

Trinity Gardens OSHC & Vacation Care

New Enrolments.

We are trying to reduce the amount of paper we use to provide information to families about OSHC. For new enrolment forms, please go to: <https://trinitygardensoshc.hubworks.com.au> and click enrol.

Bookings for Vacation Care & other information.

The Vacation Program is released in Week 7 Thursday & is included in the School Newsletter.

We also email a copy to all current families.

We use HUBWORKS/HUBHELLO <https://trinitygardensoshc.hubworks.com.au> to administer our records and most families will now have a Parent Id. Through the Parent Portal you will have access to your childcare records, just like internet banking and Facebook. If you don't have one we will send you an email with your Parent Id & a random password (please make sure you aren't ignoring emails from Hubworks as this is who your invoices and messages will have as the sender). You can update your password at any time. We will be able to provide feedback on your child's time at OSHC and inform you of any incidents or accidents if we didn't get a chance to speak with you personally.

You will only have access to your own Family information. You cannot see any information relevant to the service or other families. Past Attendances & Absences are locked and unable to be changed. You are in control of your own information by updating your own data in the enrolment form tab. Once you have had look at your information please spend some time updating your child's enrolment form. At this stage we are only wanting Vacation Care Bookings done through your Parent Id so please don't alter your BSC & ASC bookings just send us an email, text message or write it in the Communication Folder at the Sign In/Out area.

Here are some areas you will be able to access:

The **Past Attendances** tab has all your historical information. It allows you to view your child's attendances that have already been processed. Details provided are their ccb% at that stage, eligible hours, when the attendances were, any payments and extra entitlements, absences (this lists absences for ALL care your child attends, not just at one particular service). The **Calendar icon** allows you to search by week.

The **Fees** tab has all information regarding your payments, attendances, ccb reduction and any extra charges. You will find your amount due or credit amount noted here. This is where you can download and view or print your own invoices and statements.

The **Schedule** tab allows you to see the days and sessions your child is booked in. Clicking on one of the yellow blocks, reveals the times, rates and group allocation (if applicable).

Use the **Enrolment Form** tab for referencing & updating ALL of your child's information. It's so easy to fix a phone number, email address, medical history, new emergency contact etc. Whatever amendments you make, the service is alerted so we are aware of any important new information.

Use the **Notes Tab** to share information particular to a specific child with the Service. When you press 'save' we will be alerted to your new entry and can view or respond. Please use this to let us know anything about what's happening at home or school that we can be mindful of & also provide feedback about discussions you have about your child's time at OSHC so we can consider this for future programming. You can also just make notes for yourself & change the staff icon to red so only the family can view the note.

Please contact us if you require any help on 83326901, 0422008567 or ed.guidolin475@schools.sa.edu.au

To book your Vacation Care once the program is released please log onto:

<https://trinitygardensoshc.hubworks.com.au>

Select VAC in the drop down box if there is one under their name (if only shows BSC, ASC or VAC Exited please contact us). Click on the child's name, then select Schedule Tab. Click on the date box on the left hand side and select the week required then change Repeat Weekly to Never on the right hand side. Add the days you require by clicking in the lined area under the date. A yellow box should appear. Check that the times are 07:00 to 18:00 if not drag the edge of the yellow box to these times (you must book for the whole session and not just the times you will be dropping them off or picking them up). The Fee should be Vacation Care or Pupil Free Day \$50.00. Don't forget to SAVE the page before you go to the next week. Please check your Enrolment Form details if you have not updated them recently.

Thanks Ed, OSHC Director