



St Catherine's School
Sydney

SmartCentral

How to enrol – Holiday Programs

Benefits of SmartCentral

We are very excited to be moving to SmartCentral which will allow for more efficient and effective administration of our OSHC service.

There a number of benefits for our families as well, including:

- A secure parent portal to enter and update your and your child's details
- A single platform for before school care, after school care and holiday program bookings
- Digital and contactless sign in/out
- Ability to view your history of charges, child care subsidy payments and balance online
- Use of fee projections to estimate Child Care Subsidy (CCS) entitlements so eligible parents pay the reduced fee up front.
- Can be used on any internet capable device: smartphones, tablets, PCs and MACs

Required information and documents

Information

- The contact details (address, mobile number and email) of any person you wish to authorise to collect your child or act as an emergency contact.
- If you wish to claim the Child Care Subsidy – Centrelink customer reference number (CRN) for the child and the linked parent (these should be two unique numbers)

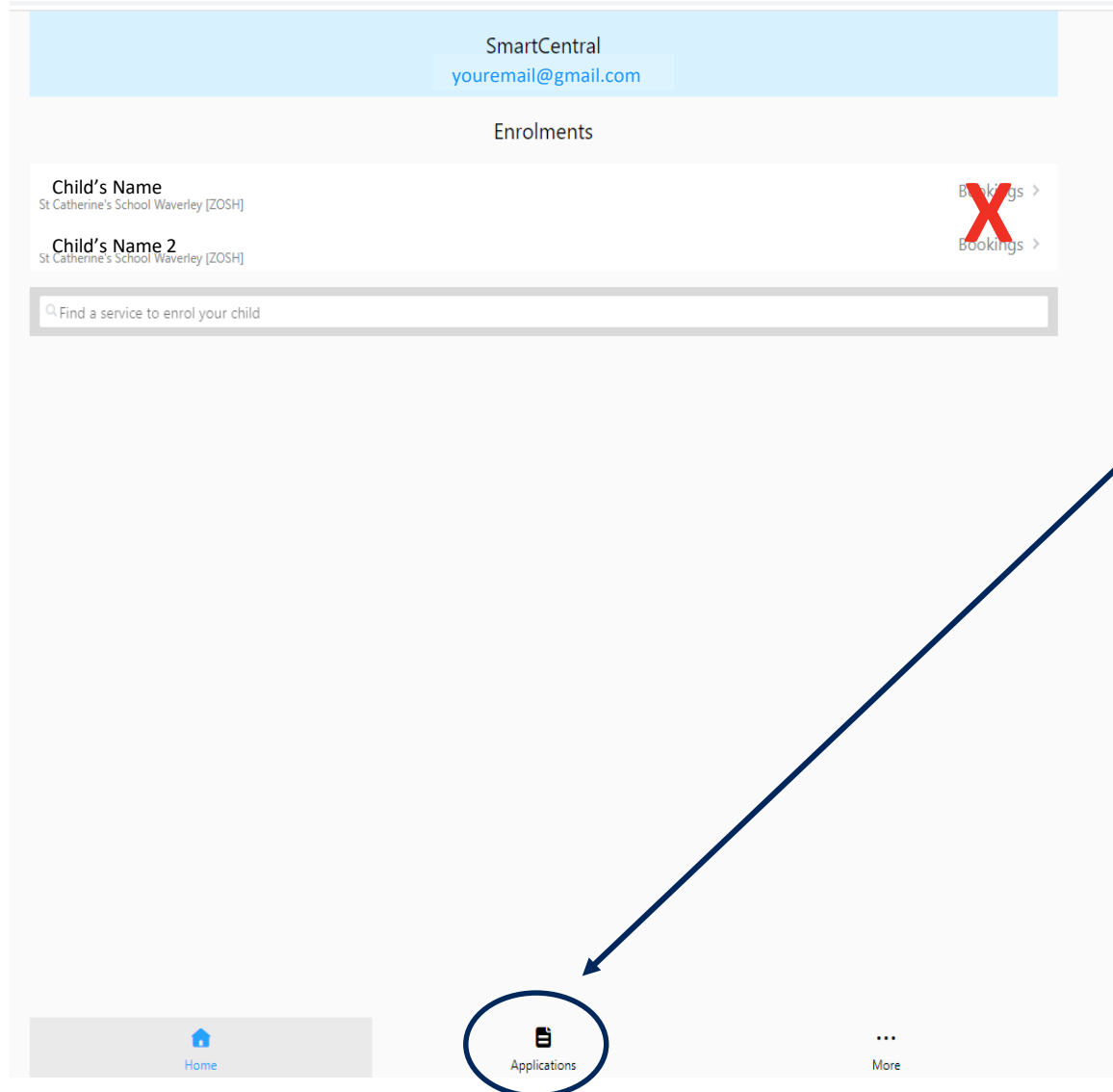
Documents to upload

- Your child's [AIR immunisation history statement](#)
- If your child has a medical condition eg asthma, anaphylaxis – their medical management plan

Getting started: Existing enrolments

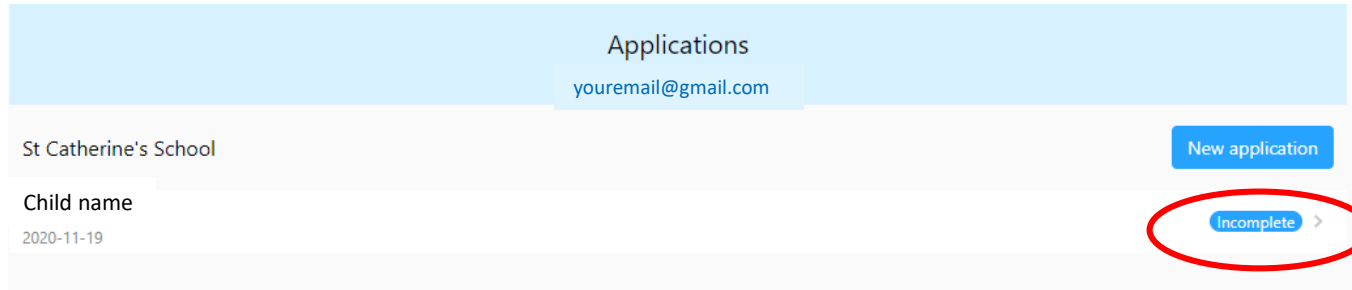
- Please ensure no_reply@smartcentral.net is added as a safe sender to your address book.
- If you have already been using SmartCentral for your before and after school care bookings, login using your email and existing password.
- If this is your first time logging in to SmartCentral use:
 - **Username:** your email address
 - **Password:** your mobile number with no spaces eg 0412345678 (Just use the 'Forgot your password?' function if your mobile number doesn't work).
- Once logged in, click on Applications (not Bookings). A complete enrolment application is required to ensure we have all of your child's details.

Getting started: Existing enrolments (Mobile view)



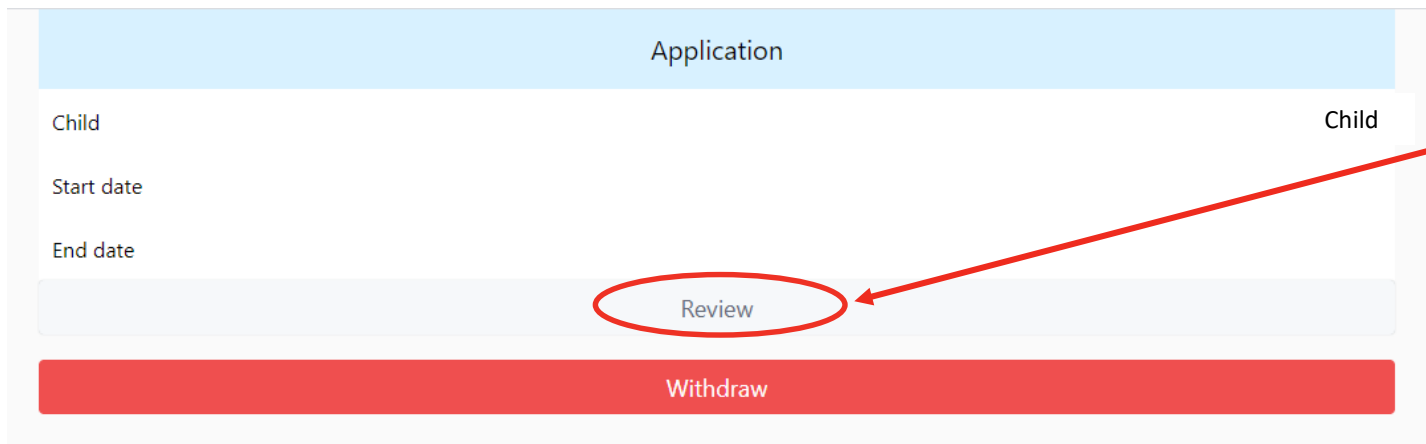
- Once you have logged in, you will see an enrolments screen with your child/ren's names. **Do not** click on bookings.
- Instead click on Applications at the bottom of the page

Getting started: Existing enrolments (Mobile view)



The screenshot shows the 'Applications' screen in a mobile app. At the top, there's a light blue header with the text 'Applications' and 'youremail@gmail.com'. Below this, the school name 'St Catherine's School' is displayed. To the right of the school name is a blue button labeled 'New application'. Underneath the school name, there's a section for 'Child name' with a date '2020-11-19'. At the bottom right of this section, there's a blue button labeled 'Incomplete' with a right-pointing chevron, which is circled in red. A red arrow points from the text 'Click on Incomplete' to this button.

- This will take you to the applications screen.
- Click on Incomplete



The screenshot shows the 'Application' details screen. At the top, there's a light blue header with the text 'Application'. Below this, there are two columns: 'Child' on the left and 'Child' on the right. Under the left 'Child' column, there are fields for 'Start date' and 'End date'. At the bottom, there are two buttons: a light blue button labeled 'Review' and a red button labeled 'Withdraw'. The 'Review' button is circled in red, and a red arrow points from the text 'Click on review' to it.

- This will open a new application screen
- Click on review. (Withdraw deletes the application, so avoid that!)

Getting started: Existing enrolments (Desktop view)

SmartCentral Mobile Account Help

Kate Barrell Applications Enrolments Statements Balance

Applications

Name | Suburb | Postcode Service type

Find a service to enrol yo Any

St Catherine's School New Application

St Catherine's School

Id	Child	Status	Updated at	Notes
220035	Edit	INCOMPLETE	2021-03-17 14:36 AEDT	Created
220036	Edit	INCOMPLETE	2021-03-17 14:36 AEDT	Created
220033	Edit	INCOMPLETE	2021-03-11 12:04 AEDT	Created

- Open the applications tab at the top of the page.
- Click on the Id number to open the incomplete application.
- Complete the required details in the yellow fields.

Application to enrol at St Catherine's School **INCOMPLETE** Withdraw

Parent ? Child ? Booking ? Parent 2 ? Authorisations ? Child Health ? Child Medical ? Documents ? Supplementary Questions ? Review & Submit

Review & Submit

With contactless sign in we require all people authorised to collect the child/ren from this service MUST have an email address and mobile phone number entered so they can use the QR code reader.

Need help completing your application [click here](#)

Parent **INCOMPLETE** Edit

First name
Kate

Last name
Barrell

Email address
barrellkate@gmail.com

Gender
Ready

Date of birth
Ready

Home address
Ready


Mobile phone number
Ready

Getting Started: New Students

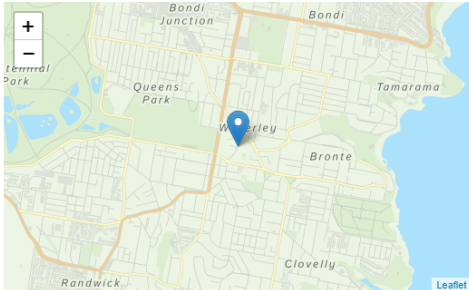
New students


1. Go to our [St Catherine's Smart Central Profile](#)
2. Click on the Apply button

St Catherine's School



26 Albion Street, WAVERLEY, NSW, 2024
Type ZOSH
Email
Phone 8305 6313 or 0418 651 137
Days of operation
ZOSH MON. TUE. WED. THU. FRI





[Apply](#)

Our Out of School Hours Care (OSHC) program is an integral part of the Beyond the Curriculum (BTC) Department, we offer before and after school care and vacation Care.

Our OSHC Program aims to provide a safe and nurturing environment for your child. We are committed to providing a high quality and fun program that allows the children to choose how their time will be spent. We recognise that child directed play as well as more structured activities are important aspects of a child's development. We aim to foster positive self-esteem in each child and regard meeting the individual needs of all children and their families as a priority.

For more information visit [StCathsConnect](#)

To register for St Catherine's OSHC click Apply above.

3. Click 'Sign up a new account'

SmartCentral ID

LOG IN

[New user? Sign up a new account](#)
[Forgot your password?](#)

4. Enter the required details and then you will be directed to our St Catherine's enrolment application

SmartCentral Mobile Account ▾ Help ▾

Application to enrol at St Catherine's School

Helpful tips

- All questions are required unless listed as (optional)

Preferred name (Optional)

- Ensure you click save & continue after completing each section.

Name of employer (Optional)

[Save & Continue](#)

- Completed sections will show a tick

Application to enrol

Parent ✓

Child ✓

Booking ?

Parent 2 ?

Helpful tips

- If you need to close your incomplete application, you can return via the 'Applications' tab in your profile. Click edit or the ID number to return to your application.

Kate Barrel Applications Enrolments Statements Balance

Applications

Name | Suburb | Postcode Service type

Find a service to enrol yr Any ▾

St Catherine's School New Application

Id	Child	Status	Updated at	Notes
202618	Example	INCOMPLETE	2021-01-04 12:24 AEDT	Created

Applications
youremail@gmail.com

St Catherine's School New application

Example
2021-01-06 Incomplete >

Home Applications More

- If you require additional assistance you can visit [Smart Central's Parent Help](#)
- Add ***no_reply@smartcentral.net*** as a safe sender in your address book to ensure you receive your confirmation emails.

Parent 1

- Parent 1 should be the linked parent to claim Child Care Subsidy (CCS)
- Parent 1 will be required to register for direct debit and will receive the statements
- Check any prefilled information e.g. dates of birth to ensure this is correct
- Complete the remaining required information

Parent's Customer Reference Number (CRN) (Optional)

If claiming CCS you will need to provide us with both your child's CRN and the **claiming** parent's CRN. Ensure the parent CRN supplied is the parent who is claiming CCS. Contact Centrelink via my.gov.au or call 13 61 50. It is the parent's responsibility to apply for the CCS benefit. You are responsible for the full fees less benefits actually paid to the service.

Occupation (Optional)

Name of employer (Optional)

[Save & Continue](#)

Child

- Check any prefilled information e.g. dates of birth to ensure this is correct
 - Complete the required information
-
- Please note this question refers to a Concession Health Care Card issued by Services Australia



Parent ?
Child ?
Booking ?
Parent 2 ?
Authorisations ?
Child Health ?
Child Medical ?
Documents ?
Supplementary Questions ?
Review & Submit

Details of your child

First name

Last name

Preferred name
(Optional)

Date of birth

Gender
Male ☐
Female ☐

Does the child live with the Primary Parent/Guardian?

Country of birth

Language spoken at home

Do you believe your child qualifies for Priority of Access under the Department of Education guidelines?
Providers are asked to (but are not legally obliged to) prioritise children who are:

At risk of serious abuse or neglect
A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.
This meets the Australian Government's aims of helping families who are most in need and supporting the safety and wellbeing of children at risk.

Is your child on a health care card?

Booking

SmartCentral Mobile Account ▾ Help ▾

Application to enrol at St Catherine's School **INCOMPLETE**

[Withdraw](#)

Need help completing your application [click here](#)

Booking pattern

Booking type

Vacation program ▾

Autumn Holiday Program 2021

[Brochure](#)

Mon	Tue	Wed	Thu	Fri
05 Apr	6	7	8	9
	<input type="checkbox"/> Late Club	<input type="checkbox"/> Early Club	<input type="checkbox"/> Early Club	<input checked="" type="checkbox"/> Wellness Warriors
	<input type="checkbox"/> Just 4 Fun	<input type="checkbox"/> Late Club	<input type="checkbox"/> Green Thumbs	<input checked="" type="checkbox"/> Late Club
	<input type="checkbox"/> Early Club	<input type="checkbox"/> Just 4 Fun - Incursion	<input type="checkbox"/> Late Club	<input checked="" type="checkbox"/> Early Club
	<input type="checkbox"/> MasterChef	<input type="checkbox"/> Sports Camp	<input type="checkbox"/> Just 4 Fun	<input type="checkbox"/> Just 4 Fun
12	13	14	15	16
<input type="checkbox"/> Early Club	<input type="checkbox"/> Early Club	<input type="checkbox"/> Early Club	<input type="checkbox"/> Dance Fusion	<input type="checkbox"/> Basket Bonanza
<input type="checkbox"/> Late Club	<input type="checkbox"/> Book Lovers	<input type="checkbox"/> Just 4 Fun - Incursion	<input type="checkbox"/> Late Club	<input type="checkbox"/> Late Club
<input type="checkbox"/> Sweet Treats	<input type="checkbox"/> Just 4 Fun	<input type="checkbox"/> Sports Camp	<input type="checkbox"/> Just 4 Fun	<input type="checkbox"/> Early Club
<input type="checkbox"/> Just 4 Fun	<input type="checkbox"/> Late Club	<input type="checkbox"/> Late Club	<input type="checkbox"/> Early Club	<input type="checkbox"/> Just 4 Fun

Key: (L) - Limited space available, (W) - Waitlist, (C) - Closed

[Save & Continue](#)

- Select Vacation program from the drop down menu
- View the brochure here
- Click the check boxes for the programs you would like to book
- Click Save & Continue

Parent 2

- To list the details of the second parent/guardian
Select 'Yes' from the drop down menu.
- The second parent/guardian must be listed so they can be contacted in an emergency.
- If there is not a second parent/guardian select 'No' from the drop down menu

Application to enrol at St Catherine's School **INCOMPLETE** [Withdraw](#)

[Parent](#) ✓

[Child](#) ✓

[Booking](#) ✓

[Parent 2](#) ?

[Authorisations](#) ?

[Child Health](#) ?

[Child Medical](#) ?

[Documents](#) ?

[Supplementary](#)

[Questions](#) ?

[Review & Submit](#)

Details of Parent/Guardian 2

Parent /Guardian 2 details are required so that they may be contacted in an emergency when Parent/Guardian 1 is unable to be contacted. Is there a Parent/Guardian 2?

Yes

First name

Last name

Gender

Male ☐

Female ☐

Date of birth (Optional)

DD/MM/YYYY

Does the Parent/Guardian 2 live with the Primary Parent/Guardian?

-

Email address (Optional)

Mobile phone number (Optional)

Home phone number (Optional)

Work phone number (Optional)

Authorisations

- Select 'Yes' from the drop down menu to authorise us to seek medical treatment and transportation of your child by ambulance if required.
- At least **two** authorised nominees must be listed. **These should be additional to the parents/guardians listed in Parent 1 and Parent 2.**
- **All persons authorised to collect your child from the service must be listed** e.g. siblings, nanny's, regular babysitters, so they can receive a unique 'PIN' for digital sign out.

Parent ✓

Child ✓

Booking ✓

Parent 2 ✓

Authorisations ?

Child Health ?

Child Medical ?

Documents ?

Supplementary
Questions ?

Review & Submit

Authorisations

You authorise the service to seek medical treatment from a registered medical practitioner, hospital or ambulance service; transportation of the child by an ambulance service.

Yes

Authorised Nominees

Name

First name

Joanne

Last name

Bloggs

Home address

Street address

1 Leichardt St

Suburb

Waverley

State

NSW

Postcode

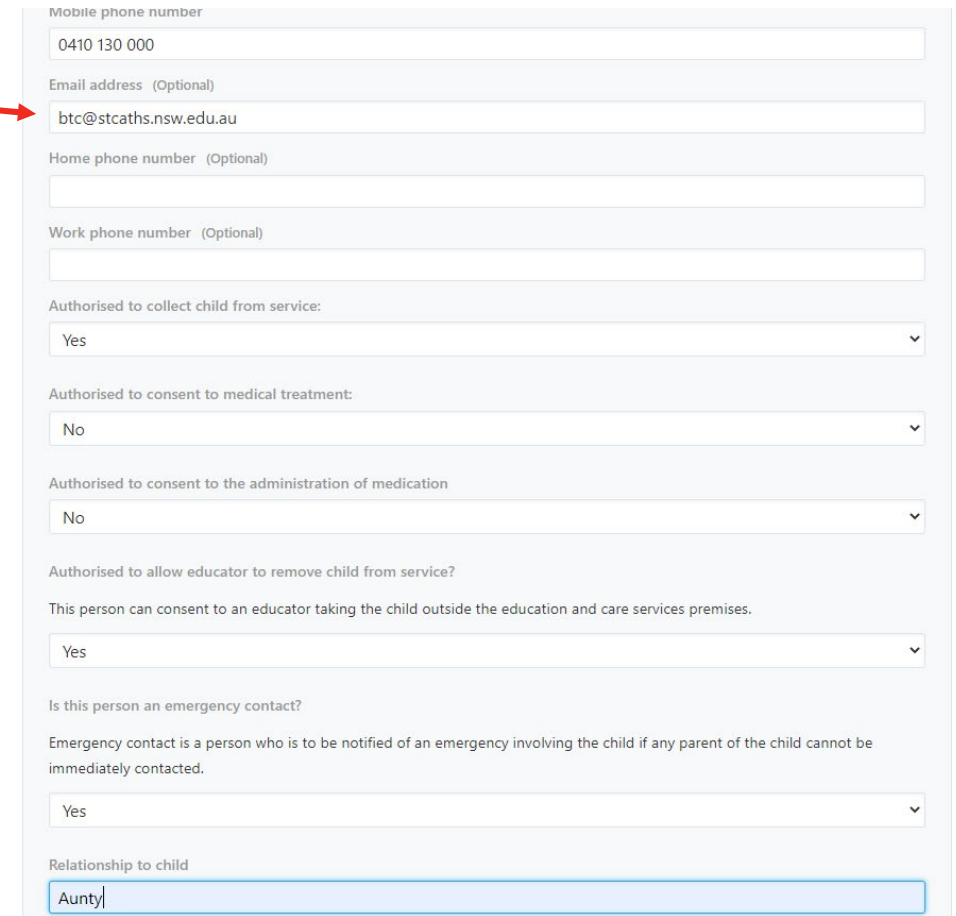
2024

Mobile phone number

0410 130 000

Authorisations

- Although optional, listing the authorised nominees email address allows them to use contactless sign in/out.
- You can use the drop down menus to grant your nominees permissions, as appropriate, to:
 - Collect from the service
 - Consent to medical treatment
 - Consent to the administration of medication
 - Consent to an educator taking the child out of the service (eg Excursions)
 - Be an emergency contact if the parents/guardians can not be reached.



Mobile phone number
0410 130 000

Email address (Optional)
btc@stcaths.nsw.edu.au

Home phone number (Optional)

Work phone number (Optional)

Authorised to collect child from service:
Yes

Authorised to consent to medical treatment:
No

Authorised to consent to the administration of medication
No

Authorised to allow educator to remove child from service?
This person can consent to an educator taking the child outside the education and care services premises.
Yes

Is this person an emergency contact?
Emergency contact is a person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted.
Yes

Relationship to child
Aunty

Child health

- Complete the required information.
- Although optional, it is highly recommended to list your child's Medicare number in case of medical emergencies.
- Record your child's immunisation history by clicking on the 'x' next to each of the immunisations they have received.

Application to enrol at St Catherine's School **INCOMPLETE** [Withdraw](#)

Parent ✓

Child ✓

Booking ✓

Parent 2 ✓

Authorisations ✓

Child Health ?

Child Medical ?

Documents ?

Child's Health Information

Name of Medical Service

Bronte Medical Centre

Name of Doctor

Dr Smith

Contact number

02 93894422

Medical Service Address

1/133-135 Macpherson St Bronte

Medicare Number (Optional)

9999 99999 9-9

Immunisation

2 months

✓

4 months

✗

6 months

✗

12 months

✗

18 months

✗

4 years

✗

Child medical

- All disability, special considerations, dietary requirements and medical conditions must be listed here.
- Selecting 'Yes' from the drop down menus will open additional boxes for you to provide details.

Parent ✓

Child ✓

Booking ✓

Parent 2 ✓

Authorisations ✓

Child Health ✓

Child Medical ?

Documents ?

Supplementary Questions ?

Review & Submit

Child's Medical Information

Does your child have a disability?

No

Does your child have special considerations for example, any cultural, religious, or dietary requirements or additional needs?

No

Does your child have any specific healthcare needs including any diagnosed medical conditions such as allergies, asthma or anaphylaxis?

Yes

Provide some details:

Anaphylaxis to pistachio nuts

Does your child have any dietary restrictions?

Yes

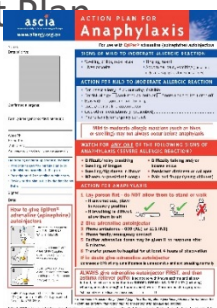
Provide some details:

No pistachio nuts

Save & Continue

Documents

- If you selected 'Yes' to your child having a medical condition you will be required to upload a copy of the child's medical management plan eg Anaphylaxis Action Plan, Asthma Management Plan



- All parents will be required to upload their child's AIR immunisation history statement.
- If you selected 'Yes' to your child having a medical condition you will be required to complete a risk minimisation plan. Please download the appropriate risk minimisation plan, complete and upload. If the appropriate plan is not available we will contact you with a plan to complete. Please download the Medical Conditions Policy for your records.

Documents

Upload a scanned copy of the medical management plan:

ASCIA_Action_Plan_Anaphylaxis_EpiPen_Red_2020.jpg

Upload a copy of the immunisation record:

No file chosen

Anaphylaxis risk minimisation plan: (Optional)

If you child is diagnosed as at risk to anaphylaxis: Download the Anaphylaxis Risk Minimisation plan below, complete the form and upload the completed plan to your application.

Download [Anaphylaxis Risk Minimisation 2021.pdf](#)

Anaphylaxis Risk Minimisation 2021.pdf

Asthma risk minimisation plan: (Optional)

If you child is diagnosed with Asthma: Download the Asthma Risk Minimisation plan below, complete the form and upload the completed plan to your application.

Download [Asthma Risk Minimisation 2021.pdf](#)

No file chosen

Epilepsy risk minimisation plan: (Optional)

If you child is diagnosed with Epilepsy: Download the Epilepsy Risk Minimisation plan below, complete the form and upload the completed plan to your application.

Download [Epilepsy Risk Minimisation Plan 2021.pdf](#)

No file chosen

Medical conditions policy: (Optional)

Please download for your records if your child has a medical condition.

Download [Medical Conditions Policy.pdf](#)

No file chosen

Supplementary questions

- This sections allows you to:
 - Provide additional information about your child
 - List your child's cocurricular activities
 - Agree/provide consent for St Catherine's OSHC specific policies
 - Photo permissions
 - Sunscreen consent

Supplementary questions

Getting to know your child (Optional)

Is there anything else you would like us to know that will assist us in getting to know your child?

For example, likes, dislikes, behaviour management, needs, strengths.

Other Issues (Optional)

Does the child have a developmental delay or disability including intellectual, sensory or physical impairment?

BTC, sport, music or other school co-curricular activities (Optional)

List your child's BTC, sport, music or other school based co-curricular activities. Please include the day, start and finish time of each activity eg Year 3/4 Jazz Monday 3-4pm.

BTC, sport, music or other school co-curricular permissions

I consent to the OSHC service signing my child out from the service and escorting them to their school based co-curricular activities on days they are booked into the service. I consent to the OSHC service collecting my child from school based co-curricular activities on my behalf on days they are booked into the service.

Late collection policy

I understand that it is the school's policy that my child will be brought to the OSHC service if I am late to collect from car line or a co-curricular activity and that I will incur the casual fee for this attendance.

Images, videos and interviews permissions

In preparation for the production of school publications, school marketing and school advertising material, permission is sought to use images and/or video of your child/children.

All images will be gathered by appointed professionals and/or staff only.

Photographs and video footage generated may be used in internal publications, external publications, portal, website and other marketing material specifically created for school use and school promotion.

Some interviews may be conducted periodically throughout the year to coincide with specific events or excursions. Interviews may be conducted during school hours by designated staff members. Information gathered may be used in school publications and marketing material prepared by the school for school promotion.

No names will be used without parental approval, for images supplied to independent newspapers and magazines.

Sunscreen Consent

I give permission for my child to have a 50+ sunscreen applied as per the service's sun smart policy.

Declaration and Emergency Medical Treatment Consent

I agree to collect or make arrangements for the collection of the child referred to in this enrolment application if he/she becomes unwell at the service; consent to the staff of the children's service seeking, or where appropriate, administering, such emergency medical, hospital, dental or ambulance services, or treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the children's service; understand that in an emergency situation or fire drill where evacuation is necessary that my child may need to leave the premises under the direction and supervision of staff; declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information.

Save & Continue

Review and submit

Review & Submit

Need help completing your application [click here](#)

Parent [Edit](#)

First name
Kate

Last name
Barrell

Email address
kbarrell@stcaths.nsw.edu.au

Gender
Female

Date of birth
01/01/1970

Home address
NSW
Waverley
2024

Parent ✓

Child ✓

Booking ✓

Parent 2 ✓

Authorisations ✓

Child Health ✓

Child Medical ✓

Documents ✓

Supplementary Questions ✓

Review & Submit

- Please review all information entered to ensure it is correct. If you need to edit a section, select the 'Edit' button.

- Once you have reviewed all sections press 'Submit'

All sections completed. Ready for submit.

If you do not receive the confirmation email within a few minutes, please check your spam or junk folder just in case the email was delivered there instead of your inbox.

[Submit](#)

- You will receive an email from ***no_reply@smartcentral.net*** confirming you have submitted the application successfully.

Adding a new sibling

You submitted the application successfully

Applying for another child to the same service? [Click here.](#)

- On submission of your first child's application, a link will open to apply for another child.
- Or you can return to the applications page and select "New Application".

Application to enrol at St Catherine's School

Copying from an existing application

Example

Copy

Parent ?

Child ?

Booking ?

Parent 2 ?

Authorisations ?

Child Health ?

Child Medical ?

Documents ?

Supplementary

Questions ?

Need help completing your application [click here](#)

Parent

Details of Parent/Guardian 1.

First name

Kate

Last name

Barrell

Email address

kbarrell@stcaths.nsw.edu.au

Gender

Male ☐

Female ☐

Date of birth

DD/MM/YYYY

Home address

Street address

- The link or the 'New Application' button will take you to the application screen and give you the option to copy an existing application.
- Select the child whose application you are going to copy
- Then select copy

Adding a new sibling

Application to enrol at St Catherine's School **INCOMPLETE** [Withdraw](#)

Parent ✓

Child ✓

Booking ?

Parent 2 ✓

Authorisations ✓

Child Health ✓

Child Medical ✓

Documents ✓

Supplementary Questions ✓

Review & Submit

Review & Submit

Need help completing your application [click here](#)

Parent [Edit](#)

First name

Kate

Last name

Barrell

Email address

kbarrell@stcaths.nsw.edu.au

Gender

Female

Date of birth

01/01/1970

Home address

NSW

Waverley

2024

26 Albion St

Mobile phone number

0283066313

Home phone number

- This will open a new pre-filled incomplete application.
- Please ensure you carefully review the information in the following sections for the new child:
 - Child
 - Booking
 - Child Health
 - Child Medical
 - Documents
 - Supplementary questions

What next

We will review your enrolment application and then complete one of the following actions:

- **Approve the application** – if the application is complete and the OSHC service can fulfil the booking request, you will receive an email confirming that the application is approved.
- **Request more information** – if the application is missing required information or completed incorrectly eg medical plan is not provided, parents or legal guardians have nominated themselves as authorised contacts, you will receive an email requesting more information and you will need to resubmit before the application can be approved.
- **Reject your application** – in rare instances we may reject your application e.g. if your account is arrears, or we need you to submit a fresh application. You will receive an email with a reason for the rejected application.

Digital Sign in/out - where to find your PINs

- Login to SmartCentral
- Once you have logged in, go to the Enrolments tab.
- Parent 1 PIN can be found at the top of the page:

Kate Barrell

Applications

Enrolments

Statements

Balance

Enrolments

Kate Barrell Fluffy Foot Org

PIN: 9253

- Authorised contacts PINS can be found next to your child's enrolment

Id	Service	Child	Start	End	Status	PIN
22260	ZOSH	Saint Catherines	2021-02-15		Not yet submitted	Joe Smith: 8232 Jane Smith: 8613 Mr Barrell: 1939

- Parent 1 is responsible for giving Parent 2 and all authorised contacts their PIN for sign in/out.

Direct Debit registration

- Parents will receive an email from *no_reply@smartcentral.net* to register for Direct Debit payments (example email below). A valid registration is required for all families. Please note if you have not registered for direct debit or your payment fails your child's booking may be cancelled.

Complete your direct debit registration ✕

Dear Sample Parent,

Register for Direct Debit payments for St Catherine's School via SmartCentral and ChildCare EasyPay

You have received this email to enable you to complete the online registration for direct debit (or update your existing card details) of your childcare fees through ChildCare EasyPay.

Register for Direct Debit by clicking on the personalised link below

A low transaction fee applies to cover the cost of processing payments: Bank account: Zero fee: Visa 1.7% MasterCard: 1.52%, Premium Visa 2.09%: Premium MasterCard 1.91%: Amex: 2.09%, Failed Payment Fee: \$9.00 Exc. GST

[Complete your direct debit registration.](#)

St Catherine's School

26 Albion St, Waverley, NSW, 2024

