

# HOW TO GUIDE

## ONLINE ENROLMENT FOR EXISTING PARENTS

### **Rollover Procedure**

Any positions you currently hold in 2015 will automatically be yours in 2016.

### **Monday 12<sup>th</sup> October - 6:00am**

Changes to your existing bookings will be accepted  
Sibling booking requests will be accepted

*Booking Requests and Changes are time stamped - any received before this date and time will be deleted and you will have to submit again.*

## Not Changing Days?

If you do not wish to change any days for 2016, simply Login and ensure your contact details are up-to-date (authorised pick ups, phone numbers, email addresses etc.)

The screenshot shows the Oatley Ooshcare website. At the top, there is a navigation menu with 'HOME', 'ABOUT US', 'ADMINISTRATION', and 'VACATION'. Below the menu is a banner for 'MY FAMILY LOUNGE LOG IN' with the text 'EXISTING FAMILIES - DO NOT REGISTER! You already have an account'. The login form includes a 'Parent sign in' section with a username field containing 'SHARNACOX4' and a password field with masked characters. There is a 'forgot my password' link and 'Sign in' and 'Register' buttons. Below the login form, there are several notices: 'WHAT IS OATLEY OOSH-CARE?', 'FOR 2015 IMPORTANT DATES' (listing enrolment information nights on Wednesday 8th, Monday 13th, and Tuesday 14th October), and '2015 ENROLMENT FOR EXISTING FAMILIES Information Night - Wednesday 8th October 6:30 pm at the centre.' A footer notice states 'Any 2015 booking requests will be disregarding until specified dates HERE'.

### **LOGIN**

Username: your email address

**Do not register again.**

Log in via our website:  
[www.oatleyoosh.org.au](http://www.oatleyoosh.org.au)

Still confused or have any questions?

**Enrolment Information Night**  
**Thursday 8<sup>th</sup> October**  
**7:00pm**

at OOSH-Care centre

# USER DASHBOARD

## Contact Details

Enrolment Management Role Parent

Oatley OOSHCare COX

You are in Enrolment Management | [Change Password](#) | [Logout](#)

Editing Family: COX

### CONTACTS

For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER	EDIT
SHARNA COX	Mother	Primary Contact	[REDACTED]	[REDACTED]	sharna.cox@oatleyoosh.org.au	True	Edit
GEORGIA WILLIAMS (COX)	Friend		[REDACTED]	[REDACTED]	-	False	Edit
BILL PAPAKASTAS	Doctor		[REDACTED]	[REDACTED]	-	False	Edit
HAYLEY [REDACTED]	Aunt		OATLEY NSW 2223	[REDACTED]	-	False	Edit
CHRIS - BILL COX	Grandparent		OATLEY NSW 2226	[REDACTED]	-	False	Edit

## CONTACT INFORMATION

Please ensure all your child's contact information is up-to-date.

Include per contact:

- Full Name
- Relation to Child
- Address
- Email
- Phone Numbers

**Please include a minimum of two contacts outside your immediate family (e.g. friend, family, aunt)**

All phone numbers entered here will automatically update our QK Kiosk (Ipads).

## Child Details

### CHILD

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
OLIVIA COX	Active	20-09-05	-	9Y 1M	Edit		<a href="#">View Enrolment</a> <a href="#">Print</a>

To edit child details click here.

## CHILD INFORMATION

Please ensure all your child's information is up-to-date.

You will only be able to edit certain details. If you need to change un-editable details, please see Sharna or Georgia.

*TO EDIT – Click on the “Edit” button and not the “View Enrolment”.*

# Adding Siblings

CHILD								
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
OLIVIA COX	Active	20-09-05	-	9Y 1M	Edit		<a href="#">View Enrolment</a> <a href="#">Print</a>	

To add a child to your account, click here.

## CHILD INFORMATION

To add children to your account, please select the green plus button and follow the prompts.

Please do not add any unborn children.

### **CLIENT REFERENCE NUMBER - CRN**

If you are eligible to receive CCB/CBR, your child will need their individual CRN Number. This is different from your family number. If you do not provide us with this we cannot process payments.

Please indicate the authorisations for EACH contact.

### **ADD CHILD DETAILS**

Please provide us with the child's details.

Tick the box if the child is unborn

First Name \* JANICE Last Name \* DOE

DOB \* 25 Feb, 2010 Gender \* Female

CRN 

Additional Information HAS A PHOBIA OF DOGS

[ADD PRIORITY OF ACCESS](#)

### **Authorisations**

Contact Name	Collection	Emergency	Excursion	Medical
DOE, JOHN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[CANCEL](#) [SAVE](#)

## ENROLMENT FORMS

Please note that enrolment form can only be submitted after a offer has been created. You can however begin and save the enrolment form.

**You must fill out ALL information.**

Once you have submitted your enrolment form, you must **print, sign and return your enrolment form.**

By enrolling you are confirming all information is accurate and up-to-date. You are also agreeing to Oatley OOSHCare Inc. policies and procedures.

Please see our parent handbook on our website

# Changing Existing Bookings – Just Swapping Days

## **EXISTING RECURRING BOOKINGS – If you already attend the session**

If you want to change the days you currently have in 2015 for 2016, you must go to the Existing Reoccurring Bookings section and click “Edit” for each session you want to change.

Do NOT create a new Recurring Booking Request – the system will not allow you to do this.

**Sessions = OOSH has two:**

- 1. Before School Care**
- 2. After School Care**

### **EXISTING RECURRING BOOKINGS**

Your existing booking are available to view and amend.

Service	Room	CareType	Status	Child	Start Date	End Date	Edit
Oatley OOSHCare Incorporated	After School Care	ASC	Placed	OLIVIA COX	6/10/2014		Edit
Oatley OOSHCare Incorporated	Before School Care	BSC	Placed	OLIVIA COX	6/10/2014		Edit

Sessions are separated into Before School Care and After School Care.  
Ensure you change for both sessions if you need.

To change your existing days for 2016, click here.

# Changing Existing Bookings – Requesting a New Session

If you currently only attend one session type (e.g. After school care only – no before school care) and wish to begin a day in the other session, you will have to submit a different “Recurring Booking Request”.

This will create a completely separate request.

## RECURRING BOOKING REQUESTS



Legend

Requested  Not Requested  Not Requested But Flexible  Change to Existing Booking

CHILD NAME	START DATE	APPLICATION DATE LAST UPDATED	SIBLING CARETYPE	SERVICE	DAYS LESS	M	T	W	T	F	FLEX NOTES	EDIT	DELETE
JANE DOE	23-10-14	A. 08-10-2014 U. 08-10-14	✓ BSC	Oatley O	1 ✗	●	●	●	✓	●		Edit	✗

### Example

Olivia currently attends Wednesday and Friday After School Care.

If Olivia needed to come Wednesday, THURSDAY and Friday After School Care she would make this request via the EDIT button in *Existing Recurring Booking Request*.

If Olivia wanted to add Thursday *Before School Care* – she would create a new Recurring Booking Request for the morning session.

This is because she didn't previously hold any positions in Before School Care

### ADD WAITLIST DETAILS

Please enter waitlist details below

Select which child / children you are requesting days for  
Child Names

ef

Preferred start date  No. of Days

Services Required  Long Day Care Or  Before School Care  After School Care

Select Service/s

Available services:

Preferred days

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>						

Days that do not suit me

<input type="checkbox"/>						
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Will you accept less days?  Y  N

Flexibility Comments

APPLICATION DATE 08-10-2014

CANCEL

SAVE

**DO NOT SELECT SATURDAY OR SUNDAY!**

This will create an error and not allow you to move forward and make the booking request.



# Accepting and Declining Offers

If you are making no changes to your positions, all you will have to do is check your account details are correct.

## OFFER

Legend  Offered  Not Offered  Change to Existing Booking

CHILD NAME	START DATE	REQ'D START DATE	STATUS	CARE TYPE	DAYS	M	T	W	T	F	OFFER EXPIRY
JANE DOE	28-01-15	5:28-01-15		ASC	3	<input checked="" type="checkbox"/>	09-10-14				

Please take note of the Care type. You will receive different offers for Before School Care and After School Care. You will have to respond to both.

Once an offer has been created for you, you will be given an Offer Expiry Date before which you must either accept or decline the position. If you do not accept your positions, they will be offered to the next person on the waiting list directly after the expiry date.

## OATLEY OOSHCARE INCORPORATED

### Letter of Offer

Date Submitted: 08-10-14

We are offering your child a place at the following centre:

Centre Oatley OOSHCare Incorporated  
 Care Type ASC  
 Start Date 28/01/2015  
 Days Offered Wed,Thu,Fri

### Accept/Decline Offer

Please accept or decline this offer **before its expiry date of 9/10/2014.**

**Please use Thursday 28<sup>th</sup> January 2016 as your preferred start date.**

**If you have any problems, please don't hesitate to contact the centre.**