

# Important Information for Out of School Hours Care in 2024

12 September 2023

Dear Parents,

Enrolments for permanent bookings for Before and After School Care in 2023 will open at 7am on Friday, 20th October 2023. Families who currently have a permanent place must re book for a place in 2024.

**2023 PLACES WILL NOT BE CARRIED OVER TO 2024.** Demand for care is high so it is recommended that enrolments be submitted as early as possible on this day but not before 7am.

This enrolment process is undertaken in line with OSHC Policy and Priority of Access Guidelines. OSHC policies can be viewed at [www.oshc.berwickprimary.vic.edu.au/policies.html](http://www.oshc.berwickprimary.vic.edu.au/policies.html). Refer policy 9.1 (Access) and policy 9.2 (Booking).

All applications for before and after school care in 2024 must be made online, via the SmartCentral parent portal.

Online applications have been opened for your benefit so you can pre-fill the information required. We recommend this be done well before the enrolment date of Friday, 20th October to avoid any delays. The attached information will assist you with this process. Parents who submitted an application form for the upcoming holiday program, are able to use the "Copy" function to save some time.

**NOTE:** Please leave the form as "saved", do not submit - **it should only be submitted from 7.00 am on Friday 20th October.** If you submit prior to this, your application will be rejected and will need to be resubmitted.

Places will be confirmed as soon as possible by email (please ensure your details are entered correctly on the enrolment form). Once a place is confirmed, new families will be required to submit a registration fee of \$20.

For assistance with this process or further information please contact OSHC on 9707 4656 or the school general office on 9707 1026.

## **What to do next ...**

- ✓ Follow the attached instructions and pre-fill an application form for each of your child/ren separately, using a start date of 29/01/24 or later.
- ✓ Ensure the word "Done" appears next to each of the categories on the left side of the screen.
- ✓ When completed, ensure the word "submit" appears at the bottom of the last screen, in preparation for enrolment day.
- ✓ Submit your enrolment form/s as early as possible but not before 7am on Friday, 20th October.

**NOTE:** As the demand for ASC is far greater than BSC, we recommend you submit all ASC applications before submitting your BSC. All applications will be placed in order of receipt by us.

## SmartCentral Parent Portal – Online Applications

To pre-apply for **BSC and ASC** in 2024, go to [https://www.smartcentral.net/v2/service\\_profile/show/127](https://www.smartcentral.net/v2/service_profile/show/127)

Once you click on the “Apply” button you will be asked to fill in all mandatory fields.

Ensure you complete an application for each child and service you will require (before and/or after school care) in 2024.

Find Services Account ▾ Help ▾

### Application to enrol at Bairnsdale Aquatic and Recreation Centre

Copying from an existing application Tamar ▾ Copy

- Parent
- Child
- Booking
- Parent 2
- Authorisations

#### Parent

##### Details of Parent/Guardian 1.

First name	Corrie
Last name	Kenrick

Continue to work through the incomplete application, it will show which sections still need to be completed as they won't state 'Done' (see image below).

### Application to enrol at Yarm Gwanga Child Care Centre Incomplete

Withdraw

- Parent Done
- Child
- Booking Done
- Parent 2 Done
- Authorisations Done
- Child Health Done

#### Review

**Parent** Edit

First name	Corrie
Last name	Kenrick
	anon@gmail.com
	queenofchardonnay@hotmail.com
Gender	

Remember to click on 'Save & Continue' at the bottom of each page to ensure the information you have entered is not lost. If trying to save and continue when moving through the screens you may get the error message 'Please fill out this field!'. If this occurs, scroll up and any section that has a yellow square around it requires details; these are not optional fields.

- Authorisations Done
- Child Health Done
- Child Medical Done
- Documents
- Supplementary Questions Done
- Review

Preferred name (Optional)

Date of birth

Gender

Male

Female

Does the child live with the Primary Parent/Guardian?

Yes

Once all sections are complete, a review button will appear.

## Application to

[Withdraw](#)

[Parent](#) Done

[Child](#) Done

[Booking](#) Done

[Parent 2](#) Done

[Authorisations](#) Done

[Child Health](#) Done

[Child Medical](#) Done

[Documents](#) Done

[Supplementary Questions](#) Done

[Review](#)

At the very bottom of the review page is the submit button.

**DO NOT SUBMIT THE APPLICATION FORM PRIOR TO  
7.00 am ON FRIDAY 20th OCTOBER**