



EMPLOYEE ASSISTANCE PROGRAM

Do you know you are eligible for three professional counselling sessions a year with Access EAP? These sessions are completely confidential and free as part of your employment at Keiki Early Learning. To make a booking:

- 1 Scan the QR code, which will take you to the Access EAP booking system.



- 2 Click 'create an account'.
- 3 When prompted to enter your organisations website or domain, input keikiearlylearning.com.au and select 'Keiki Hub' from the drop down menu.
- 4 Follow the prompts to input your details, provide consent and set a password.
- 5 Verify your account by inputting the code sent to your relevant email address.
- 6 Click 'appointments' and then 'book now'.
- 7 To schedule your first appointment, select a counsellor, time and date that works for you and click 'submit'.

If you have any queries regarding the program, please contact Jessica at jessica@keikiearlylearning.com.au