

Dear Parents,

I am writing to let you know that our Centre will be rolling out a new digital sign in/out system called Xplor HUB.

WHAT IS HAPPENING?

We are moving to a new Digital Attendance system which will replace our current sign in & out functionality. It will be a similar system to the kiosk that is utilized in the Reception allowing you to sign in and out your children contactless with a QR Code scanner from your phone, or using a phone number and PIN code

HOW WILL THIS HAPPEN?

1. On Monday you will be invited via email to set up your account for the Digital Attendance system. Please keep an eye out for this email, it will be coming through from **Xplor** and depending on your email settings, this may be redirected to your *Junk or Spam folders*.
2. Once you have set up your account online, please download the parent app called 'Xplor Home' and log in. This will allow you to sign in your child next week with the QR Code scanner.
3. Invite your family or friends to pick up or drop of your child at the service (HUB Guest).

I encourage you to read the following information for the new process and if you have any questions at all, please speak to a member of our team and we will be happy to assist.

Kindest regards,

Christiane Bromilow
Neerim South Primary School Outside School Hours Care
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