



# OSHC Enrolments

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WELCOME NEW FAMILIES!

Please be aware that our System is all online with regards bookings, enrolment details and payments.

All bookings and cancellations are done by parents online.

Please come in to oshc and ask our staff team for a copy of the OSHC HANDBOOK, or go the school Website and look for the OSHC tab to find it. There is an online agreement for signing up with our service that acknowledges reading our OSHC Handbook, and this is where you will find all of the information you will need for joining OSHC.

1. You will need to copy and past the following URL into your browser search bar (this is how you will access your booking page in future so saving the link is advisable):

<https://shpsoshc.fullybookedccms.com.au/family/>

Be sure to read the Terms and conditions on each page when setting up your account.

If you skip a section you will not be able to move on to the next sections. All sections must be filled out.

2. Start by entering your email address and select the green bar '(No account yet?) Register Now'
3. Once you have set passwords and have logged in you must enter all Parent and Guardian Contacts and additional contacts that are to be authorised to collect your children from OSHC. Do this by clicking the "Add Contact" button.
4. You are then required to add all details for your child/children by clicking the '+Add Child' button.
5. Then input your payment details to sign up for the EZIDEBIT Direct Debit System by clicking the 'Update Account Details' button. (Please note this is he only way accounts will be processed to access bookings at OSHC)

When all areas are fully complete you will be able to make your bookings for all Term dates for the year.

6. To do this scroll down to the green button 'Add/Change Bookings' then go to the drop-down list at the arrow and follow the prompts. Please take note of the colour keys at the bottom of the calendar, clicking on the date multiple times will change the status of the booking. Please be sure to check that your bookings and cancellations are correct on the following confirmation page before clicking the blue 'Confirm Changes' button.

Please note Vacation Care and Pupil Free Day bookings will only open online 4 weeks prior to the first day.

Please contact Carly or Nat on 8281 1700 to receive a call back during business hours if you require assistance with your online account/Bookings.

We are look forward to your family joining our service,

*The OSHC Team*