CVAC Childcare Reservation Guide

Kid's Club Hours:

Monday - Friday | 8:00 AM - 6:00 PM*

Saturday | 9:00 AM - 2:00 PM*

*Hours are subject to change. If there are no reservations, we may close early

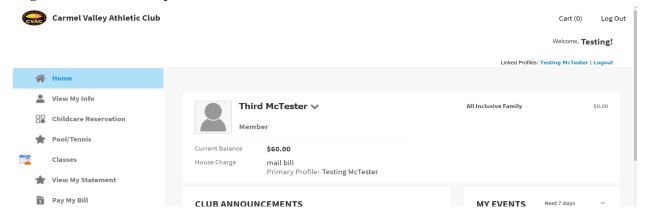
Advanced Reservation Rates	Day-of-Reservation Rates (within 24 hrs)
\$12/hr per child (2-12 yrs)	\$15/hr per child*
\$15/hr per infant (6 wks-under 2 yrs)	\$18/hr per infant**
\$9/hr per sibling (2-12 yrs)	Must be reserved by phone, subject to availability

Please contact the Kids Club director at <u>Valeria@CVAConline.com</u> or 831.620.7364 with any questions. Day of reservations (within 24 hours) must be made by phone at 831.620.7364 and are subject to availability and will be billed at the day-of-reservation rates.

To make a reservation in advance (over 24 hours), please follow the steps below.

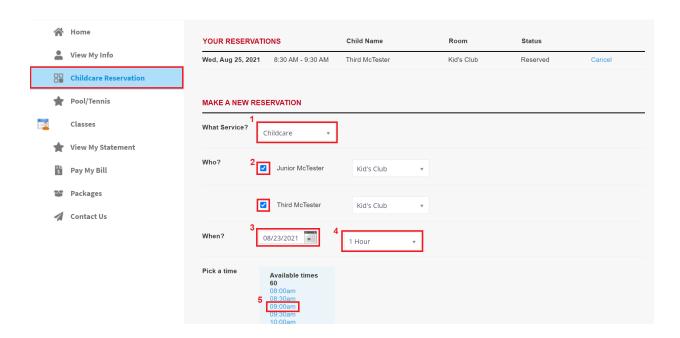
How to Make a Childcare Reservation at the CVAC Kid's Club:

Log into the member portal & select "Childcare Reservation" on the sidebar



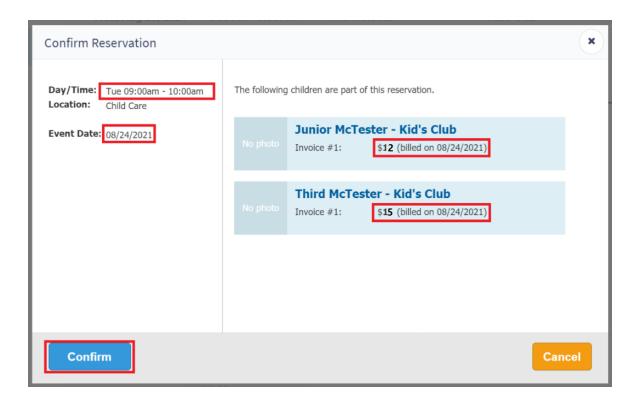
- 1) Under "What Service", "Childcare" will be the automatic default
- 2) Under "Who?" select the check box next to the children you would like to make reservations for
- 3) Under "Where" select the date you'd like to make the reservation for.

- Note: If the reservations are full or the date is too far in the future, the "Pick a time" section will say "There are no time slots available"
- 4) Select the duration of the reservation, up to 8 hours. A one hour minimum reservation is required.
- 5) Under "Pick a time" select the time you would like the reservation to start



Once the time is selected, the "Confirm Reservation" window will appear. Please take a moment to confirm the following:

- "Day/Time" of the reservation which shows the day of the week and the duration of the reservations
- "Event Date" of the reservation which shows the calendar date of the reservation
- "Invoice" of the reservation which shows the amount that will be billed per child for the total reservation (in this case one hour)
- If all of the information is correct, select "Confirm" to book the reservation Note: This pricing is for an infant and a child with the advanced reservation rates activated on their membership account.



Once confirmed, the page will reload and you will see the new reservation(s) at the top of the page.



To cancel a reservation, simply click "Cancel" to the right of the reservation. The "Confirm cancellation" window will appear. Select "Yes" and the reservation will be cancelled and will no longer appear in your reservations list.

Please note we have a 24 hours cancellation policy.

