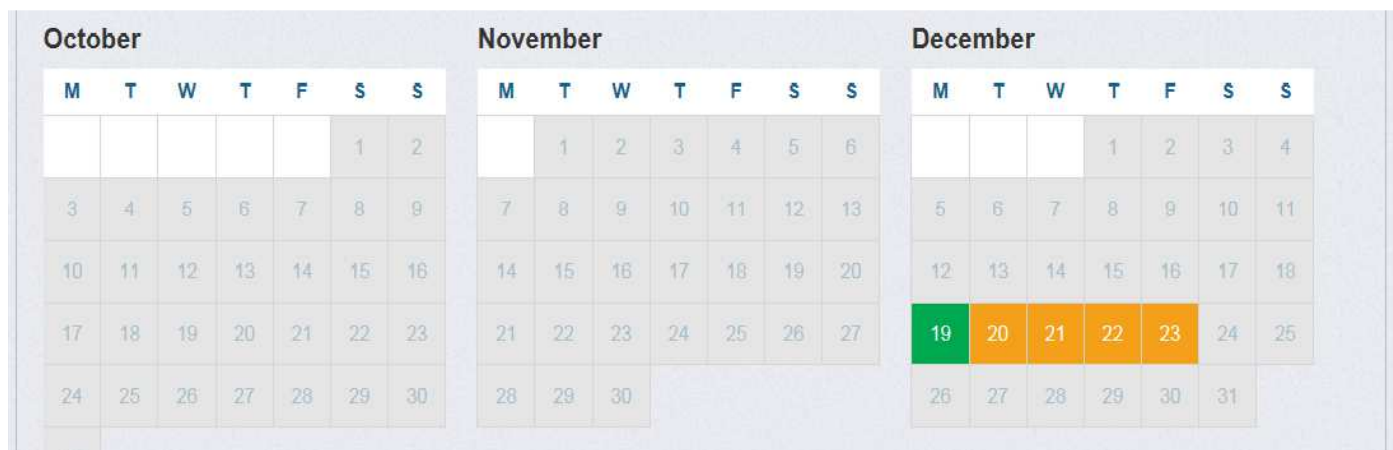
iii) The calendar shows dates available for booking. Please refer to colour code at the top of the page for reference.



Hovering your mouse over available days will show additional information, such as that day's activity and cost.




Select the days you want to book by clicking on the date. The square should change from orange (available) to green (booked).



If a day is fully booked, you can contact the Vacation Care team to request to be put on the waiting list. Please email your request, noting your name, children's names, centre you would like to attend and dates to vacationcare@kmc.nsw.gov.au.

To see the following year's available dates (e.g. January 2017 for Summer holidays) click the year with the arrow at the top right hand side of the page.

 **Update St Ives Kids Klub Bookings: Billy Sulicich**

St Ives Kids Klub ▾ St Ives Kids Klub Billy Sulicich ▾

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.

■ Available ■ Booked ■ Attendance w/o booking ■ Cancelled ■ Full ■ Service Not opened

2016 2017 ▶

iv) Once you have selected all dates you want, click next at the bottom left of the page.

October **November** **December**

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

I would like to between and

Next

STEP 2 - Confirmation

i) The next screen will display a confirmation of dates to be booked. Click “Confirm Changes” to confirm your booking.

IMPORTANT: clicking “Confirm Changes” secures your booking and cannot be undone. If you are unsure, please click “Cancel”.



 **Update West Pymble Kids Klub Bookings: Billy Sulicich**

New Bookings

- Mon, 19 Dec 2016 - Movies

West Pymble Kids Klub West Pymble Kids Klub

Cancellation Policy

Please note that you will not be able to cancel this booking after saving.

Date	Cancellation Policy
Mon, 19 Dec 2016	Please note that you will not be able to cancel this booking after saving.

Your confirmation will also be emailed to you.

ii) Once this confirmation is accepted, you may repeat the process for additional centres and/or children.

STEP 3 - Payment

The Vacation Care coordination unit will generate Statements several weeks before the holidays commence. You will receive an email notifying you that a current statement is available. This email will also outline the method of payment.

i) You must submit payment details as outlined in the email within **3 business days**.

ALL BOOKINGS MUST BE PAID PRIOR TO ATTENDANCE.

Other helpful tips

The calendar on the home page will show any current bookings.

Preview Current Bookings Edit Bookings

< > today **January 2017** month week day

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

i) Use the arrow buttons to change between months. Use the “month”, “week” or “day” buttons to change between these views.

ii) Click on a booking to display Booking Details.

Booking Details ×

10 January 2017

Child: Billy Sulicich
Service: St Ives Kids Klub
Care Type: St Ives Kids Klub
Session Time: 5:30PM - 6:00PM

This session was booked on 3 Nov 2016, 10:56AM.

Close