



How to book with TeamKids

A GUIDE FOR FAMILIES

Welcome

TeamKids partners with FullyBooked, a Child Care Management System that allows parents /guardians to maintain enrolment and payment details, and book their children across multiple services provided by TeamKids with ease.

This manual has been developed to assist you in registering and managing your TeamKids account on the FullyBooked system.



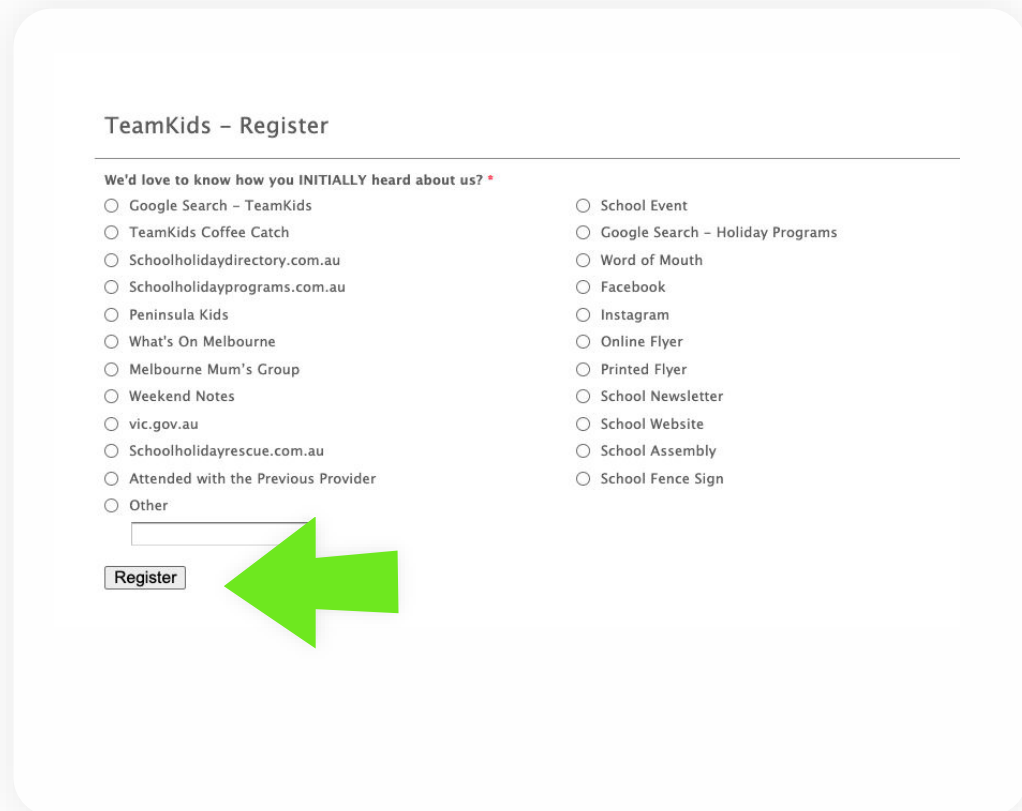


Registering

Go to teamkids.com.au and click the **Register button** at the top of the page.



Complete the short survey and click **Register.**





Registering


1. Select the service(s) you'd like to register for. You can select multiple venues if required.
2. Enter your email address and password.

Your email will be used to log into your account, reset password, update account details including payment and to place your bookings.

Your password must have 8 characters, has at least ONE number or special character {#,*,.} and include one lower and upper case letter.

3. Tick the appropriate boxes.
4. Read through our Terms and Conditions, accept the terms and click the Register button.





New Account Registration

Service Details

Nothing selected

Account Details

Email Address

Password

Confirm Password

Other Details

Separate account for each parent?
Please only tick if both parents wish to create separate accounts for the same child/ren. If ticked, then please take care to ensure bookings are placed on the correct account.

I would like to opt-out of all email marketing from TeamKids

I would like to opt-out of all SMS marketing from TeamKids

I would like to receive a confirmation email when your bookings are changed

I would like to be notified by SMS of any payment issues (charges may apply)

I would like to be notified when a new Statement of Entitlement is available

Promotional Code

You will automatically be subscribed to TeamKids quarterly email alerting you to bookings openings, special offers and other updates. You can unsubscribe at any time.

Last Updated: 02/11/2020

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

Remembered your login details? [Log In](#)



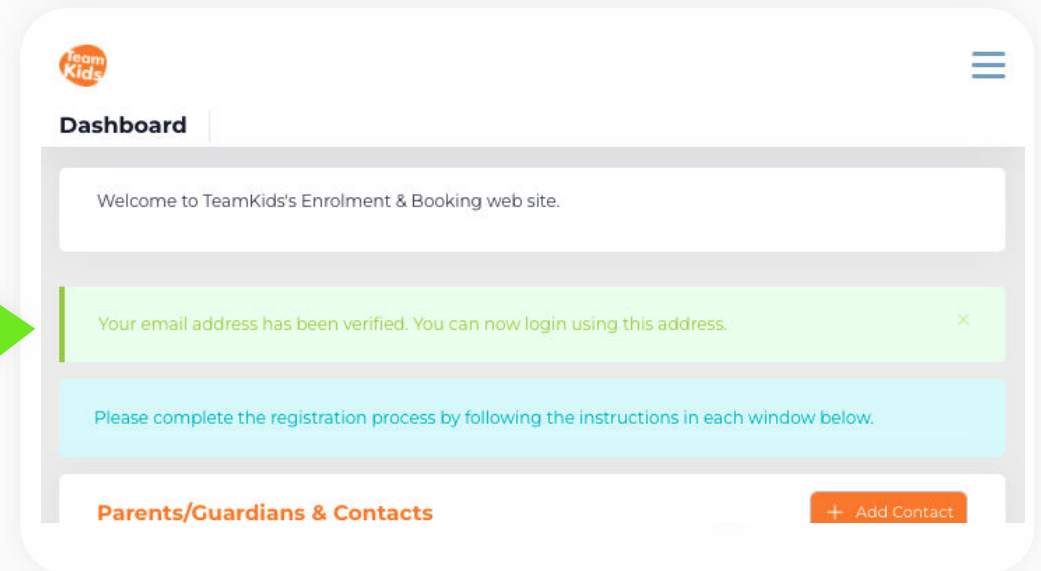
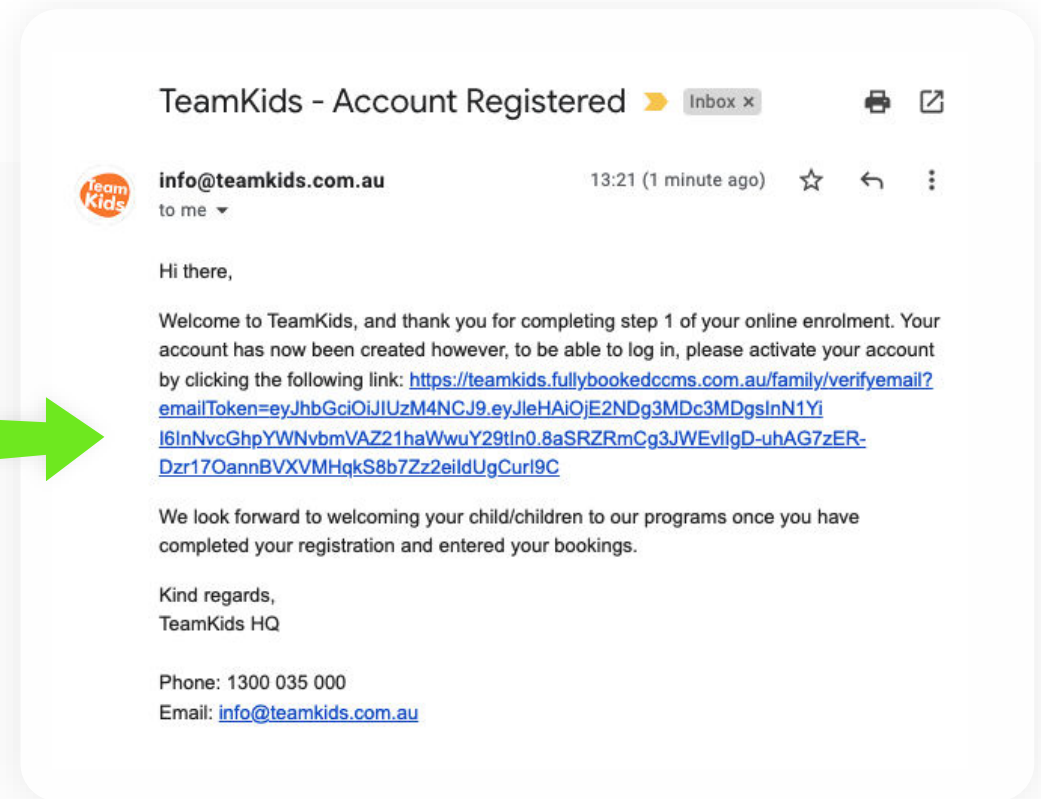
Activating your account

You will have been sent an email from TeamKids asking you to confirm your registration.

If you haven't received an email within a few minutes follow the troubleshooting steps on the next page.

Click the link in the email and you'll be taken to your account dashboard.

You'll see a registration confirmation message on your dashboard. Well done, you are now a verified user!



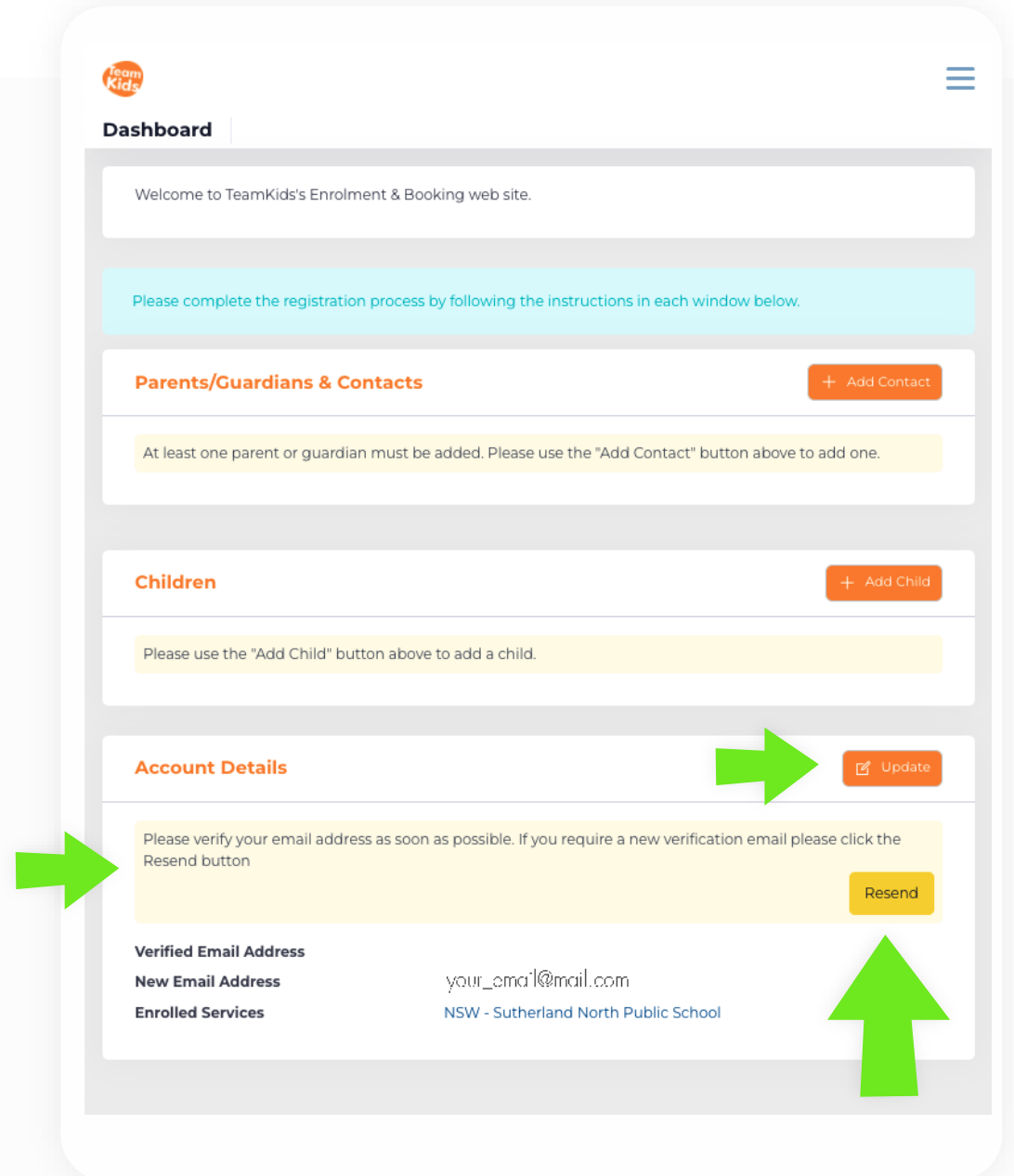


Activating your account

TROUBLESHOOTING

If you haven't received our verification email please try one of the following steps:

1. Check your junk/spam folder
2. Check if your email address is entered correctly. You can view and edit the email within the **Account Details** section on your dashboard.
3. Resend the verification email if required.





Setting Up Your Account

ADD PARENTS/GUARDIANS & CONTACTS

The screenshot shows the Team Kids dashboard interface. At the top left is the Team Kids logo, and at the top right is a hamburger menu icon. Below the logo is the word "Dashboard". The main content area contains a white box with the text "Welcome to TeamKids's Enrolment & Booking web site." Below this is a light blue box with the text "Please complete the registration process by following the instructions in each window below." Underneath is a white box with the heading "Parents/Guardians & Contacts" and an orange button labeled "+ Add Contact". A green callout box with the text "Click Add Contact" and a downward-pointing arrow highlights the "Add Contact" button. At the bottom of the dashboard is a yellow box with the text "At least one parent or guardian must be added. Please use the 'Add Contact' button above to add one."



Setting Up Your Account

ADD PARENTS/GUARDIANS & CONTACTS

The following fields **MUST** be completed in full:

1. First Name & Last Name
2. Relationship to child
3. Date of birth
4. At least one phone number, ideally your mobile number
5. Home address
6. Allocate permissions for this person

IMPORTANT: the primary Contact on the account **MUST** be the parent/guardian that is connected for Child Care Subsidy.

The screenshot shows a web form titled "Parents, Guardians & Contacts". At the top, a note states: "If you plan to claim for the Childcare Subsidy, please set this first parent/guardian as the same person as who has registered with MyGov. Name *". The form contains several sections:

- Name:** Fields for "First Name" and "Last Name".
- Relationship To Child*:** A dropdown menu with "Mother, Father, Foster Care, etc." as an option.
- Date Of Birth:** A date picker field with a note: "Required if you are planning to claim the Childcare Benefit or the 50% tax rebate."
- CRN:** A text field with a note: "Required if you are planning to claim the Childcare Benefit or the 50% tax rebate."
- Email:** A text field.
- Cultural Background:** A text field.
- Vehicle Registration Number:** A text field with a note: "Only may only be needed if your service has any special parking requirements."
- Contact Numbers:** A section with the instruction "You must enter at least one phone number." It includes fields for "Mobile Phone*", "Home Phone*", and "Work Phone*", each with a note "Please include area code".
- Home Address:** Fields for "Address*", "Suburb*", "State*", and "Postcode*".
- Work Address:** A section with a "Not Applicable" checkbox, and fields for "Work Address", "Work Suburb", "Work State", and "Work Postcode".
- This person is authorised to:** A list of checkboxes for permissions, all of which are checked:
 - ✓ Authorisation to seek medical treatment from a registered medical practitioner, hospital or ambulance service, including transportation of the child by an ambulance service
 - ✓ Authorise administration of medication to the child
 - ✓ Authorise an educator to take a child outside the service on excursions/regular outings
 - ✓ Be notified in the event of any accident, injury, trauma or illness involving the child, if both parent's are not contactable
 - ✓ Collect the child from the service
 - ✓ Authorise the service to transport the child or arrange transportation of the child

At the bottom of the form are buttons for "Save", "Save & Back", and "Back".



Setting Up Your Account

ADD PARENTS/GUARDIANS & CONTACTS

When it comes to adding contacts to your account you need to include two Parent details & one emergency contact

PLUS

Anyone who is going to be dropping off or collecting your child(ren)

If you miss any compulsory information the system will automatically tell you what is missing.

The screenshot shows the 'Parents/Guardians & Contacts' section of a form. At the top right, there is a red '+ Add Contact' button. Below this, a yellow box contains instructions: 'Education and Care Services National Regulations require a second parent or guardian to be added to your enrolment details. Please use the following buttons to either add details or tell us that a second parent is not applicable.' Below the instructions are two buttons: 'Add Second Parent' and 'Second Parent Not Applicable'. A green arrow points from a callout box 'Add Emergency Contact' to the '+ Add Contact' button. Another green arrow points from a callout box 'Add Second Parent' to the 'Add Second Parent' button. Below the instructions is a table with columns for 'Name', 'Relationship', and 'CRN'. The first row is labeled 'Parent Number 1*'. A small icon is visible in the bottom right corner of the table area. A note at the bottom states '* represents the primary parent'.

Don't forget to add the relationship type. Select if they are a parent/guardian or emergency contact.

The screenshot shows the 'Relationship type*' section of the form. It features two radio buttons: 'Parent/Guardian' and 'Emergency Contact'. Below this are two input fields for 'Name *', labeled 'First Name' and 'Last Name'. Further down are two more input fields: 'Relationship To Child*' and 'Date Of Birth'. The 'Relationship To Child*' field has a dropdown menu with options like 'Mother, Father, Foster Care, etc.'. The 'Date Of Birth' field has a date picker icon.



Setting Up Your Account

ADD CHILD/CHILDREN

The following fields **MUST** be completed in full:

1. First Name & Last Name
2. Date of birth
3. CRN number
4. Year level at school
5. Media permissions
6. Medical Practitioner
7. Medical condition (e.g. epilepsy)
8. Additional Needs
9. Dietary requirements (e.g. vegetarian, halal)
10. Asthma
11. Anaphylaxis
12. Court orders

If you miss any compulsory information the system will automatically tell you what is missing.

The screenshot shows the 'Children' section of the Team Kids app. At the top right, there is a '+ Add Child' button. Below it, a yellow message box says 'Please use the "Add Child" button above to add a child.' A green arrow points from a large green 'Add Child' button to the '+ Add Child' button in the app. Below this is the 'Child Enrolment Details' form, which includes the following fields:

- Name *
 - First Name
 - Last Name
- Legal Sex/Gender*
 - Male Female
 - Gender assigned at birth
- Current Gender Identity (dropdown menu)
- Date Of Birth* (calendar icon)
- Year Level* (dropdown menu)
- Attending School* (dropdown menu)



Setting Up Your Account

ADD CHILD/CHILDREN – REQUIREMENTS FOR CHILD CARE SUBSIDY

When adding a child you will be asked if another organisation other than yourself is paying for your childcare.

For the majority of families the answer is NO.

The only time to click **YES** is if a third party, e.g. DHHS, is paying the account. You'll need to contact customer service to enable this on your account.

This question asks if you wish to receive government subsidy.
For the majority of families the answer is YES.



Childcare Subsidy Details

Please select the type of enrolment required for this child *

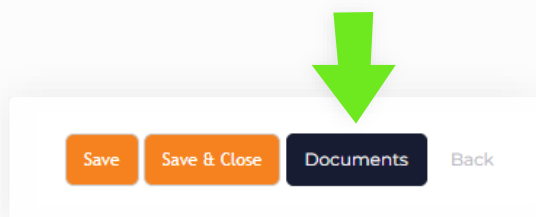
- I am expecting to receive the Government Subsidy now or in the future
- I do not want, or expect, to receive the Government Subsidy
- I have a 3rd party organisation/business paying my childcare fees (Not Centrelink)

CRN

ANAPHYLAXIS – COMPULSORY REQUIREMENTS

If your child has anaphylaxis, you will be required to add further information.

Scroll to the end of the child form and then save, you will then have the option to click the document button to upload required management plans and associated documentation.



If you miss any compulsory information the system will automatically tell you what is missing.

Anaphylaxis

Has this child been diagnosed as at risk of Anaphylaxis*

Yes No

Does this child require an auto injection device (e.g. Epipen)*

Yes No

You must provide the program with an adrenaline auto-injection device (epipen or equivalent), and if you are a regular user of the program the epipen must "live" at the program.

Also:

- The epipen must be in date and in an insulated storage container
- The epipen must be stored at the service at all times. For regular users, it must be a permanent epipen that "lives" at the service. (This is a typically a 3rd epipen for most families, after their "home" and "school" epipens)
- Parents/guardians will need to replace the epipen two weeks before it is due to expire or when the epipen has been used
- It is the responsibility of the parent/guardian to ensure that the program always has a current indate epipen

Expiry date of Epipen*

Anaphylaxis Triggers*

Does this child have an Anaphylaxis Medical Management Plan signed by a doctor*

Yes No

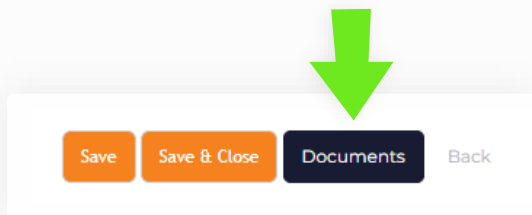
This plan may be uploaded after saving changes to this record.



ASTHMA AND ALLERGIES – COMPULSORY REQUIREMENTS

If your child has one or more of the following medical conditions, you will be required to add further information.

Scroll to the end of the child form and then save, you will then have the option to click the document button to upload required management plans and associated documentation.



If you miss any compulsory information the system will automatically tell you what is missing.

Allergies

Has this child been diagnosed with any allergic reactions*
 Yes No

Please provide details of any triggers that may cause an allergic reaction*

Does this child have an Allergy Medical Management Plan signed by a doctor*
 Yes No
 This plan may be uploaded after saving changes to this record.

Is medication required*
 Yes No

What medication is required*

Expiry date*

Asthma

Has this child been diagnosed With Asthma*
 Yes No

Please list the triggers that may cause an Asthmatic reaction*

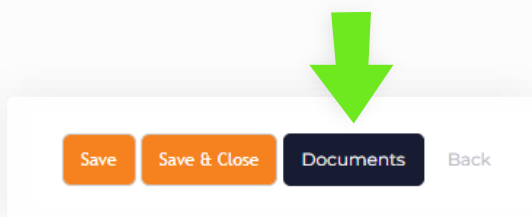
Does this child have an Asthma Medical Management Plan signed by a doctor*
 Yes No
 This plan may be uploaded after saving changes to this record.

A current Ventolin must be provided to the program which will remain at the program at all times, Please add in the expiry date*

DIABETES, DIAGNOSED DISABILITIES AND OTHER DETAILS – COMPULSORY REQUIREMENTS

If your child has one or more of the following medical conditions, you will be required to add further information.

Scroll to the end of the child form and then save, you will then have the option to click the document button to upload required management plans and associated documentation.



If you miss any compulsory information the system will automatically tell you what is missing.

Diabetes

Has this child been diagnosed with diabetes*
 Yes No

Does this child have a Diabetes Medical Management Plan signed by a doctor*
 Yes No
This plan may be uploaded after saving changes to this record.

Diagnosed Disability

Has this child been diagnosed with a disability?*

Yes No

Disability Types*

- Attention Deficit Hyperactivity Disorder (ADHD/ADD)
- Autism Spectrum Disorder
- Hearing Impaired
- Asperger's Disorder
- Intellectual Disability

Has a NDIS Plan
 Yes No

Other details

Does this child have any other specific healthcare needs, including any other medical conditions?*

Yes No

Will this child require medication to be administered whilst attending the program?*

Yes No

Does this child have any other additional needs?*

Yes No

Does this child have any dietary restrictions?*

Yes No



Setting Up Your Account

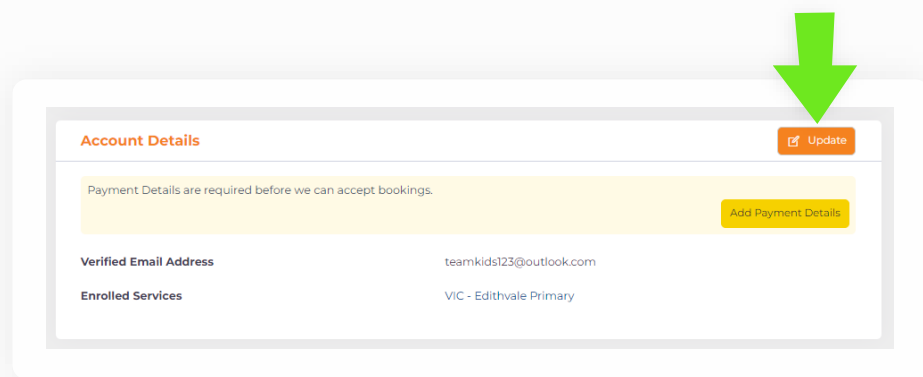
ADD PAYMENT DETAILS

From the dashboard, locate Account Details.

Click on the Update Account Details button.

Click on the Payment Details tab

1. Choose payment type
2. Add cardholder name, credit card number & expiry date
3. Read the authorisation statement
4. Click that you accept the Ezidebit terms and conditions
5. Click save or save & close to return to the dashboard





Setting Up Your Account

ADD AN ADDITIONAL SERVICE

From the dashboard, locate Account Details.

Click on the Update Account Details button.

Click on the enrol into another service tab

1. Choose the venue you would like to add to your account from the dropdown list.
2. Add your payment details.

Account Details Update

Payment Details are required before we can accept bookings. Add Payment Details

Verified Email Address teamkids123@outlook.com

Enrolled Services VIC - Edithvale Primary

Important: Payment details are connected with individual venues and as a result, account holders have to add payment details each time a new service is added.

Enrol into new service | Account Details | Payment Details | Enrol into another Service

Childcare Service*

NSW - Anzac Park Public - Cammeray

Payment Details

Select New Payment Payment Type*

Credit/Debit Card Bank Account

Add to Service Back to dashboard

Please Note

You cannot unenroll from a service once saved. Please contact your service provider if you have enrolled into a service by accident.

Payment Details

For security reasons we do not store your payment details locally, but with a secured payment gateway provider.

Because of this, payment details are required to be entered again for all additional services.

Also note, to ensure consistency, these payment details will be updated across all previously enrolled services, and any future changes to your payment details will be made across all enrolled services.



Your Account is Active

Once you've added all contacts, children, payment details and all compulsory sections have been completed correctly, a calendar will appear on the dashboard.

Great news, you are now able to make bookings!

If this calendar does not appear, some important information is missing from your account.

Double-check the following has been entered and saved:

- 2 Parent + 1 emergency contact
- Payment details for each venue
- You've verified the account set-up email
- Uploaded any supporting documentation

The screenshot displays the Team Kids dashboard interface. At the top left is the Team Kids logo. The dashboard is divided into several sections:

- Parents/Guardians & Contacts:** A table with columns for Name, Relationship, and CRN. It lists Mother Parent* (Mother), Father Parent (Father), and Emergency Contact (Friend). A note indicates that * represents the primary parent.
- Children:** A table with columns for Name, Date Of Birth, and CRN. It lists Child Test (01-01-2014).
- Account Details:** Fields for Verified Email Address (aidanriddle.design@gmail.com), Payment Details (Credit Card: ****9299, 01/2025), and Enrolled Services (ACT - Good Shepherd Catholic - Amaroo).
- Statements:** A message stating "There are currently no statements available for download."
- Preview Current Bookings:** A calendar for APRIL 2022. The calendar shows dates from 28 to 29. The date 8 is highlighted in yellow. Navigation buttons for "Review All Past Attendances" and "Add/Change Bookings" are visible.



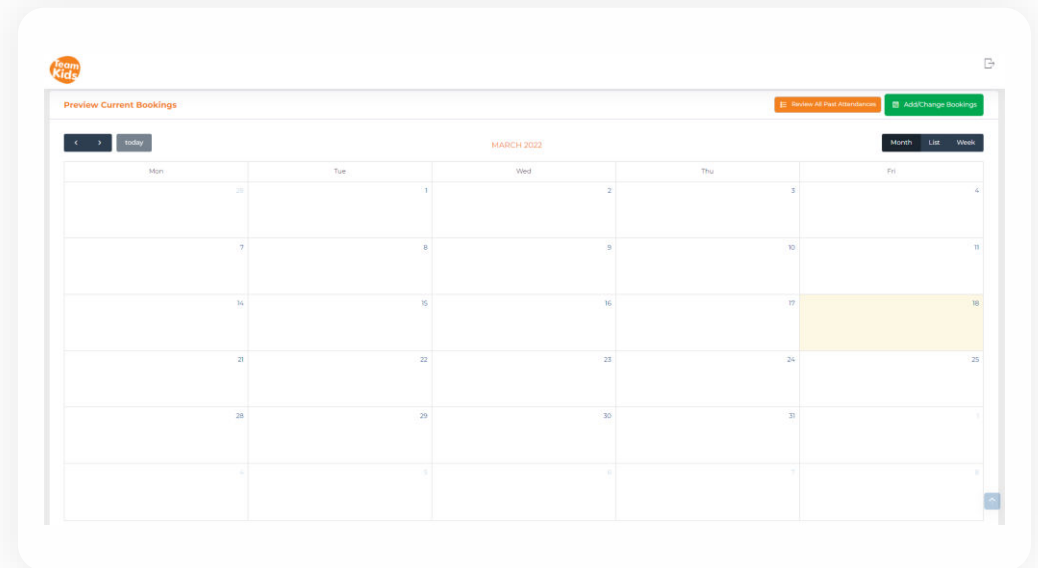
Your Account is Active

IMPORTANT INFORMATION

- Each child must be booked in separately
- Different care types, Before School, After Care, Holiday Program, are booked separately.
- Before & After Care can be booked in bulk, e.g. Book your child in for the whole term or the whole calendar year.
- Holiday Programs are opened typically 4-5 weeks prior to the holidays. You will receive an email letting you know that you can book holiday program.

For on the day bookings:

- Before & After Care: Call the venue direct, phone numbers are located under each venue on the TeamKids website.
- Holiday Programs: Call Customer Service team 1300 035 000





How to Make a Booking

ADD/CHANGE BOOKINGS

1. Click on Add/Change to begin
2. Choose the venue that you wish to book into
3. Select the care type (Before, After, or Vacation Care)
4. Select the child you want to make the booking for

Click Add/Change Bookings

Preview Current Bookings

Review All Past Attendances Add/Change Bookings

today APRIL 2022 Month List Week

Mon	Tue	Wed	Thu	Fri
28	29	30	31	1
4	5	6	7	8
11				15

Choose the venue

Team Kids

Manage Bookings: Child Test ACT - Good Shepherd Catholic - Amaroo + Enrol into another Service

Select type of care from the drop-down list to show the booking calendar.

Please select a care type Child

Choose the care type and child



How to Make a Booking

ADD/CHANGE BOOKINGS

Remember you can only book one **Program Type** and one **Child** into a venue at a time.

1. Choose the day(s) you would like to book your child in, simply by clicking on the date.
2. Once you've selected the day/s you wish to book, they will turn green.
3. Scroll down to the bottom and click next.

Legend:

- Available (Orange)
- Booked (Green)
- Attendance w/o booking (Light Green)
- Cancelled (Dark Blue)
- Full (Red)
- Almost Full (Light Red)

← 2021 2022 →

April May

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

June July

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

Quick Select: between and

When viewing your calendar, please take note of the coloured key used.



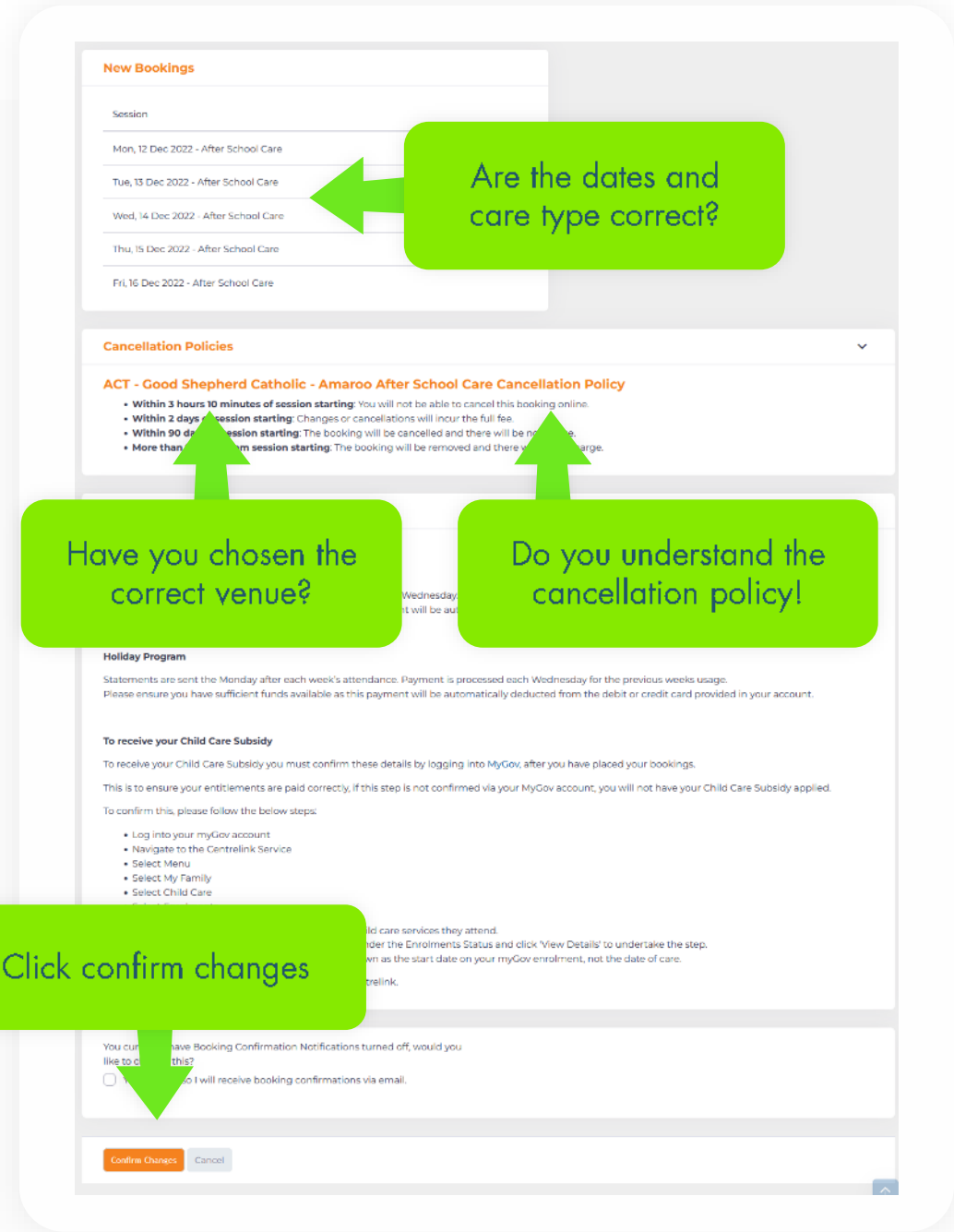
How to Make a Booking

REVIEW AND CONFIRM YOUR BOOKINGS

This page allows you to review and confirm your booking details.

Please read the information on this page carefully.

If you do not confirm the changes, the booking will **NOT SAVE**.





How to Make a Booking

REVIEW AND CONFIRM YOUR BOOKINGS

Once you've confirmed the booking you'll ALSO receive email confirmation.

If you do not receive this email, it means one of the following has occurred:

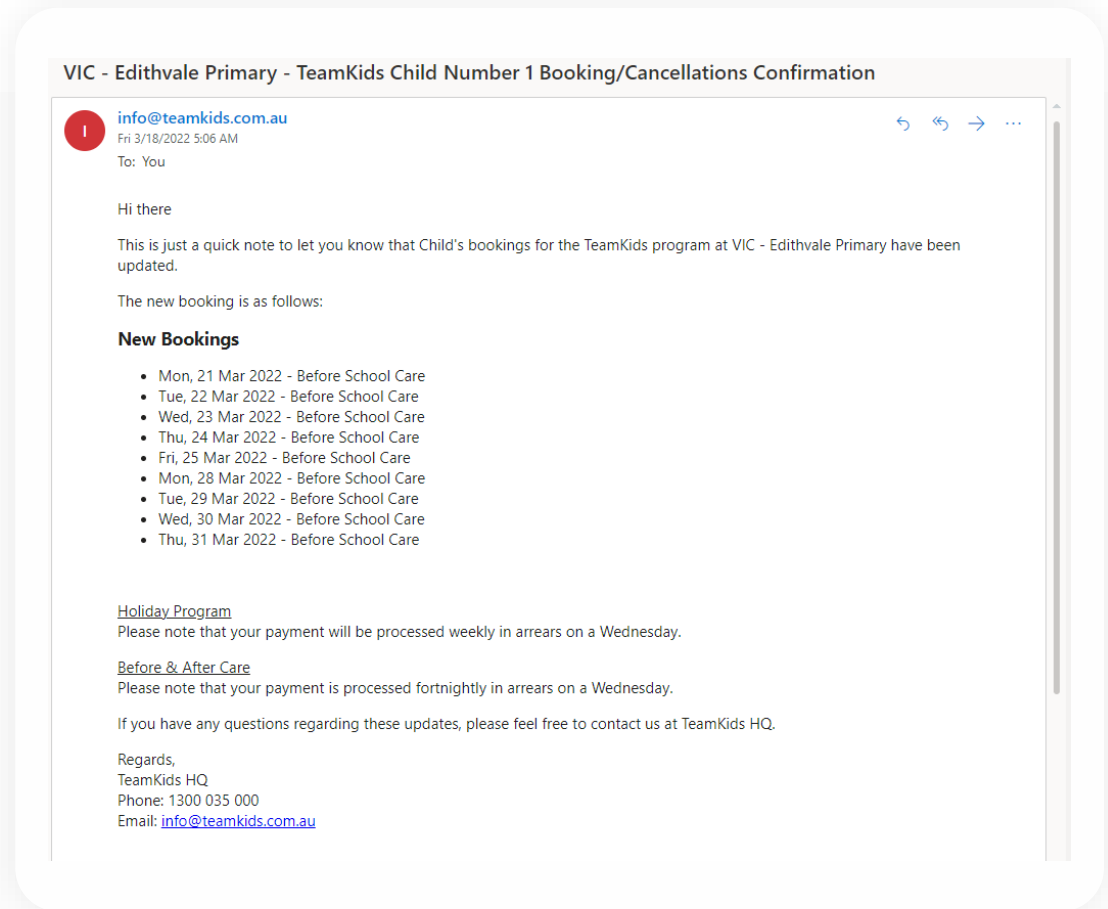
The email confirmation has gone to junk and you need to retrieve it, and mark it as not junk.

OR

The booking has not been confirmed and you will have to log in and resubmit the bookings.

OR

There is permissions error and you need to call customer service 1300 035 000



Manage Before School Care Bookings: Child Number 1

VIC - Edithvale Primary

VIC - Chelsea Heights Primary

+ Enrol into another Service

Once you click confirm you should receive this message

Thank you! You have successfully made booking changes for Child Number 1 to VIC - Edithvale Primary Before School Care. Please confirm these changes below. If you would like to make additional booking changes for other children or services please select them in the menu below.

WEEKLY, WHOLE TERM OR ANNUAL BOOKINGS

1. If you wish to make long-term bookings, from the dashboard click **Add/Change Booking**
2. Scroll down to the bottom and choose the days you want from the drop down box.
3. Choose date range
4. Click Apply
5. Once all the days you want have been added click **Next**

The dashboard is divided into several sections:

- Parents/Guardians & Contacts:** A table with columns for Name, Relationship, and CRN. It lists Mother Parent *, Father Parent, and Emergency Contact.
- Children:** A table with columns for Name, Date Of Birth, and CRN. It lists Child Test.
- Account Details:** Fields for Verified Email Address, Payment Details, and Enrolled Services.
- Statements:** A message indicating no statements are available for download.
- Preview Current Bookings:** A calendar view for APRIL 2022 with navigation buttons and a table showing dates from 28 to 1.

The booking selection interface includes:

- Quick Select:** A dropdown menu set to 'book'.
- Days:** A dropdown menu set to 'all Weekdays'.
- Range:** Input fields for 'between' and 'and'.
- Buttons:** An 'Apply' button, a 'Next' button, and a 'Back to Dashboard' link.

You can add more dates after you click apply e.g.
 Add All Mondays – click Apply
Then Add All Thursdays – click Apply



Cancel Bookings

1. Locate the booking you wish to cancel
2. Click on the date(s) you wish to cancel – it will **turn blue**
3. Scroll down – click **Next**

Please refer to our Terms and Conditions regarding TeamKids cancellation policy



The following lists all selected changes and conditions required to be accepted as part of the booking process. Please review carefully and then click 'Confirm Changes' to accept and save all changes.

Cancelling Bookings

- × Mon, 21 Mar 2022 - Before School Care
- × Tue, 22 Mar 2022 - Before School Care
- × Wed, 23 Mar 2022 - Before School Care
- × Thu, 24 Mar 2022 - Before School Care
- × Fri, 25 Mar 2022 - Before School Care
- × Mon, 28 Mar 2022 - Before School Care
- × Tue, 29 Mar 2022 - Before School Care
- × Wed, 30 Mar 2022 - Before School Care
- × Thu, 31 Mar 2022 - Before School Care

Booking Terms & Conditions

Payments

Before & After Care

Review the details to ensure they are correct

Are the cancellation date(s) and care type correct?

Once happy, click **Confirm Changes**

ON THE DAY CANCELLATIONS

Before & after care: call the venue direct, phone numbers are located under each venue on the TeamKids website.

Holiday programs: Call Customer Service Team 1300 035 000



Logging Into Your Account

You can now log into your account directly from our website.

To do this, visit www.teamkids.com.au and click LOG IN.

