

#### **Creche Online Booking Procedure**

### Adding your child to your online account.

1. Log on to your online portal & select 'Add Family Member'

Family N	Member Det	ail			
Edit	Manage Login	Add Family Member	Invoices	Buy Membership	

2. Add in child's details & select 'Submit'

Add Family Me	mber		×
First Name			Required
Last Name			Required
Birthday	Dav	● Last Year	Name is required
January	<ul> <li>✓</li> </ul>	¢	¢
Email			Required
		0	Email is required
Primary Phone			Required
Primary Phone Type		• Primary	Phone is required
		Cancel	Submit

### **Booking Online for the Creche**

1. Once you have logged in to your online portal, please select **'Book Now'** 



2. Under the 'Child Minding' section, select 'Creche'



# Child Minding

<u>Creche</u>

3. Find the day & time you would like to book into & select 'Book Now'

\*Please Note\* There are two different age groups & sessions to book into, please ensure you are selecting the correct timeslot.

2023 Jan 27th			
Creche 0-1yrs (9:00am-10	):30am) ()		4 spot(s) left
🔇 9:00 am - 10:30 am	<ul> <li>Concord Oval Recreation Centre - Activities Room</li> </ul>	<b>\$</b> \$0.00 - \$6.35	Book Now
Creche 2+yrs (9:00am-10	:30am) 🛈		10 spot(s) left
🔇 9:00 am - 10:30 am	<ul> <li>Concord Oval Recreation Centre - Activities Room</li> </ul>	<b>\$</b> \$0.00 - \$6.35	Book Now
Creche 0-1yrs (10:30am-1	12:00pm) ()		4 spot(s) left
🔇 10:30 am - 12:00 pm	<ul> <li>Concord Oval Recreation Centre - Activities Room</li> </ul>	<b>\$</b> \$0.00 - \$6.35	Book Now
Creche 2+yrs (10:30am-1	2:00pm) ①		10 spot(s) left
🔇 10:30 am - 12:00 pm	<ul> <li>Concord Oval Recreation Centre - Activities Room</li> </ul>	\$ \$0.00 - \$6.35	Book Now

4. Once you have selected your time slot, please select 'Book Now' in the top right-hand corner

Creche	2+yrs (9:00am-10:30am) <sup>023</sup> - <sup>10:30 am</sup>		Воок Now	
▲ 10 spot	(s) left			
Fees			About this Class	
Creche Casual Fee 21/22 F	Y	\$6.15 Tax included		
Creche Casual Fee 22/23 F	Ŷ	\$6.35 Tax included	90m-10.3000m	
Creche Pass Holder Fee 21	/22 FY	Free	CRECHE	
Creche Pass Holder Fee 22	/23 FY	Free	20 YEARS	
Similar Events				
237 sessions				
27/01/2023	9:00 AM - 10:30 AM	Activities Room	While you enjoy the centre's facilities your children are cared for by our frienc provide a safe, healthy and happy environment for your children and are exp	Ily staff. Our staff erts at caring for
30/01/2023	9:00 AM - 10:30 AM	Activities Room	children of all ages (6 weeks to 8 years of age). Our unique indoor/outdoor er	ivironment is
31/01/2023	9:00 AM - 10:30 AM	Activities Room	dedicated to your little one's safety and security and parents are free to check	k in on our little
01/02/2023	9:00 AM - 10:30 AM	Activities Room	guests at any time.	
02/02/2023	9:00 AM - 10:30 AM	Activities Room	Event location: Corner Gipps St and Loftus Street Concord, NSW	Show Map
03/02/2023	9:00 AM - 10:30 AM	Activities Room		
06/02/2023	9:00 AM - 10:30 AM	Activities Room		
07/02/2023	9:00 AM - 10:30 AM	Activities Room		
08/02/2023	9:00 AM - 10:30 AM	Activities Room		
09/02/2023	9:00 AM - 10:30 AM	Activities Room		

5. Tick the box next to the child you would like to book in & select 'Next'



6. Complete the 'Creche Enrolment' questionnaire & select 'Next' once completed



## CORC - Creche Enrolment

Q. Jane Smith	Next
7. Select <b>'Next'</b> on the <b>'Fees &amp; Extras'</b> page	
Select Optional Event Extras (Required extras cannot be removed)	
Jane Smith	
Select a FEE to pay	
Creche Casual Fee 22/23 FY	\$6.35 Tax Included
	Total <b>\$6.35</b>
Next	

8. Add in your credit card details & select 'Place My Order' to complete the booking

Add a new Card
Name on Card
Card number
Expiry month
Address (Street)
City
Country

If you have any questions or are having issues with booking online, please send us through an email to <u>info@concordrec.com.au</u> or give us a call on <u>9121 0244</u>