



GRANGE
PRIMARY
SCHOOL
OSHC



Grange PS OSHC

39C Jetty St, Grange SA 5022

Phone: 8353 4917

How to Enrol with Fully Booked

Step 1:

Head to <https://grangeoshc.wixsite.com/grange> and click 'NEW TO OSHC-ENROL HERE!'

It will then bring you to the below page. We recommend having a read of the left hand side *Please note, we recommend saving this link as a bookmark or to your home page as this will be the link you need to access your account in the future.

Welcome to Grange PS OSHC!

To register your child/ren with Grange PS OSHC and create bookings click "No account yet? Register now".

You must have the following information to register:

- Centrelink CRN for your child/ren and for yourself to receive child care subsidy **(Please make sure when registering your details into the new software that you are the primary caregiver who is registered with the Family Assistance Office.)**
- Credit card or bank account details for direct debit purposes.
- Emergency contact details in case you are not contactable in an emergency
- Doctor, Medicare, immunisation details for your child
- Court Orders if applicable
- Diagnosed allergy, medical, asthma, anaphylaxis, additional needs, dietary requirements (You will be required to upload any medical action plans, health support plans and any relevant supporting documents. We will then be required to approve these documents before you can make bookings) if applicable.

Information for all families:

Keep an eye on your emails as you will receive emails from Fully Booked to advise you what step needs to be completed in order to receive child care subsidy.

We recommend using Google Chrome or Safari as a browser on your PC,

Sign in




Email

Password

SIGN IN

[Forgot Password?](#) [No account yet? Register now](#)

Once ready click 'No Account Yet? Register Now'



Welcome to Grange PS OSHC!

To register your child/ren with Grange PS OSHC and create bookings click "No account yet? Register now".

You must have the following information to register:

- Centrelink CRN for your child/ren and for yourself to receive child care subsidy (**Please make sure when registering your details into the new software that you are the primary caregiver who is registered with the Family Assistance Office.**)
- Credit card or bank account details for direct debit purposes.
- Emergency contact details in case you are not contactable in an emergency
- Doctor, Medicare, immunisation details for your child

Sign in

Email

Password

SIGN IN

[Forgot Password?](#) [No account yet? Register now](#)

Step 3:

You will then be brought to our New User Registration page as shown below. You will need to select your service (school site) by clicking on the drop- down arrow. Then enter your email address and create a password and tick the appropriate boxes to opt-in or opt-out of notifications, (please note if you opt-out *you are taking responsibility* to check your account weekly without prompt). We have circled below the options we recommend selecting.

New User Registration

Select Service

Account Details

Email

Password

Confirm Password

Other Details

☐ Separate account for each parent?
Please tick if both parents wish to create separate accounts for the same child/ren. If ticked, then please take care to ensure bookings are placed on the correct account.

☐ I would like to opt-out of all email marketing from Grange PS OSHC

☐ I would like to opt-out of all SMS marketing from Grange PS OSHC

☒ I would like to receive a confirmation email when your bookings are changed

☐ I would like to be notified by SMS of any payment issues (charges may apply)

☒ I would like to be notified when a new Statement of Entitlement is available

Grange PS OSHC Terms & Conditions

Grange PS OSHC Parent Terms and Conditions

Please read these terms and conditions carefully. By using Grange Primary School Outside School Hours Care Services (OSHC) you agree to be bound by these terms and conditions.

Enrolment

I agree to enrol my child/ren with Grange PS OSHC to provide services and activities for my child/ren. I declare that the information I have provided on the enrolment form is true and correct and I have completed the enrolment form to the best of my knowledge regarding all aspects of my child/ren including any medical conditions and allergies.

I confirm that I have the lawful authority and capacity as the child/ren's legal parent or guardian to enrol my child/ren with Grange PS OSHC. I will immediately notify and provide a copy of any order a court makes for the custody and care of the child/ren I have enrolled with Grange PS OSHC.

I agree to update and/or change my details via the online parent portal using my username and password when required, advised and when re-enrolling for the next year.

I acknowledge that the information provided during enrolment is to be used solely for the purpose of providing OSHC for my child/ren but may be released when legally required to do so.

I understand that a copy of the OSHC policies and risk assessments are available for viewing on request at the Service

We recommend reading over our terms and conditions on the right hand side. Scroll to the bottom and tick the box to accept. Then click register.

☒ Please read the T&Cs and check this box if you accept these.

REGISTER

You will then come to our main dashboard.

Welcome to Grange PS OSHC Enrolment & Booking website

Please complete the registration process by following the instructions in each window below.



Parents/Guardians & Contacts

+ Add Contact

⚠ At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.



Children

+ Add Child

⚠ Please use the "Add Child" button above to add a child.



Account Details

✎ Update Account Details

User Email

⚠ Please verify your email address as soon as possible. If you require a new verification email please click the Resend button.

📧 Resend

Step 4: Verify Email

The first step is to verify your email address, you would have received a verification email to the email address you listed. If its not in your inbox check your junk or spam folder as it is system generated.

If you need it resent, you can click resend.

This is what the email looks like when it comes to your email address with the link here. You will need to click the link to verify your email.

Dear Parent/Guardian

Welcome to Grange PS OSHC and thank you for completing step 1 of your online enrolment. Your account has now been created however to be able to login please activate your account by clicking the following link: <https://grangepsoshc.fullybookedccms.com.au/family/verifyemail?email=0e90304c16a1&emailToken=b8211023-de78-4ebd-ba03-0e90304c16a1>

We look forward to welcoming your child/children to our programs once you have completed your registration and entered your bookings.

Kind regards,
The Team at Grange PS OSHC

The Fully Booked dashboard will then reload and will look like the below.

Your email address has been verified. You can now login using this address

Welcome to Grange PS OSHC Enrolment & Booking website

Please complete the registration process by following the instructions in each window below.

Parents/Guardians & Contacts [Add Contact](#)

⚠ At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.

Children [Add Child](#)

⚠ Please use the "Add Child" button above to add a child.

Account Details [Update Account Details](#)

User Email

Step 5: Adding Primary Parent/Guardian & Emergency Contacts

Next click 'Add Contact' in the Parents/Guardians and Contacts section. You will need to fill in all required information. *It is important that this initial primary parent is the person who is registered with centrelink for child care subsidy and that the CRN and DOB have been entered correctly as this will affect you receiving CCS.*

Parents/Guardians & Contacts [Add Contact](#)

⚠ At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.

You can leave your Vehicle Registration blank and can tick 'Not Applicable' to your work address.

Work Address

☒ Not Applicable

Once you get to the bottom you click 'Save'

This person is authorised to

- ✓ Authorisation to seek medical treatment from a registered medical practitioner, hospital or ambulance service, including transportation of the child by an ambulance service
- ✓ Authorise administration of medication to the child
- ✓ Authorise an educator to take a child outside the service on excursions;regular outings
- ✓ Be notified in the event of any accident, injury, trauma or illness involving the child, if both parent's are not contactable
- ✓ Collect the child from the service

[Save](#) [Save & Back](#) [Back](#)

Any issues with the details you entered will come up at the top of the screen in red. You will need to amend these and press save again. If there are no issues you will be taken to the top of the screen and it will say 'Create Successful!'

Parents/Guardians & Contacts

Chelsea Todd [Add Contact](#)

Create Successful! ×

Primary Parent/Guardian

Step 6:

To add your next contact, click 'Add Contact'. You will need to select if this next contact is a 'Parent/Guardian or Emergency Contact by clicking on the one you require, this will turn green.

Parent/Guardian or Emergency Contact

Relationship type *

☐ Parent/Guardian
 ☒ Emergency Contact

This area is very important as legally we require 1 emergency contact in our system. Only area's marked with * need to be filled in such as name, relationship to child, contact numbers and home address. Once all information has been entered you will get to the bottom where you will need to select which consents you give to the contact you have added.

☒ Authorisation to seek medical treatment from a registered medical practitioner, hospital or ambulance service, including transportation of the child by an ambulance service

☒ Authorise administration of medication to the child

☒ Authorise an educator to take a child outside the service on excursions; regular outings

☒ Be notified in the event of any accident, injury, trauma or illness involving the child, if both parent's are not contactable

☒ Collect the child from the service

Once completed you will either press 'Save' or 'Save and Back' depending on what you need to do next. Click Save to add another primary parent or emergency contact or Save and Back if you have finished entering contacts. When clicking 'Save and Back' you will be taken back to the dashboard.

Step 7: Adding Child/ren

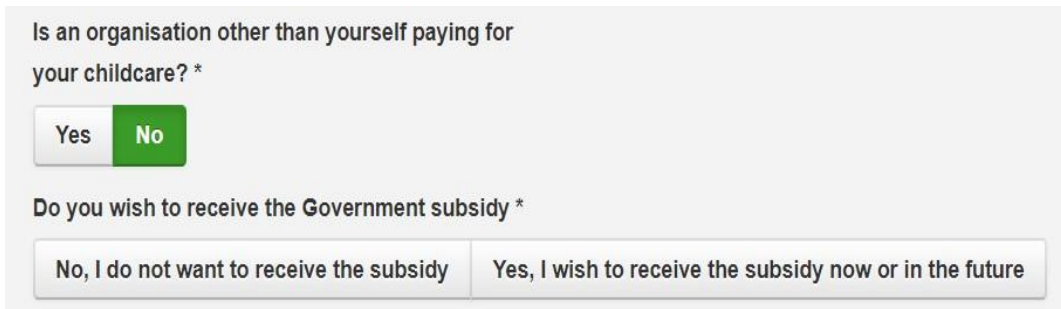
Next click 'Add Child' in the Children section.

Children [Add Child](#)

⚠ Please use the "Add Child" button above to add a child.

You will need to fill in all required information including selecting media permissions.

The below questions are really important for if you wish to receive childcare subsidy. You will need to select 'Yes' if you are eligible for child care subsidy or 'No' if you are not eligible.



Is an organisation other than yourself paying for your childcare? *

Do you wish to receive the Government subsidy *

When you select 'Yes, I wish to receive the subsidy now or in the future' it will prompt you to enter your child's CRN. This will be **different** to your parent CRN.

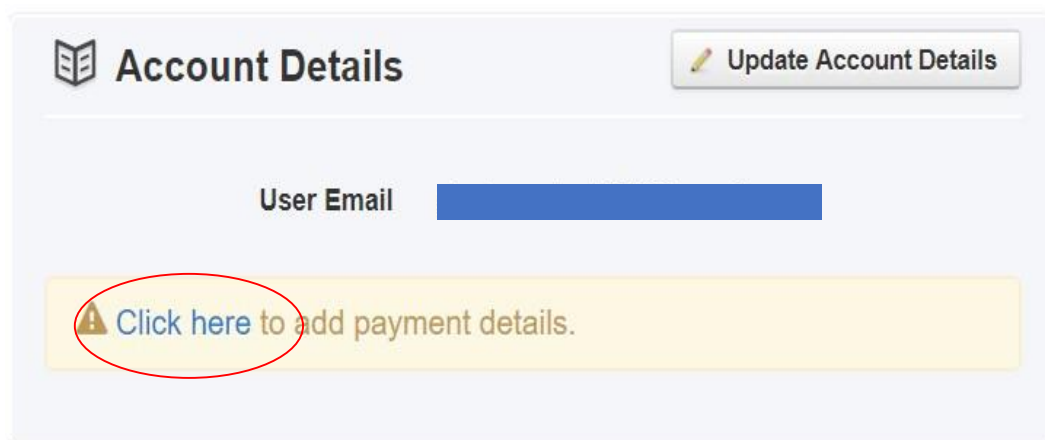
The other details are pretty self-explanatory with permissions and health details. You will need to upload any medical/court order/allergy plans that you advise us of. Grange PS OSHC will then be required to approve these documents before you will be able to add bookings.


Once completed press 'Save' or 'Save and Back' depending on what you need to do next. Click Save to add another child or 'Save and Back' if you have finished entering your child/ren. When clicking 'Save and Back' you will be taken back to the dashboard. Any issues with the details you entered will come up at the top of the screen in red. You will need to amend these and press save again. If there are no issues you will be taken to the top of the screen and it will say 'Create Successful!'




Step 8: Adding Payment Details

Next add payment details by clicking 'Click Here' to add payment details in the Account Details Section. *Please note you will not be able to add bookings until this is completed.



 **Account Details**

User Email

 [Click here](#) to add payment details.

This will bring you to the below screen. Select the drop down box for 'New Payment Type'

Account Details

Account Details Payment Details Add additional service

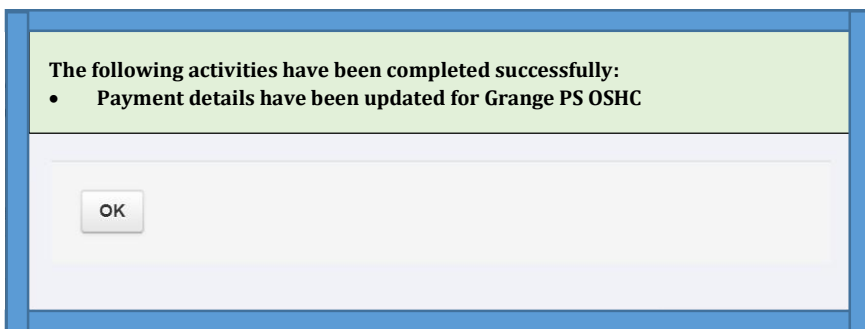
New Payment Type *

Save Save & Back Back

You will select either Credit Card or Direct Debit and enter the appropriate details. *Ensure you tick the terms and conditions box* and click 'Save and Back' to go back to the dashboard.

It will then have a pop up showing that Ezidebit have accepted these details.

Your invoice will be emailed to you every Friday and this amount will be direct debited on the Monday.



Now you will be taken back to the dashboard where you will now be able to see a preview booking calendar. This shows you have completed the enrolment process. If you cannot see this preview calendar it will mean a task is unfinished in your account. This may show up as a warning sign similar to the below outlining what needs to be done.



Below is what a completed dashboard will look like. To learn how to make bookings please refer to our 'How To Make Bookings' in the enrolment information on the below link <https://grangepsoshc.fullybookedccms.com.au/family> or on our Grange PS OSHC website.

The dashboard is titled "Welcome to Grange PS OSHC's Enrolment & Booking web site." and includes a "Logout" link. A message asks if the user wants to make a booking, directing them to the "Edit Bookings" button. The dashboard is divided into several sections:

- Parents/Guardians & Contacts:** A table with columns for Name, Relationship, and CRN. It lists "Demo Parent *" (Mother) and "Demo Contact" (Friend). An "Add Contact" button is present. A note states "* represents the primary parent".
- Children:** A table with columns for Name, Date Of Birth, and CRN. It lists "Demo Child" (01-11-2011). An "Add Child" button is present. A note says "Use the child's drop down menu to upload required support documentation".
- Account Details:** Shows the user email "jasmhus@gmail.com" and an "Update Account Details" button.
- Statements:** A message stating "There are currently no statements available for download."
- Preview Current Bookings:** A calendar for November 2019. It includes navigation buttons for "today", "month", "week", and "day". The calendar shows dates from 1 to 30. A green "Add/Change Bookings" button is at the top right of the calendar section.

We will utilise a Child Care Management System called Fully Booked to manage our bookings/accounts. Fully Booked is a completely online system which gives parents the ability to easily manage all Before and After School bookings. Fully Booked in turn uses a simple debit system called Ezidebit to take payments.

Signing up for Ezidebit will occur during the process of setting your Fully Booked account. Your nominated bank account/credit card will be automatically debited.