Kidsoft Tutorial

What is Kidsoft?

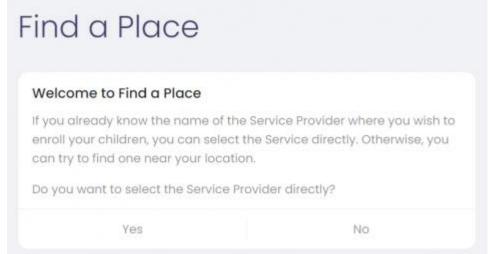Kidsoft is the software program we use to manage enrolments for our OSHC Service.

It makes it simple and easy to record enrolments and serves as a record for you as parents and guardians.

What you will need before you Enrol

- Centrelink Customer Reference Numbers (CRNs) for yourself and your child if you would like to claim Child Care Subsidy (CCS). Note that the person completing the enrolment must be the same person linked to the child for CCS.
- A copy of your child's immunisation record.
- A copy of your child's Medical Action Plan (if applicable).
- A copy of any existing Court or Parenting Orders (if applicable).

How to join a waitlist on Kidsoft:

1. **S**ign up with your name and email
2. Open confirmation email (this may take 10-20 minutes to arrive)
3. Click the link in the email
4. Create your password
5. After creating your password, you'll see this page:

6. Choose search service provider, or type in *OSHC Oakleigh Primary School,* Click 'Create Waitlist' and fill out the relevant fields and submit
7. Done, your child is now on the waitlist. If you have any questions for your centre, click the 'send communication' button.
8. Once the waitlist entry is received by Oakleigh OSHC, you will be invited to complete an enrolment form for your child. Note that an enrolment form will need to be submitted for each child.
9. Download the **Kidsoft Parent Porta**l application, from your **App Store**, to your phone to make managing your child/ren's bookings a breeze.

How to Make a Booking/s Through the Kidsoft Parent Portal

Type of Booking

Bookings for our Before and After Care sessions can be made on a **Permanent** and **Casual** basis.

For **Permanent bookings** (one that repeats on a weekly or fortnightly basis), you will need to use the **Kidsoft Parent Portal App/Website,** or contact the Coordinator with the required bookings if you are having difficulties.

For **Casual bookings**, we ask that you create your bookings through the **Kidsoft Parent Portal App/Website**.

Permanent and Casual Bookings Video Tutorial

Permanent booking video Tutorial:
[Kidsoft Tutorial - How guardians can create recurring bookings in the Parent Portal](#)

Casual   Bookings   Tutorial:
[Kidsoft Tutorial - How to create casual bookings in the Parent Portal](#)