

Xplor Home - Hub Guest

If someone is collecting or dropping off your child, they must be added as a **Hub Guest** on your Xplor account.

They will also need to give a copy of their licence to the Preschool and the parent must send an email to the director with the **person's name, mobile, email** and **address** and what permissions they authorise the person to do:

- Permission to collect and drop off,
- Permission for the child to be transported by the service,
- Permission to attend an excursion,
- Permission to be an emergency contact for all medical needs or
- Permission for all of above.

Parents are able to view all the Hub Guests that have access to the children on their account.

Hub Guests are able to sign children in and out using the hub at the service.

Hub Guests **are not able** to log in to Home web and app; they will only be able to log into the hub at the service.

See the section, 'Hub Guest Sign In Process', below

<https://support.ourxplor.com/hc/en-us/articles/360039413152>