

## Helping Hands Baringa Outside School Hours Care – (OSHC)

Tuesday 16<sup>th</sup> July 2024

Dear Baringa State Primary School Families,

We are excited to be joining the **Baringa State Primary School** community to deliver the Outside School Hours Care (OSHC) program.

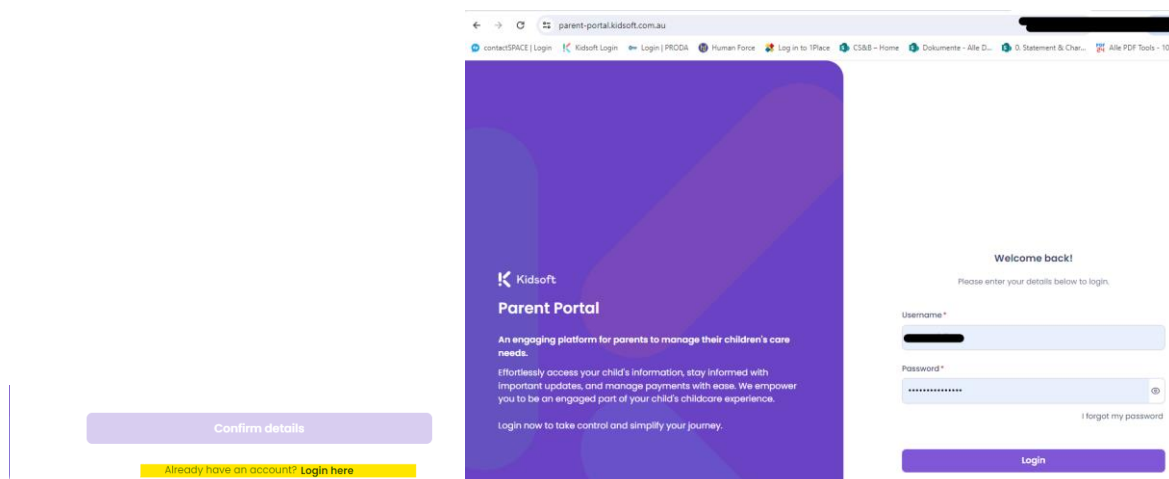
Our team are working closely with the Early Childhood Regulatory Authority to licence the service and are aiming to commence on **Monday 16<sup>th</sup> September 2024** for Holiday Program.

### ENROLLING

Please be aware, enrolment information, bookings and supporting documentation cannot be shared between providers for privacy. Families will be **required to complete a new enrolment** with Helping Hands Baringa for each child and provide copies of relevant information to support children's individual care needs (i.e Medical, Court Order).

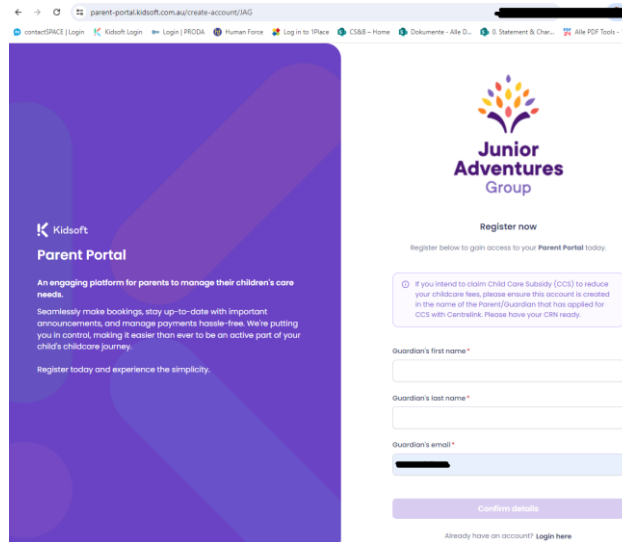
**Please note that if you have an existing Kidsoft account (with a previous provider), please follow the below instructions to enrol:**

1. Using a computer (not a mobile device), log into your existing Kidsoft account **using this link:** <https://parent-portal.kidsoft.com.au/create-account/JAG>
2. If you have an existing Kidsoft account, a message will appear prompting you to log in. **Click 'Log in here'**.
3. Once logged in, click on the **'Enrol'** tab and search for **Baringa**
4. Follow the prompts to complete the enrolment form
5. Please note, bookings can only be made once the enrolment has been finalised



If you do not have an existing Kidsoft account, you can set one up here:

<https://parent-portal.kidsoft.com.au/create-account/JAG>



1. After creating a Kidsoft User Account go to the 'Enrol' menu option and click 'Register'
2. Select your service in 'Find a Place' and click 'Create Waitlist'
3. Complete the 'Waitlist' form by adding your child's details (separate one for each child)
4. Complete the enrolment form
5. Please note, bookings can only be made once the enrolment has been finalised

The first part of the enrolment process is entering all your important details and uploading any supporting documentation. Once you have completed the first part, our team will review the enrolment and contact you if further information is required. Following the initial review, if all is ok to proceed, you will receive a confirmation email and will then be able to make bookings.

For further information relating to Helping Hands Baringa, please see our attached Key Information Sheet and Family Handbook or visit [www.helpinghandsnetwork.com.au](http://www.helpinghandsnetwork.com.au) and search for Baringa State Primary School.

Should you have any questions regarding enrolment or need help with the process, you can contact our **Customer Experience Team** via **1300 612 462** or [accounts@helpinghandsnetwork.com.au](mailto:accounts@helpinghandsnetwork.com.au). Please note, the Customer Experience team are available for contact Monday – Friday, 8:00am – 7:00pm (AEDT).

For any service specific questions, please email [baringa@helpinghandsnetwork.com.au](mailto:baringa@helpinghandsnetwork.com.au)

### MEET AND GREET SESSIONS

Meet and greet sessions will be held on site in the coming weeks allowing families an opportunity to meet with leadership team members for a general Q&A session. Exact dates, times and location will be communicated closer to the date by the Baringa State Primary School.

We thank you all for trusting us to provide your Outside School Hours Care program and eagerly look forward to seeing all your friendly faces in person very soon.

Warm regards,  
The Helping Hands Baringa team