HOW TO GUIDE
ONLINE ENROLMENT FOR EXISTING PARENTS

Rollover Procedure

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

Monday 12th 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.)

LOGIN

Username: your email address

Do not register again.

Log in via our website:
www.oatleyyoosh.org.au

Still confused or have any questions?

**Enrolment Information Night
Thursday 8th October
7:00pm**

at OOOSHCare centre

USER DASHBOARD
Contact Details

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

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 <u>not</u> the "View Enrolment".

Adding Siblings

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.

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 ★	28 Jan, 2015 📅
No. of Days ★	3
Services Required ★	☐ Long Day Care Or ☑ Before School Care ☐ After School Care
Select Service/s ★	None selected ▾

Available services:

Before School Care

Preferred days

Mon	Tue	Wed	Thu	F	Sat	Sun
☐	☐	☐	☐	☐	☐	☐

Days that do not suit me

☐	☐	☐	☐	☐	☐

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	S:28-01-15		ASC	3	❌	❌	❌	❌	✅	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.**

[Accept] [Decline] [Decline & Change]

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

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