

GUARDIAN VS NOMINEE

Guardian

A Guardian is the **primary** or **secondary** contact for a child within the Xap system.

Guardians have access to:

- **Guardian Portal** – www.xap.rocks
- **Payment Account** & Billing Information
- **Xap Smile** – the mobile app for guardians
- **Kiosk Code Management** – including creating and updating codes
- **Nominee Permissions** – control and manage authorisations for nominees linked to their account

Nominee

A Nominee is a **nominated emergency contact** for a child within the Xap system.

Nominees **do not** have access to:

- Guardian Portal
- Xap Smile
- Manage their own kiosk code or permissions

Note: Nominees with Pick Up/Drop Off Authority need a Kiosk Code. If an email is provided, the code is emailed to them. Otherwise, guardians or staff must share it directly.