

Crèche Online Booking Procedure

To make a booking please follow these steps:

- 1. Go to our website www.fdlc.com.au
- 2. Click "Book Online"
- 3. Enter your child's log in details will be provided by reception once enrolment is complete. Login ID:

PIN:

- 4. Click "Make a Booking" > "Creche Bookings"
- 5. Click the activity relating to the age of your child i.e. if my child is 1yr, click "Creche 1 Years Old 90mins". If Step 5 isn't showing any available bookings on any day, please contact reception. We may need to update your child's age if they have had a birthday, we may need an enrolment form completed (new to the crèche) or the bookings are full and we can add you to the waitlist.

Home	Make a Booking	Manage Bookings	Memberships			
Select Activity Available activities in Creche Bookings						
Cree	che 1 Year Old - 90m	in My Child	is 1 year of age (48hrs required to cancel or move booking)			
Crea	che 2 Years Old -90m	in My Child	is 2 years of age (48hrs required to cancel or move booking)			
Crea	the 3 Years Old -90m	in My Child	is 3 years of age (48hrs required to cancel or move booking)			

If you have set up your payments to come out via direct debit please use the activity with 'Debit' in front so you will not be charged for any bookings.

Debit 1 Year Old - 90min	My Child is 1 year of age and I am paying via direct debit. Please use to book 2 weeks in advance (48hrs required to cancel or move booking).
Debit 2 Years Old -90min	My Child is 2 years of age and I am paying via direct debit. Please use to book 2 weeks in advance (48hrs required to cancel or move booking).
Debit 3 Years Old -90min	My Child is 3 years of age and I am paying via direct debit. Please use to book 2 weeks in advance (48hrs required to cancel or move booking).
Debit 4 Years + - 90min	My Child is 4+ years of age and I am paying via direct debit. Please use to book 2 weeks in advance (48hrs required to cancel or move booking).
Debit 6 To 12 Months-90m	My Child is under 2 years of age and I am paying via direct debit. Please use to book 2 weeks in advance.
Debit Under 6 Months-90m	My Child is under 2 years of age and I am paying via direct debit. Please use to book 2 weeks in advance.

6. Click the arrows to see your desired day and click on any "available" time slot.

	Creche 1 Year Old - 90min								
	<	Tue 07 Aug to Mon 13 Aug			>	>			
	-	Tue 07 Aug	Wed 08 Aug	Thu 09 Aug	Fri 10 Aug	Sat 11 Aug	Sun 12 Aug	Mon 13 Aug	
	8:30 AM	Not Available	Not Available	Not Available	Not Available	Available	Not Available	Not Available	
Time of	9:00 AM	Available	Available	Available	Available	Available	Not Available	Available	
	9:30 AM	Available	Available	Available	Available	Available	Not Available	Available	
booking	10:00 AM	Available	Available	Available	Available	Available	Not Available	Available	
	10:30 AM	Available	Available	Available	Available	Not Available	Not Available	Available	
	11:00 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	
	11:30 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	



7. Online bookings are only available for 90mins, please confirm you are booking for correct day and time before proceding. If you are on our direct debit or visit pass subscriptions the price will equal \$0. If you are paying casually or have run out of visits, you will be required to complete payment before your booking is finalised.

Note: Please only book for times you intend to use. This allows other parents to use the facilities as well.

i.e. if you only want to	use the creche from:
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Time I am using the creche	9:30am -10:30am	10:30am – 11:30am		
Online Booking	√ 9:00am – 10:30am	√ 10:30am – 12:00pm		
What times are available online	10:30am – 12:00pm	9:00am – 10:30am		
for other parents to book in				
Online Booking	× 9:30am -11:00am	× 10:00am -11:30am		
What times are available online	None	None		
for other parents to book in				

Complete Your Booking



8. When you have confirmed your booking, click "Book & Checkout" or click "Add Additional Booking" to make another booking before completing payment.

9. If payment is required, you will need to click "Pay with Card" to check out with PayPal or credit card. Please note: your booking will be deleted if payment is not complete.



- 10. Once booked you will receive an email confirmation.
- 11. If your desired times are unavailable and you would like to be added to our waitlist click on "Make a Booking" > "Creche Bookings" > "Creche Waitlist" and book in for any of your desired times. Please note: this only lets us know you want a booking and will not charge you. We will be in contact with you as soon as a spot becomes available.

Creche Under 6 Months-90m	My Child is under 2 years of age (48hrs required to cancel or move booking)
Creche Waitlist	Please add my child to the waitlist. Note: This is not a booking, we will contact you as soon as a spot becomes available.
Debit 1 Year Old - 90min	My Child is 1 year of age and I am paying via direct debit. Please use to book 2 weeks in advance (48hrs required to cancel or move booking).

- 12. Go back to the "Make a Booking" screen to complete another booking or if you have multiple children log out and log in under your 2nd child's details.
- 13. To cancel or move a booking, click on "manage bookings". Please note: you will only be able to do this outside the 48hrs notice period. If you are cancelling the booking and are paying casually (per visit), please contact reception (<u>info@fdlc.com.au</u> or 9911 6300) so they can credit your account. If you are on a visit pass, this visit will automatically go back on your account.

Home	Make a Booking	Manage Bookings	Memberships	🗑 Basket		Search		
Manage Bookings Move booking								
				Unconfirmed bookings			\downarrow	
Activity		Date	Time	Site	Paid	Member	Actions	
Creche 1 Yea	ar Old - 90min	Fri 10 Aug	09:00 (90 mins)	Five Dock Leisure Centre	Unpaid	Marissa Earle	9 6 6 =	
Pay for these bookings now Make another booking Cancel booking						ncel booking		