



St Joseph's School
PAYNEHAM
Early Years - Yr6

New Booking System for St Joseph's Payneham Out of Hours School Care (OSHC)

At St Joseph's OSHC, our team of qualified and dedicated educators, aim to offer you and your children a high-quality service within the school community.

To assist us in maintaining this service we are trialling an online booking system that should make life easier for everyone. The Parent Booking Portal is open now for you to use.

We understand that parents already have permanent and casual bookings for Before School or After School Care established. However, we kindly ask that you confirm them using this website portal.

Please use the links below to enrol children into the service. The online link is very easy to use, and will give you greater control when booking into any service.

Please review the following important points so that we receive your bookings correctly:

- The Parent Portal is a web link so it can be accessed on any computer, tablet or smart phone (add the web page to your home screen on your phone for easy access).
- All families need to register for the first time to sign-in to the portal – you just need your email address. You will also need to verify your email address before putting in bookings – go to your emails and look for an email which asks you to verify.
- If you have answered all questions a calendar will appear.

The instructions below are provided to assist you.

Please follow the HELP NOTES for the online booking process.

All OSHC bookings are to be made online starting from next week:

<http://www.carebookings.com.au/>

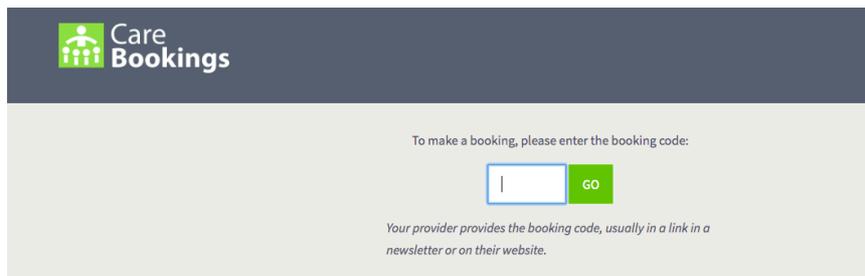
or

<https://www.carebookings.com.au/code?z=SfrYKA>

You will need to register an account when booking for the first time – the booking code is: **4SM6J**

Please note if you experience difficulties using the online system and you are using internet explorer as your browser, we ask that you please access the online system using Google Chrome, Mozilla Firefox or Safari, etc. as your web browser.

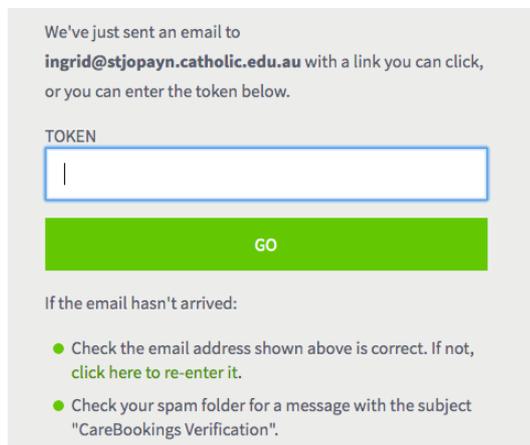
- **STEP 1:**
To begin go to <http://www.carebookings.com.au>
- Select **Make A Booking**
- Type in code **4SM6J**



The screenshot shows the Care Bookings website interface. At the top left is the logo with the text "Care Bookings". Below the logo, the text reads "To make a booking, please enter the booking code:". There is a text input field containing a vertical bar and a green "GO" button. Below the input field, a note states: "Your provider provides the booking code, usually in a link in a newsletter or on their website."

STEP 2:

- Type in your email address and select '**Go**'.
- Shortly after, you will receive a confirmation email with a token number – enter the token number and press '**Go**'.



The screenshot shows a confirmation screen. It says "We've just sent an email to **ingrid@stjopayn.catholic.edu.au** with a link you can click, or you can enter the token below." There is a text input field labeled "TOKEN" with a vertical bar. Below it is a green "GO" button. At the bottom, there is a section titled "If the email hasn't arrived:" with two bullet points: "Check the email address shown above is correct. If not, [click here to re-enter it.](#)" and "Check your spam folder for a message with the subject 'CareBookings Verification'."

STEP 3:

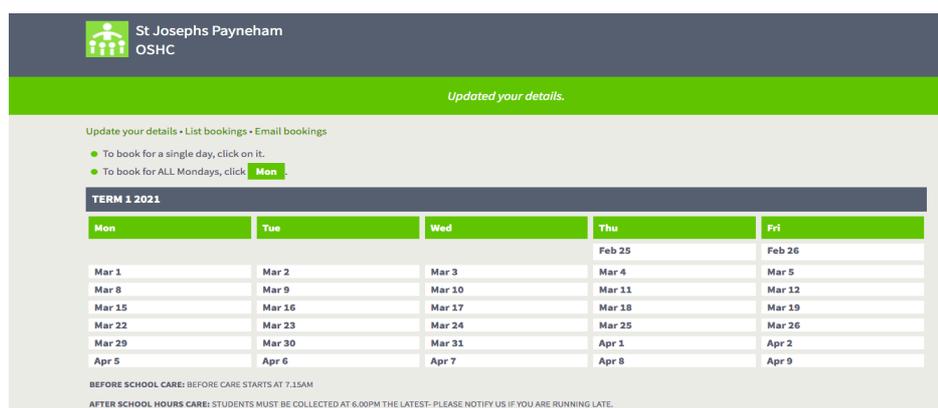
- You will need to set up a 'one off' account with your child/ren's names.
- Once you have set up the initial account, you can login at any time and click on your name.



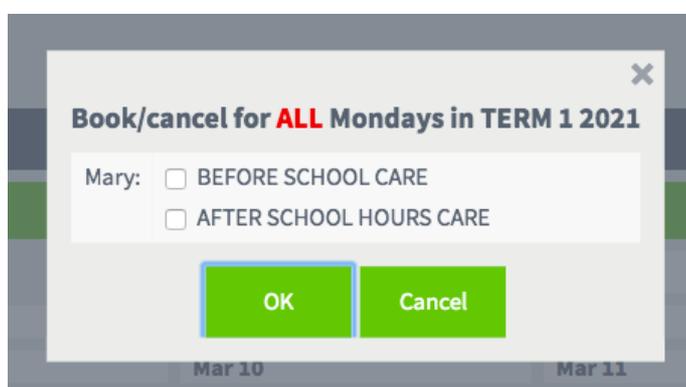
The screenshot shows the account creation form. At the top left is the logo for "St Josephs Payneham OSHC". The form has several input fields: "YOUR NAME*", "YOUR EMAIL*" (with the email address "ingrid@stjopayn.catholic.edu.au" pre-filled), "CONTACT PHONE NUMBER*", "STUDENT 1 NAME*", and "STUDENT 1 CLASS*". Below these fields is a green button with a plus sign and the text "Add another student". At the bottom is a green "GO" button.

STEP 4:

- You can now view the available options OSHC provides on the calendar.



- To start making your bookings click on the date you want to book.
- Select your child/children you wish to make the booking for.



- For permanent bookings you have the ability to book for the days you wish, (for example every Monday) by selecting the day on the green bar.

More information will come home regarding booking for **Vacation Care**, once the program becomes available (around Week 7 of each term).

If you experience difficulties please ring Ingrid on 82065100 during office hours.

Regards
Ingrid Douventzidis & OSHC Staff of SJP