

HOW TO MAKE CASUAL BOOKINGS FOR BEFORE & AFTER SCHOOL CARE

If your child is currently enrolled in our service, you can make casual bookings easily via your [iParentPortal](#) account.

To make a casual booking please follow these steps:

1. Log into your [iParentPortal](#) account
2. Select the BOOKINGS tab
3. Select MAKE A BOOKING
4. Select the date you wish to book from the calendar
5. Select BEFORE and/or AFTER SCHOOL CARE
6. Select CHECK OUT
7. Agree to the terms and conditions
8. Click CONFIRM AND FINALISE BOOKING. Do this for each booking date you need.



Your booking was successful!
The following bookings were confirmed

You will see a message on the screen either confirming that your booking was successful or advising you that there was an issue, in which case you will need to contact the service directly to try to make the booking. This usually happens when there are no vacancies or you are booking too close to the session opening time. Please contact the

service at the next available opportunity so that a staff member can approve your booking request, if possible.



Sorry, there was an issue
Please contact your Service Coordinator for assistance.

You can check your bookings at any time via your BOOKINGS tab in the iParent Portal. You may find it helpful to download the Kidsoft App from the App or Play Store. This app is easy to use and will enable you to check your account, make bookings etc at any time.



If you need to cancel a casual booking, please contact the service in person or by phone. Conditions apply to cancellations. Please click [HERE](#) to read more about our cancellations policy.