



Ku-ring-gai Council Vacation Care

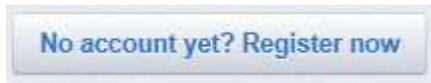
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KU-RING-GAI COUNCIL VACATION CARE ONLINE ENROLMENT GUIDE

The following guide will assist when enrolling 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.

STEP 1 – Creating an Account

i) To create a new account click on the “No account yet? Register now” button.



ii) Select which location/s you wish to use by clicking on the names of the services. We recommend you select all services you'd like to view availabilities for now, however you can add services later on. (See STEP 3 to do this)



iii) Enter your email address and choose a password

Account Details

Email

Password

Confirm Password

iv) Please read the Terms and Conditions carefully, and tick to accept. If you would like to discuss these, or request changes to meet your specific needs, please contact us by sending an email to vacationcare@kmc.nsw.gov.au.



Please read the T&Cs and check this box if you accept these.

v) Then click “Register”.

REGISTER

vi) You will receive an email requesting verification of your account. Click on the link in the email to activate your account before proceeding with your enrolment.

Dear Parent/Guardian

Welcome to Ku-ring-gai Council and thank you for completing step 1 of your online enrolment. Your account has now been created however to be able to login please activate your account by clicking the following link:
<https://kmc.fullybookedccms.com.au/family/verifyemail?email=cat.sulicich@gmail.com&emailToken=841659e5-0736-4d72-a84b-60ed56d65413>

We look forward to welcoming your child/children to our programs once you have completed your registration and entered your bookings.

Kind regards,
The Team at Ku-ring-gai Council

STEP 2 – Adding Parent/Guardian and Emergency Contact Details

i) Fill in the relevant details for the Parent/Guardians and Emergency Contacts by clicking on the “Add Contact” button.




Parents/Guardians & Contacts + Add Contact

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

Are you planning on claiming child care benefit or rebate? Please ensure that the Primary Parent/Guardian is the parent that your child/ren’s CRNS are linked with on your Centrelink account.

Once you have completed all details, click the “Save & Back” button to save and return to the home page.



Save Save & Back Back

If you cannot complete all details now you can save your progress and exit, then return to complete the form at a later time.

ii) Repeat this step for all Parents/Guardians and Contacts.

IMPORTANT – you must add at least one additional Emergency Contact before completing registration. This contact needs to be a person different to the Parent/Guardian.



Parent/Guardian or Emergency Contact

Relationship type *

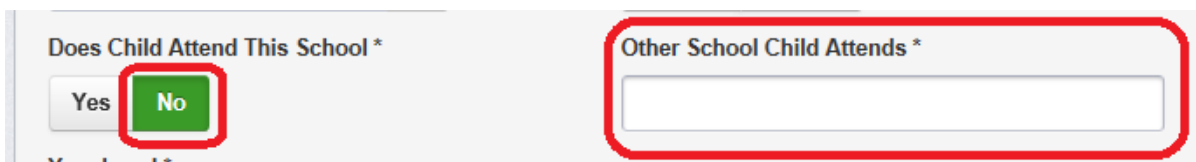
Parent/Guardian Emergency Contact

STEP 3 – Adding Child Details

i) Next, add your children’s details by clicking on the “Add Child” button on the home page.

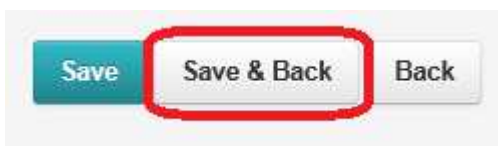


ii) When asked if your child attends this school, please select “No” and name which school they attend.



iii) The following sections contain questions about an allergies or medical conditions we need to be aware of. **Please ensure details of all relevant medical conditions are disclosed.** If you have any questions about this, or would like to enquire about specific additional needs your child may have, please contact the Vacation Care Coordinator by sending an email to vacationcare@kmc.nsw.gov.au.

iv) Once you have completed all details, click the “Save & Back” button to save and return to the home page.

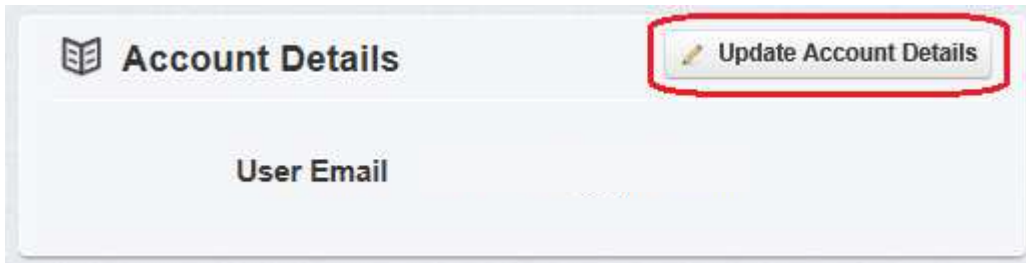


If you cannot complete all details now you can save your progress and exit, then return to complete the form at a later time.

STEP 4 – Updating your Account Details

i) You can do the following by clicking on the Update Account Details button:

- update your email address
- change your email or SMS notification settings
- change your password
- add an additional service to your account



ii) To add an additional service, click the “Add additional service” tab at the top of the page.



Once you have completed your enrolment you may proceed to book your children into care if bookings are open.