



Hi Families,

Our OSHC service utilises the Spike Parent App. Via the app you will be able to book your child into OSHC, view your child's bookings, health and dietary conditions as well as your invoices and statements.

Via the app we will also be able to send messages.

Use this link <https://belairoshc.spike.economicoutlook.net/clients/> or you can use your phones camera app to scan the QR code below.



You will be directed to the log in screen.

Your username is your email address and your password is your PIN. If your PIN does not work or if you have not been allocated a PIN click on 'forgot password'.

You will receive an email from Economic Outlook with the subject 'reset password'. If you do not receive an email please contact us to confirm the email address we have on file.

You can then log in using your email address and your new password.




You will then be guided to install the app.

Select Belair Primary School OSHC

## Using the online bookings feature

Log into the parent app and select the bookings tab  
Available bookings will display




**Available bookings**

	Jack Bailey After School Care	▼	<input type="button" value="Accept"/>
	Harry Bailey After School Care	▼	<input type="button" value="Accept"/>
	Sarah Bailey After School Care	▼	<input type="button" value="Accept"/>

Su	Mo	Tu	We	Th	Fr	Sa
AUG				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

To accept a booking simply click accept for all of your children and confirm

**Available bookings**




	Jack Bailey After School Care	▼	<input type="button" value="Accept"/>
	Harry Bailey After School Care	▼	<input type="button" value="Accept"/>
	Sarah Bailey After School Care	▼	<input type="button" value="Accept"/>

Su	Mo	Tu	We	Th	Fr	Sa
AUG				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3

If a booking appears with the number 1 alongside it this means that there is only one booking available

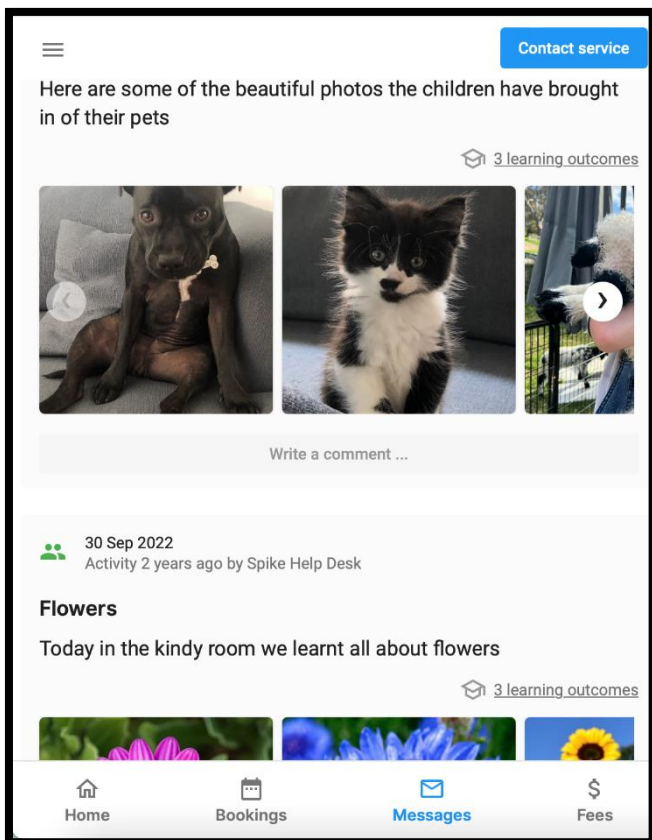
**Available bookings**

	Jack Bailey After School Care Casual	▼	<input type="button" value="Accept"/> 1
	Harry Bailey After School Care Casual	▼	<input type="button" value="Accept"/> 1
	Sarah Bailey After School Care Casual	▼	<input type="button" value="Accept"/> 1

Su	Mo	Tu	We	Th	Fr	Sa
AUG				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

If you accept more than one booking, eg for multiple children, you will get the following error at the top of the screen and no bookings would have been created for any of your children

Booking requests were not accepted



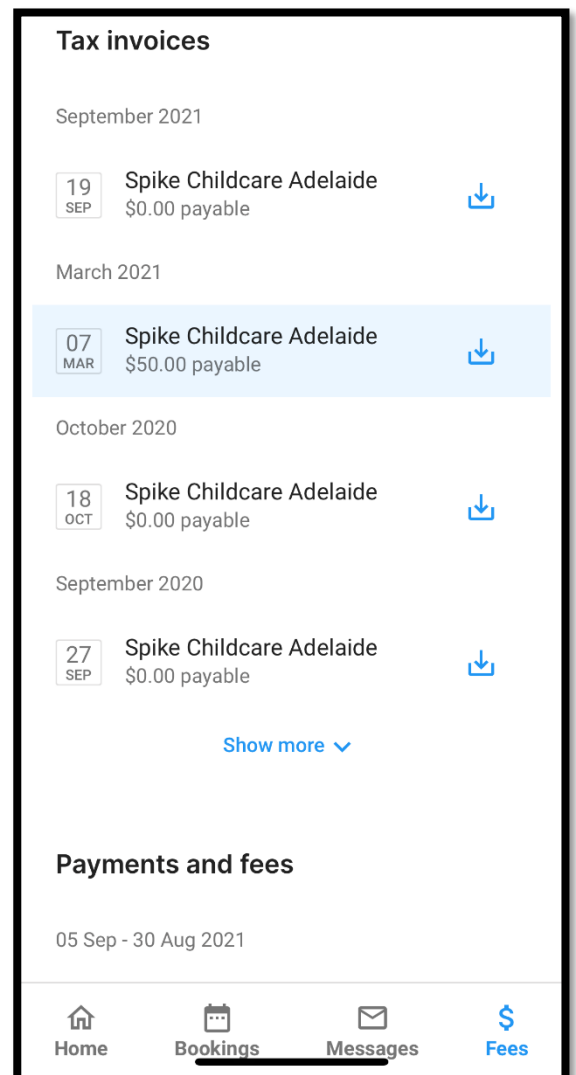
## Messages tab

Select the messages tab to see all of the messages, including activities that we have sent to you.

By selecting the 'contact service' button, you can send messages, photos and PDF's us.

## Fees

The fees screen displays all of your tax invoices, child care fees, CCS payments and receipts.



Here is the link to our tutorial for using the Spike Parent App

[https://youtu.be/LjeY\\_yM52VY](https://youtu.be/LjeY_yM52VY)

**Please Note:** Only the account holder can access the Parent App  
Bookings can only be made 3 months in advance