





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>

Has your child attended Vacation Care previously?

– Please follow steps below

1. Download the app or log onto www.hubhello.com
2. Click on the login at the top right of screen
3. Login with your username and password or contact Kids' Early Learning and request your Hubhello login details
4. Click the HEART icon located at the top of the screen

5. Select BookMe
6. Using the calendar click on the first day of vacation care your child requires - click on participate to book the day.
7. Repeat step 6 until all required days are booked.
8. To book an additional child - click [Click to add another child](#) 
9. Once all days and children have been booked click on 
10. A new page will open showing the booking details – if all details are correct click 
11. You will receive a confirmation on the screen and you will also receive a confirmation via email.

Is your child NEW to Vacation Care?

– Please follow steps below

1. Log onto <https://kelvacationcareblacktowncity.hubworks.com.au/registrations/register>.
2. Complete the enrolment form.
To complete the enrolment form you will need to have:
 - Individual Customer Reference Number for parent and enrolling child (CRN)
 - Child's birth certificate
 - 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 copy of immunisation statement
 - Electronic payment details
3. Click the submit button at the end of the enrolment form
4. Once your enrolment form has been received, you will be contacted by a member of the KEL Customer Service Team within 2 business days.
5. Once you have been contacted and received your Hubhello login details
 - Follow steps 1 – 11 for children that have previously attended.

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.