Hello and Welcome!

It's so Easy!

Your Parent Portal Access Steps

STEP 1: WEBSITE LOGIN

Click the Login button and enter your unique username and password. If you've forgotten your password, you can select the 'Forgot your password?' prompt. You'll be provided with password reset information to the email address you have listed in your child's enrolment form. Alternatively, you can contact your Service for assistance.

FAQ's

Your Service will be able to provide you with their HubWorks! powered Service Websites URL. Please bookmark this page in your web browser for fast future access.
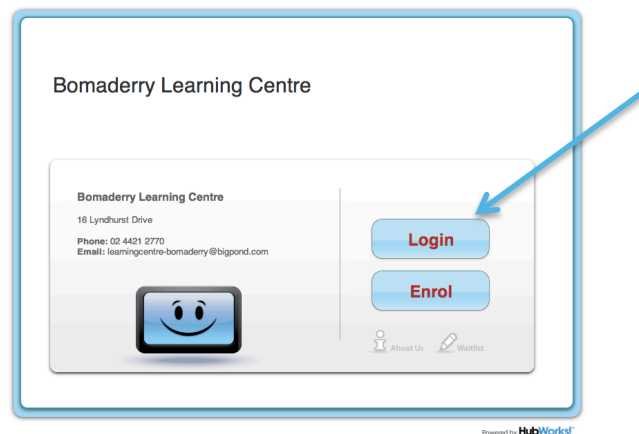
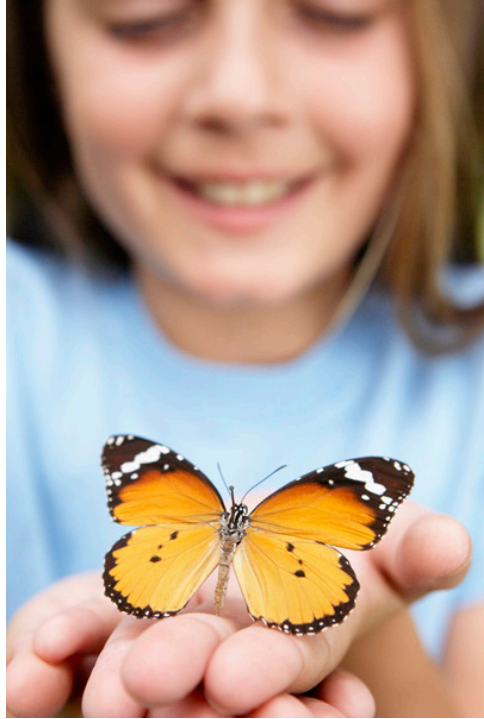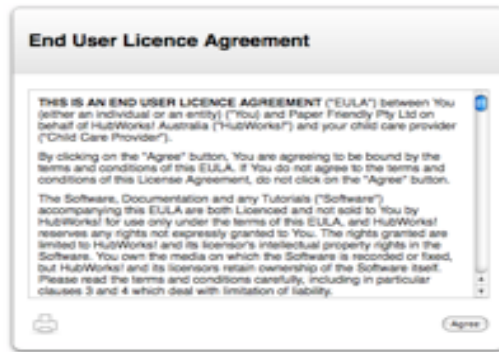You can also save to the home page of your smartphone or tablet.

There is NO need to type www. into your web browser window. This example shows you what you need and don't forget to save the bookmark for fast return access:

yourchildcare.hubworks.com.au

Bomaderry Learning Centre

Bomaderry Learning Centre
16 Lyndhurst Drive
Phone: 02 4421 2770
Email: learningcentre-bomaderry@bigpond.com

Login

Enrol

About Us   Waitlist

Powered by **Hub**Works!

STEP 2: EULA

This is an End User Licence Agreement (EULA). The first time you access your parent portal, you must click 'Agree' if you wish to proceed. You won't be asked again once the EULA has been agreed to.

STEP 3: CHOOSE YOUR SELECTION

Use the **Past Attendances** tab for all your historical information. This tabs allows you to view your child's attendances that have already been processed and lists details such as their ccb% at that stage and eligible hours, when the attendances were, any payments and extra entitlements, absences (this lists absences for ALL care your child attends, not just at one particular service). Use the calendar icon to search by week.

FAQs

The Australian Government will calculate ALL days your child has been absent from an approved childcare service. So if your child attends more than one location for childcare (such as Long Day Care at a service and Family Day Care with another organisation,), it will list ALL absences from ALL services to gain a total.

Your CCB % reflects what you are eligible for by being a Centrelink parent. Your Service can in no way manipulate this %. If you're ever concerned about why your CCB is different than what you thought, you are best to contact Centrelink directly.
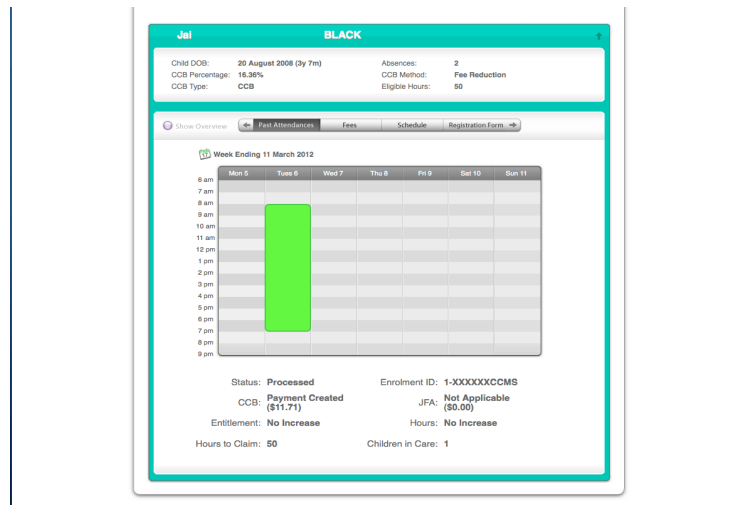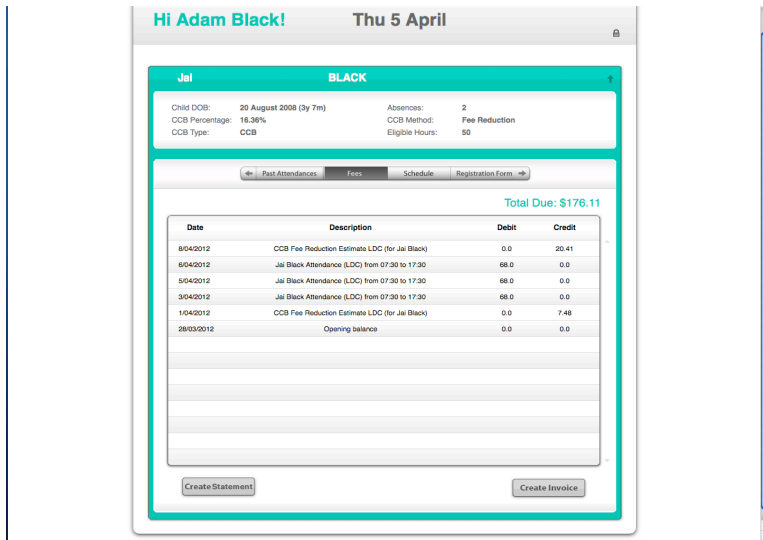
2

Use the **Fees** tab for all information regarding your payments, attendances, ccb reduction and extra charges. You see your due amount or credit amount noted here. This is also where you can download and print your own invoices and statements. No more paper wastage!

Use the **Schedule** tab to see the days and hours your child is booked in. By clicking on one of the yellow blocks, you reveal underneath, the times, rates and room allocation (if applicable).
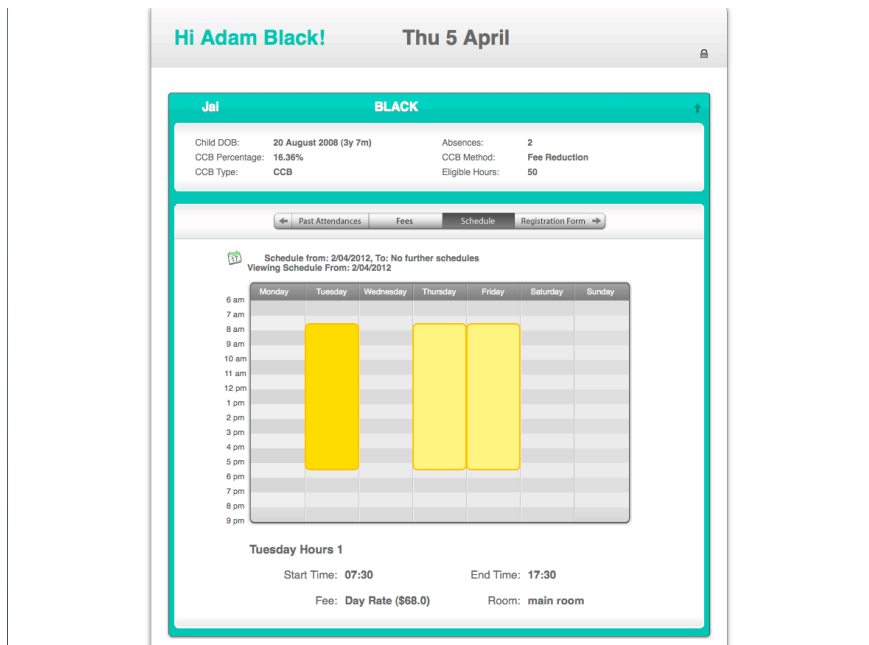
FAQs:

1. Keep an eye on your childcare fees at any given stage. You can be paper free by saving rather than printing your own invoices.

2. Double check on your bookings whenever you need to.

Always be in control in your childcare world!

FAQs:

No more leaving notes on desks or messages in a phone call. You can self manage your child's details!

Use the **Enrolment Form** tab for referencing and updating ALL of your child's information. It's so easy to fix a phone number, email address, medical history, new emergency contact etc. Whatever amendments you make, the service is alerted so they are aware of any important new information that comes to light.

Hi Adam Black!   **Thu 5 April**

Jai   **BLACK**

Child DOB:	20 August 2008 (3y 7m)	Absences:	2
CCB Percentage:	16.36%	CCB Method:	Fee Reduction
CCB Type:	CCB	Eligible Hours:	50

Past Attendances | Fees | Schedule | Registration Form

Child Name

First Name `Jai`
Middle Name
Last Name `Black`
Gender ○ Male ○ Female
Date of Birth `20/8/2008`
CRN `528521016W`
e.g. 302476398X
Place of Birth
Address

Is your child of Aboriginal or Torres Strait Islander descent?
○ Yes ○ No

Is your child attending another childcare centre service?

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Use the **Notes Tab** to share information particular to a specific child in your family with the Service. When you press 'save' your Service will be alerted to your new entry and they can view or view and respond.
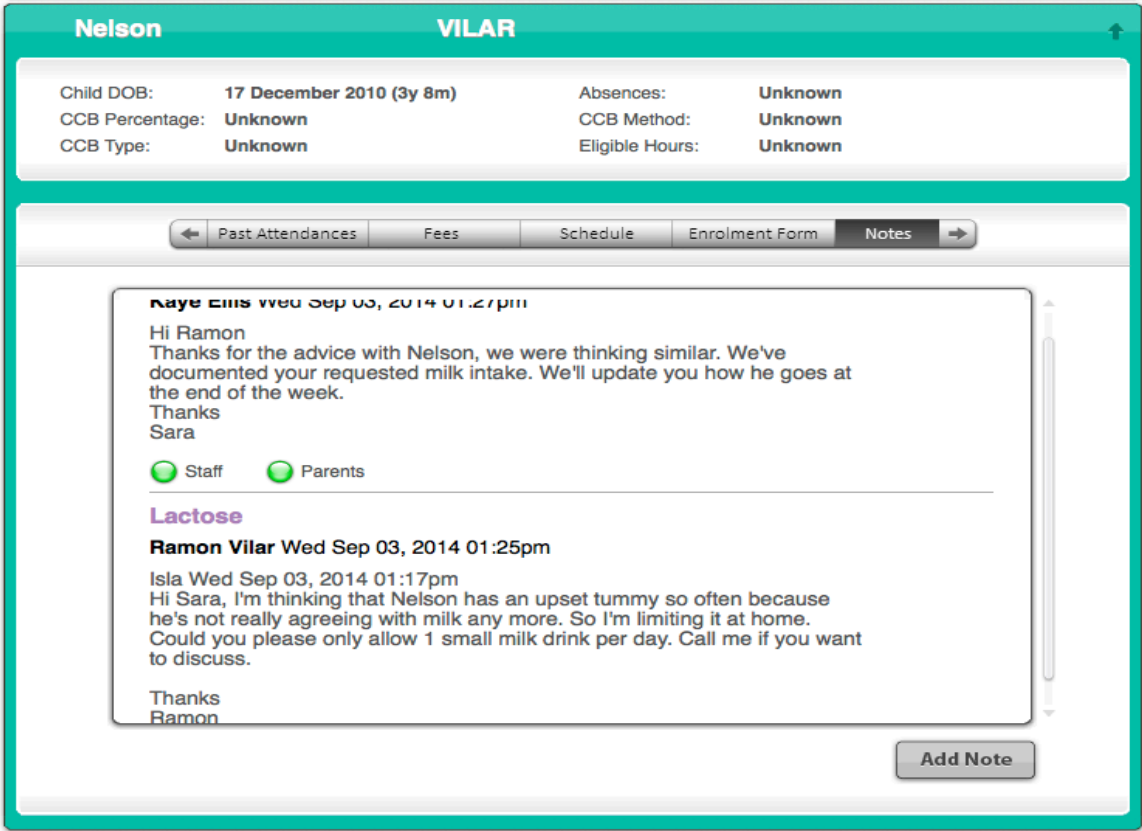
Use the **Star** icon for managing your HubDebit direct debit information (if your Service utilises this great feature as a way of easily managing your childcare fee payments).