

## CVAC Childcare Reservation Guide

Kid's Club Hours:

Monday - Friday | 9:00 AM - 6:00 PM\*

Saturday | 9:00 AM - 2:00 PM\* (Closed on Sundays)

\*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 (12 wks-under 2 yrs)	\$18/hr per infant**
\$10/hr per sibling (2-12 yrs)	Must be reserved by phone, subject to availability

Please contact the Kids Club director at [KidsClub@CVAClife.com](mailto:KidsClub@CVAClife.com) 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

The screenshot shows the CVAC member portal interface. At the top left is the CVAC logo and the text "Carmel Valley Athletic Club". On the right, there are links for "Cart (0)" and "Log Out", and a welcome message "Welcome, Testing!". Below this, it says "Linked Profiles: Testing McTester | Logout". The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar has a "Home" button at the top, followed by "View My Info", "Childcare Reservation" (which is highlighted in blue), "Pool/Tennis", "Classes", "View My Statement", and "Pay My Bill". The main panel shows a user profile for "Third McTester" with a dropdown arrow, "All Inclusive Family" membership, and a current balance of "\$60.00". Below the balance, it says "House Charge mail bill" and "Primary Profile: Testing McTester". At the bottom of the main panel, there are sections for "CLUB ANNOUNCEMENTS" and "MY EVENTS" with a "Next 7 days" filter.

- 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

YOUR RESERVATIONS		Child Name	Room	Status	
Wed, Aug 25, 2021	8:30 AM - 9:30 AM	Third McTester	Kid's Club	Reserved	<a href="#">Cancel</a>

**MAKE A NEW RESERVATION**

What Service? 1 Childcare

Who? 2  Junior McTester  Third McTester Kid's Club

When? 3 08/23/2021 4 1 Hour

Pick a time 5 Available times: 60, 08:00am, 08:30am, 09:00am, 09:30am, 10:00am

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.

Confirm Reservation
✕

**Day/Time:** Tue 09:00am - 10:00am

**Location:** Child Care

**Event Date:** 08/24/2021

The following children are part of this reservation.

No photo

**Junior McTester - Kid's Club**

Invoice #1: \$12 (billed on 08/24/2021)

No photo

**Third McTester - Kid's Club**

Invoice #1: \$15 (billed on 08/24/2021)

Confirm

Cancel

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

YOUR RESERVATIONS		Child Name	Room	Status	
Tue, Aug 24, 2021	9:00 AM - 10:00 AM	Junior McTester	Kid's Club	Reserved	<a href="#">Cancel</a>
Tue, Aug 24, 2021	9:00 AM - 10:00 AM	Third McTester	Kid's Club	Reserved	<a href="#">Cancel</a>
Wed, Aug 25, 2021	8:30 AM - 9:30 AM	Third McTester	Kid's Club	Reserved	<a href="#">Cancel</a>

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.

Confirm Cancellation
✕

Are you sure you want to cancel this reservation?

Yes

No