

## Kids Early Learning Vacation Care online enrolments

Kids Early Learning Vacation Care enrolments are now available online.

We're pleased to announce that you can now enrol your child online for Vacation Care.

Enrolments are now open for the period 4 January to 22 January 2021.

The Vacation Care program is attached and available online.

How to enrol depends on if your child has attended before or has never attended Vacation Care with Kids' Early Learning.

See the below table. If you have any questions on the process, call us on (02) 9839 6058.

Attended before		Never attended		Notes
1	Log into <a href="http://www.hubhello.com">www.hubhello.com</a>	1	Log on to <a href="https://blacktown.hubworks.com.au">https://blacktown.hubworks.com.au</a>	
2	Click on the login at the top right of screen	2	Click on the Enrol button	
3	Login with your username and password or contact Kids' Early Learning and request	3	Choose Kids' early Learning Vacation Care Blacktown City (it's second last on the list)	
4	Click the HEART icon (near HubHello Australia logo)	4	Complete the registration form	To complete the registration form you will need to have: <ul style="list-style-type: none"> <li>• Child and child care subsidy (CCS) eligible parent Customer Reference Number (CRN)</li> <li>• Child's birth certificate</li> <li>• Medical action plan (if applicable)</li> <li>• Custody documents (if applicable)</li> <li>• 2 emergency contact persons other than parents</li> <li>• Health and medical information</li> <li>• Electronic copy of immunisation statement</li> <li>• Electronic payment details</li> </ul>
5	Choose BookMe	5	Click the submit button at the end of the registration form	Where vacancies are available, you will receive an email from <a href="mailto:communications@hubhello.com.au">communications@hubhello.com.au</a> within 2 working days. If there are no vacancies Kids' Early Learning will contact you.  Once enrolled the CCS eligible parent will need to confirm the enrolment in their MyGov account to get CCS payments.
6	Using the calendar select the days of vacation care your child requires. Click on participate to book the day.	6	Log into <a href="http://www.hubhello.com">www.hubhello.com</a>	You will need the provided login details to complete the remaining steps.
		7	Click on the login at the top right of screen	

8	Login using the information from the HubHello email	
9	Click the HEART icon (near HubHello Australia logo)	
10	Choose BookMe	
11	Using the calendar select the days of vacation care your child requires. Click on participate to book the day.	You will need to pay for the days of Vacation Care booked. Once booked days cannot be cancelled. Absent days will not be refunded.

A smart phone app is also available to complete steps 1-6 for a child that has attended before or steps 6 to 11 for a child that has never attended.

Step	Action	Notes
1	Download the HubHello App from the Apple App Store or Google Play for Android devices	
2	Login using the information from the HubHello email	
3	Check all the existing information is current or update where required	
4	Click the HEART icon	
5	Choose BookMe	
6	Using the calendar select the days of vacation care your child requires	You will need to pay for the days of Vacation Care booked. Once booked days cannot be cancelled. Absent days will not be refunded.