

## Kids' Early Learning Vacation Care Enrolments – How to Guide

The Vacation Care program is attached and available online at <https://www.kidsearlylearning.com.au/What-we-offer/Vacation-care>

### Is your child NEW to Vacation Care?

– Please contact Kids.vacationcare@blacktown.nsw.gov.au or (02) 9839 6234

1. After contacting us, you'll need to register online here:  
<https://kelvacationcareblacktowncity.hubworks.com.au/registrations/register>
2. Complete the enrolment form, ensuring you complete all mandatory fields (indicated with the red asterisk \*)  
You will need to have available:
  - Individual Customer Reference Number for parent and enrolling child (CRN)
  - Child's birth certificate
  - Child's Immunisation History Statement (Must be up to date)
  - Medical action plan or behaviour management plan (if applicable)
  - Custody documents (if applicable)
  - 2 emergency contact persons - other than parents
  - Health and medical information
  - Electronic payment details (Credit Card is required)
3. Click the submit button at the end of the enrolment form
4. Once the enrolment form has been received, you will be contacted by a member of the KEL Customer Service Team.
5. Once you have been contacted and the enrolment finalised, you will receive your Hubhello login details
6. Download the app or log onto [www.hubhello.com](http://www.hubhello.com)
7. Click on the link below and follow the instructions in the tutorial to book your children into the Kids' Early Learning Vacation Care Program  
[Parent BookMe Tutorial: Vacation Care bookings](#)

### Has your child attended Vacation Care previously?

– Please follow the steps below

1. Download the app or log onto [www.hubhello.com](http://www.hubhello.com)
2. Click on the link below and follow the instructions in the tutorial to book your children into the Kids' Early Learning Vacation Care Program  
[Parent BookMe Tutorial: Vacation Care bookings](#)



**Please note: Once booked, days cannot be cancelled. Absent days will not be refunded or bookings amended.**

If you have any questions, please contact Kids' Early Learning on 9839 6058 or Kids.vacationcare@blacktown.nsw.gov.au