



Rowellyn Park

PRIMARY SCHOOL

Dear families,

Please find attached the July (1st-12th July) program and permission notices.

Please note to book you must have a current enrolment with smart central.

Rowellyn Park OSHC

9782-0080 – 0409965998 (Enquires only)

Email: groenendyk.leanne.m@edumail.vic.gov.au

All correspondence related to bookings or cancellations should be messaged or emailed to the following:

Parents communication phone:0435653313

Email: rowellynoshc@gmail.com

Once you have made an on line booking you should receive an approval email this is your confirmation of the booking including vacation care.

All bookings need to be made through the online booking system Smart Central. You can log into the portal and add bookings, absences, enrol and update online including vacation care. Cancellation cannot be made through the portal. This will need to be done via email, text message (using new parent communications details as above).

By now everyone using the program should have completed an online booking form, (if you have used the program before then some of your information will be there). Once you complete the enrolment form and submit it someone will approve it, an email will be sent to you with relevant log on information and pin numbers for all authorised people to use when dropping off or picking up.

The link to complete the online enrolment form is:

https://www.smartcentral.net/service_profile/show/1028

- Please click on the link
- When you click on the link it will open up to a welcome page, under the School log, click on 'apply'
- Log in with your email address and your mobile phone number as your password with no spaces eg: 040912345678.
- If you don't have a mobile on file, you can use the 'forgot password'.
- Then proceed to complete the enrolment form (please note you need to complete the form not just the booking form otherwise it will not be approved).

To ensure you receive emails from our new system, please ensure you add the following email address no_reply@smartcentral.net as a safe sender in your address book. This is especially important if you have a hotmail or gmail account, as they will auto spam the email and then delete these emails, so you won't even find them in your Junk folder.

Its really important for you to add this email to your address book.

- It is important when adding the children's information, it is one child per application (for eg: you complete the first child then submit, then go back in and do another application for the next child, (however most of the information will be prefilled from the first application you submitted you will need to update the new child's information. If you have a sibling starting next year you will do the same process (complete an application for that child).
- If you have never used the program before you will need to log in as a New user? Sign up a new account.
- When uploading documents please ensure you add all relevant documents (eg: if you put down an allergy you will need to provide an allergy plan).

This may seem overwhelming for some, but will benefit us all in the end, if you need any assistance or have any questions please do not hesitate to call me (Leanne).

Please note we have had a few issues with the new system (teething problems) but we are working with Smart Central to fix the problems.

If you are having issues please email me: rowellynoshc@gmail.com

Please include:

- Your name
- Child/ren name
- The issue

If I cannot resolve the problem I will pass the information to the Smart Central support team.

Thank you for your patience, I understand it has been frustrating, but we will get there!

Once you have successfully enrolled you can then download the app (instructions attached to this notification)

Once on smart central go into bookings then click on the days required. You will need to book in each child individually. You will also need to click onto the hyperlink to complete permission forms link to excursions and particular activities.

Any quires you can email rowellynoshc@gmail.com

To speak to Leanne call 0409965998.

For any booking changes you will need to text 0435653313.

Bookings will close on 26th June (earlier if they become full).