

2018 Trinity Gardens OSHC & Vacation Care Enrolments & Bookings

We are trying to reduce the amount of paper we use to provide information to families about OSHC.

Information on how to enrol under OSHC at: <http://www.trinitygps.sa.edu.au>

We use HUBWORKS/HUBHELLO <https://trinitygardensoshc.hubworks.com.au> to administer our records.

HOW TO ENROL NEW FAMILIES:

To enrol please enter the following in your address bar: <https://trinitygardensoshc.hubworks.com.au>

Click on Enrol

Tick all three services if your child/ren attend Trinity Gardens School just in case you require care in these services at some time in the future.

Tick Vacation Care only if your child/ren don't attend our school.

Complete the details on the enrolment form & add another child at the end if applies.

Once finished print the form.

Complete the Consents, Sign & bring printed copy into us.

Once submitted online we will receive an alert advising us of your enrolment & will Accept your enrolment.

You will then receive an email advising your **Parent Id** (please make sure you aren't ignoring emails from HubWorks/HubHello as this is who your invoices and messages will have as the sender).

HubHello: Educate & Bookings for Vacation Care

Once you have received your **Parent Id** you will be able to log in to the Parent Portal through **HubHello**.

Step 1: Enter <https://hubhello.com> into your browsers address bar, Click on Log In top right corner & enter your current user name & password.

Step 2: You will then receive an alert to verify your email address.

Step 3: You will also be asked to confirm your mobile phone no.

You will now be in HubHello.

Step 1: To enter your Vacation Care bookings click on the Love/Heart icon at the top of the page and select Book Me.

Step 2: Scroll through the calendar to the Vacation Care dates & click on the dates you want to book. Select Participate to book the day.

Please see the HubHello BookMeUserGuide for more details to book in more than one child on the same day & further information available through this portal.

Please contact us if you require any help on 83326901, 0422008567 or ed.guidolin475@schools.sa.edu.au

Bookings for Vacation Care & other information

The Vacation Program is released each term in Week 7 on a Thursday & is included in the School Newsletter. The deadline is Friday 6.00pm Week 8. We also email a copy to all current families.

Thanks

Ed, OSHC Director