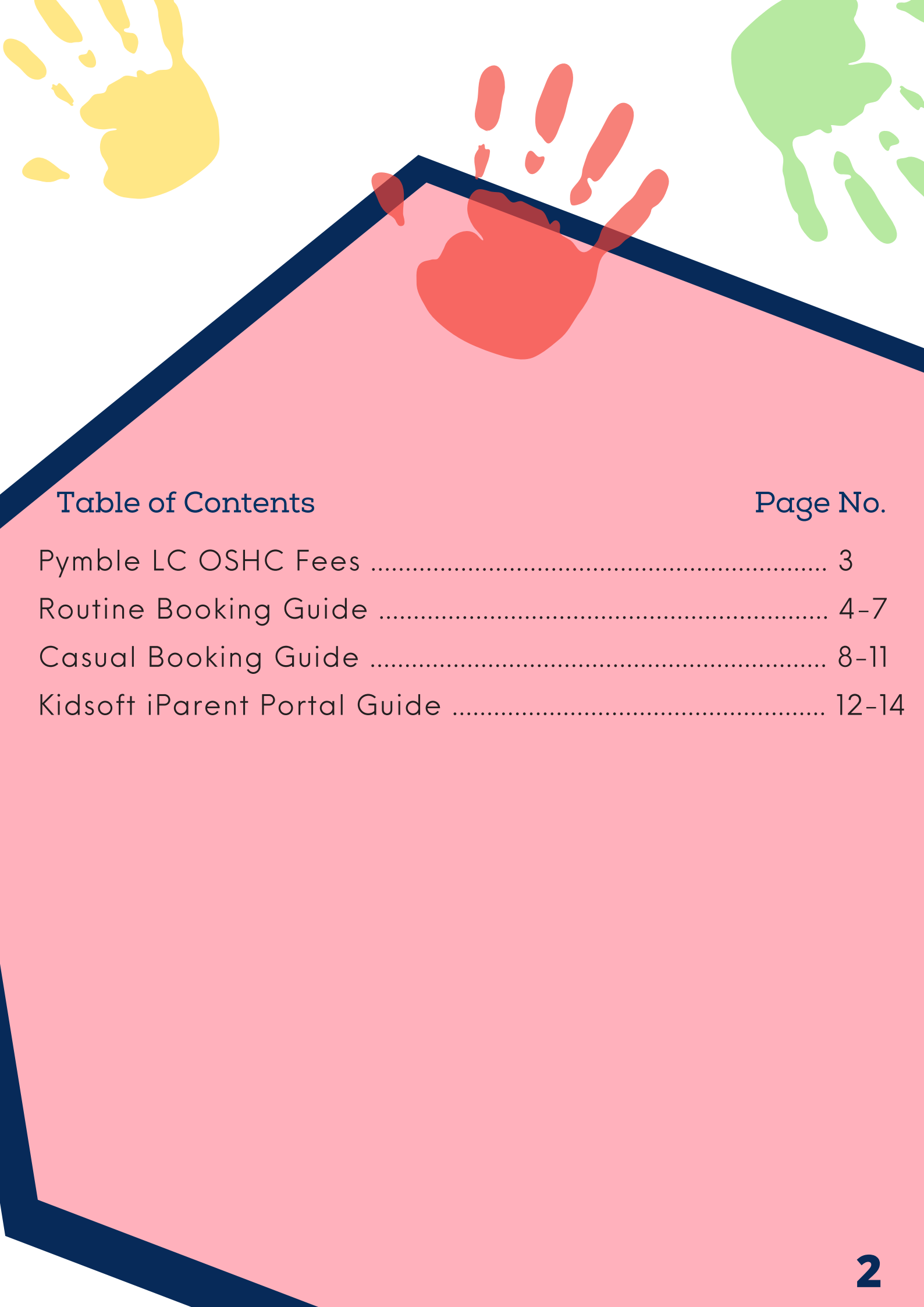




# Pymble LC OSHC



BOOKING GUIDE



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# Welcome to Pymble LC OSHC

*Pymble Ladies' College's Out of School Hours Care (OSHC) has been offering quality childcare for more than 30 years.*

## Before School Care

7:00am - 8:30am  
Monday to Friday  
Cost: \$20.00

## After School Care

2:45pm - 6:30pm  
Monday to Friday  
Afternoon Tea provided  
Cost: \$39.00

## 3-6 Pre Co-Curricular Care

3:00-4:00pm  
Monday to Friday  
Afternoon Tea provided  
Cost: \$13.00  
(Care after 4:00-6pm  
- Cost: \$39.00)

## Senior Sister

2:45pm - 3:30pm  
Senior Sister bookings are submitted when you require routine or casual care for your daughter whilst your daughter waits, after school to 3:30pm, for a 'Senior Sister' to collect your daughter.  
*This is a free service and no afternoon tea is provided.*

## Vacation Care

7:30pm - 6:00pm  
Check website for holiday program dates  
Cost: \$85.00 (base rate)  
+Additional Surcharge for programmed Activity

## Late Booking Fee

Families will be charged \$4.00 for bookings that are made within 24 hours of After School Care session time and 12 hours of Before School Care session time

## Late Collection Fee

Families will be charged an additional \$5.00 per minute, per child, after the Centre closing time

## Cancellation

A notice period of one week is required when cancelling routine bookings and 12 hours for casual bookings in Kidsoft. Senior Sister bookings can be modified up to one hour before attendance. Charges are applied regardless of attendance if the one week notice period has not been provided.

## Non-attendance Fee

A fee of \$20.00 will be charged to your Kidsoft account if an SMS message or phone call from the Centre is required to confirm your child's absence from their scheduled After School Care session. Notification of absence via iParent Portal or Kidsoft app

More information please visit:

[www.pymblelc.nsw.edu.au/pymblelc-oshc/](http://www.pymblelc.nsw.edu.au/pymblelc-oshc/)



# Routine Booking

# How to make a Routine booking?

## Step 1: Kidsoft iParent Portal

1

Bookings for Pymble LC OSHC can be made via the Kidsoft iParent Portal. Log in by clicking the link below.

Kidsoft link --> <https://parentslogin.kidsoft.com.au/>

2

From the iParent Portal home page > click the bookings tab

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3

On the right-hand side > click Create Booking. The Manage Bookings screen will display

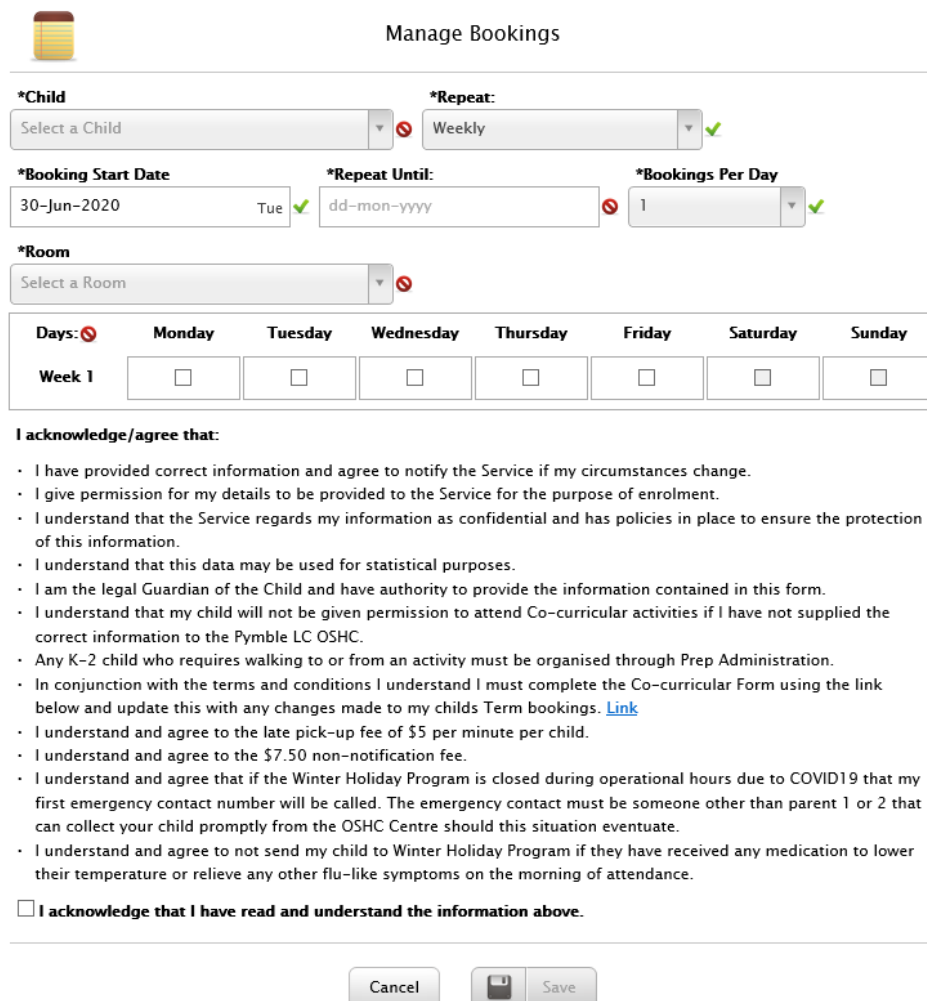
# How to make a Routine booking?

## Step 1: Kidsoft iParent Portal

4

### Manage Bookings

1. Select **Child** from drop-down list
2. Repeat
3. Select the **Booking Date** from the calendar provided
4. Select the **Repeat Until** from the calendar provided
5. Select the **Bookings per Day** from the drop-down list
6. Select the care type from the **Room** drop down list
7. Select the **Days** per week for the required care
8. Tick that you have read and understand the **booking information conditions**
9. Click **Save**



**Manage Bookings**

**\*Child**  
Select a Child

**\*Repeat:**  
Weekly

**\*Booking Start Date**  
30-Jun-2020 Tue

**\*Repeat Until:**  
dd-mon-yyyy

**\*Bookings Per Day**  
1

**\*Room**  
Select a Room

Days: <input type="checkbox"/>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I acknowledge/agree that:**

- I have provided correct information and agree to notify the Service if my circumstances change.
- I give permission for my details to be provided to the Service for the purpose of enrolment.
- I understand that the Service regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
- I am the legal Guardian of the Child and have authority to provide the information contained in this form.
- I understand that my child will not be given permission to attend Co-curricular activities if I have not supplied the correct information to the Pymble LC OSHC.
- Any K-2 child who requires walking to or from an activity must be organised through Prep Administration.
- In conjunction with the terms and conditions I understand I must complete the Co-curricular Form using the link below and update this with any changes made to my child's Term bookings. [Link](#)
- I understand and agree to the late pick-up fee of \$5 per minute per child.
- I understand and agree to the \$7.50 non-notification fee.
- I understand and agree that if the Winter Holiday Program is closed during operational hours due to COVID19 that my first emergency contact number will be called. The emergency contact must be someone other than parent 1 or 2 that can collect your child promptly from the OSHC Centre should this situation eventuate.
- I understand and agree to not send my child to Winter Holiday Program if they have received any medication to lower their temperature or relieve any other flu-like symptoms on the morning of attendance.

I acknowledge that I have read and understand the information above.

# Step 2: Complete OSHC Co-curricular Notification Form

1

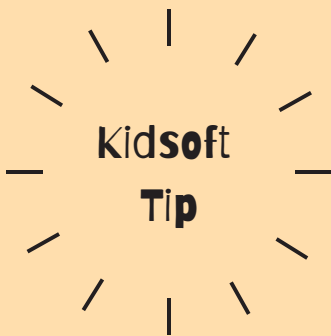
The OSHC Co-curricular Notification form keeps the OSHC Centre up to date with your daughter's co-curricular activities. This is a requirement for both Routine and Casual OSHC bookings.

Filling in this form gives permission for your K-2 daughter to be accompanied to/from an afternoon activity or your 3-6 daughter to walk independently to her activity on campus.

**If you do not complete this form your daughter will not be signed out from OSHC to attend her co-curricular activity.**

OSHC Co-curricular Notification Form:

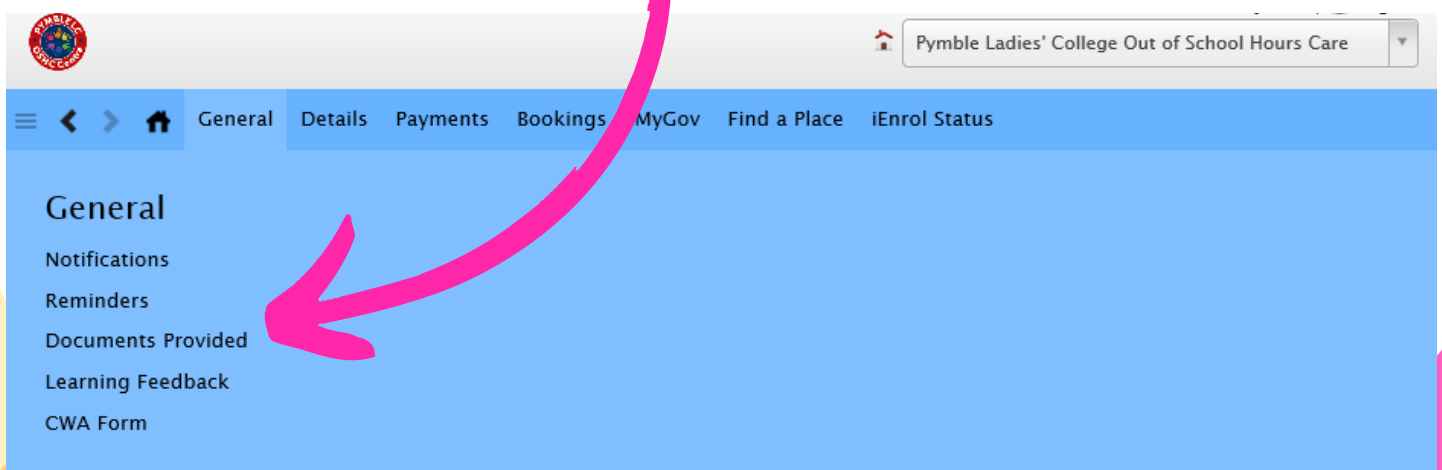
<https://www.pymblelc.nsw.edu.au/pymblelc-oshc/oshc-co-curricular-notification-form/>




You can also access the form in Kidsoft iParent Portal!

### How to access forms in Kidsoft:

1. Log into Kidsoft iParent Portal
2. Click General --> Click Documents Provided





# Casual Booking



# How to make a Casual booking?

## Step 1: Kidsoft iParent Portal

1

Bookings for Pymble LC OSHC can be made via the Kidsoft iParent Portal. Log in by clicking the link below.

Kidsoft link --> <https://parentslogin.kidsoft.com.au/>

2

From the iParent Portal home page > click the bookings tab

Pymble Ladies' College Out of School Hours Care

General Details Payments Bookings MyGov Find a Place iEnrol Status

Bookings

Bookings

Prev June 2020 Next 30-Jun-2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

+ Casual Booking

+ Create Bookings

booking data on selected date.

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3

On the right-hand side > click Casual Booking. The New Casual booking screen will display


# How to make a Casual booking?

## Step 1: Kidsoft iParentportal

4


### New Casual Booking


1. Select **Child** from drop-down list
2. Select the **Booking Date** from the calendar provided
3. Select the care type from the **Room** drop down list
4. Tick that you have read and understand the **booking information conditions**
5. Click **Save**




### New Casual Booking

---

**\*Children**  

**\*Booking Date**   

**\*Room**  

I acknowledge/agree that:

- I have provided correct information and agree to notify the Service if my circumstances change.
- I give permission for my details to be provided to the Service for the purpose of enrolment.
- I understand that the Service regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
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# Step 2: Complete OSHC Co-curricular Notification Form

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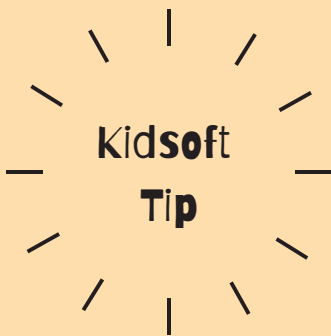
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Filling in this form gives permission for your K-2 daughter to be accompanied to/from an afternoon activity or your 3-6 daughter to walk independently to her activity on campus.

**If you do not complete this form your daughter will not be signed out from OSHC to attend her co-curricular activity.**

OSHC Co-curricular Notification Form:

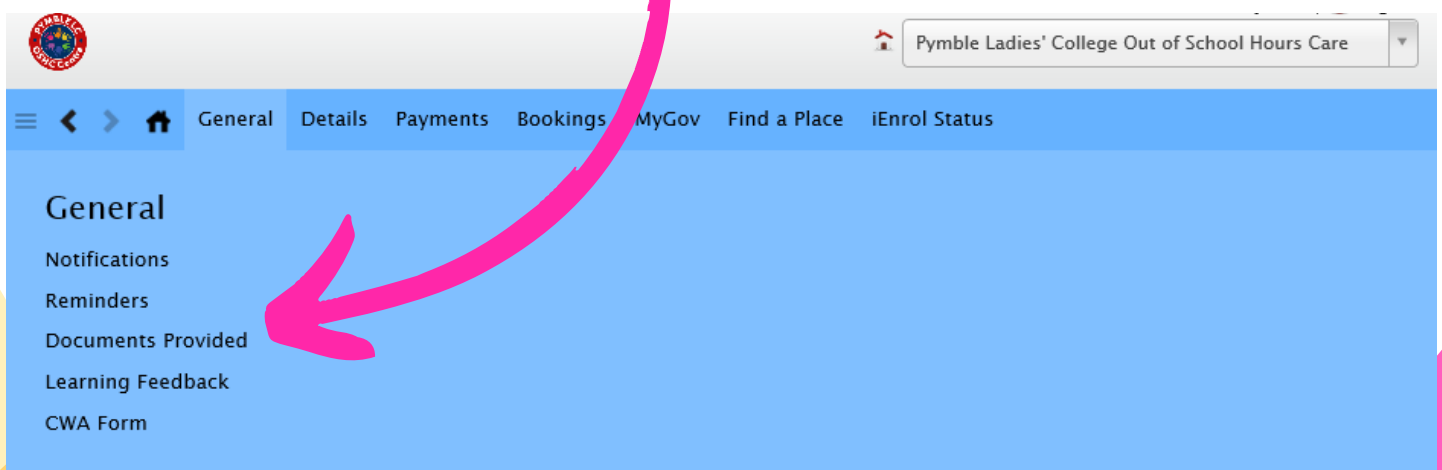
<https://www.pymblelc.nsw.edu.au/pymblelc-oshc/oshc-co-curricular-notification-form/>







You can also access the form in Kidsoft iParent Portal!

### How to access forms in Kidsoft:

1. Log into Kidsoft iParent Portal
2. Click General --> Click Documents Provided





# **Kidsoft iParent Portal Guide**



# Pymble LC OSHC iParent Portal - Quick Reference How To Guide

## iPARENT PORTAL

iParent Portal is where Parents/Guardians can:

- Self-manage their child care bookings
- View customer account statements
- View current account balance
- Manage payment details
- View reminders and notifications
- Manage account details

## HOW TO CREATE AN ACCOUNT

1. Click on the **link** provided to you via our Welcome to the iParent portal email.
2. Click **Create New User** and > follow the prompts.

## HOW TO LOG-IN TO YOUR ACCOUNT

- If you are logging-in to the iParent Portal for the first time > follow the **How To Create An Account** steps above.
- If you already have an iParent Portal account > click on: <https://parentslogin.kidsoft.com.au/>
- If you prefer, you can use your **Facebook Account** to log-in.

## FORGOTTEN YOUR PASSWORD?

If you have forgotten your iParent Portal password > from the **log-in screen**> click **I forgot my password** > and follow the prompts to have a new secure link emailed to you to reset your password.

## iParent Portal Home Page

**iParent Portal Web navigation bar**— These tabs provide access to various features as outlined on page 2 of this guide.

**Logout**—Click here to log out of the system at anytime.

**Account Balance**— Shows the Guardian's balance.

**Account Balance**  
Debit \$399.00 / [Make Payment](#)

**Bookings – This Week**  
Thursday – Sienna Smith in ASC  
Friday – Sienna Smith in Vacation Care

**Bookings – Next Week**  
Thursday – Sienna Smith in ASC  
Friday – Sienna Smith in Vacation Care

**Information Centre**—Shows service related news post communications.

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## iParent

### PORTAL OVERVIEW

The iParent Portal is where Parents/Guardians can:

- Self-manage their child care bookings
- View customer account statements
- View current account balance
- Manage payment details
- View reminders and notifications
- Manage account details



### NEED MORE HELP?

If you have any questions or require additional help when using the iParent Portal please email [oshcadmin@pymbleic.nsw.edu.au](mailto:oshcadmin@pymbleic.nsw.edu.au)

### HOW TO ADD YOUR PAYMENT DETAILS

All accounts are required to have a valid bank account or credit card supplied as a condition of enrolment.

1. To enter your payment details > log-in to your **iParent Portal account**
2. From the iParent Portal home page > click the **Payments** tab (blue banner across the top of the page).
3. Click + **Add a new Payment Detail** and > fill in the required fields
4. Read and tick that you understand the payment **terms & conditions** then > click **Save**

*Once saved, all future debits will be processed against your preferred payment option.*

### HOW TO MAKE BOOKINGS

To make a **Casual Booking**:

1. From the iParent Portal home page > click the **Bookings** tab (blue banner across the top of the page). **The Bookings screen will display.**
2. On the right-hand side > click **Casual Booking. The New Casual Booking screen will display.**
3. Select the **Child** from the dropdown list.
4. Select the **Booking Date** from the calendar provided.
5. Select the care type from the **Room** dropdown list.
6. Tick that you have read and understand the **booking information conditions.**
7. Click **Save.**

To make a **Routine Booking**:

1. From the iParent Portal home page > click the **Bookings** tab (blue banner across the top of the page).  
**The Bookings screen will display**
2. On the right-hand side > click **Create Booking. The Manage Bookings screen will display**
3. Select the **Child** from the dropdown list.
4. Repeat.
5. Select the **Booking Date** from the calendar provided.
6. Select the **Repeat Until** from the calendar provided.
7. Select the **Bookings per Day** from the dropdown list.
8. Select the care type from the **Room** dropdown list.
9. Select the **Days** per week for the required care.
10. Tick that you have read and understand the **booking information conditions.**
11. Click **Save**

### HOW TO FIND CUSTOMER ACCOUNT STATEMENT

1. From the iParent Portal home page > under **Notifications** click on **new statement added. The Notifications screen will display**
2. Click on the (insert **magnifying glass**) or (**download**) image to view or download the Customer Account Statement provided by the service.
3. You can access the Customer Account Statements provided by the service at anytime by clicking on; **General / Documents Provided.**