



After School Care – Booking and Cancelling a Session

To book a session for After School Care please follow these steps:

- Log into ParentPay and Click on the Yellow Bar “Pay for Other Items”
- Select the **specific time slot** for the after school club you wish to book, for example 3-4pm and click VIEW
- **Do not add money on this page!**
- *Scroll down* and click on the underlined Make Bookings
- The next page will confirm which week and session you are booking for, confirm this
- Scroll down on the next page and you will see the dates and days appear horizontally
- Click on the desired date you wish to book for – the square will turn green
- Scroll to the bottom and confirm selections and “check out” – please pay for the specific sessions you are booking for

To cancel a booked session:

- Navigate to the same area you would if you were making a booking
- When you see the green squares for bookings you have made, click on the square to DESELECT
- Confirm cancellation at bottom of screen and any monies paid will be returned

It is possible to book After School Care for months ahead – if you are able please book as far in advance as possible. This helps ASC staff to plan resources for both planned activities and food requirements. On a daily basis the ASC registers are printed at midday. If you book after this time it is possible your child’s name will not appear on the printed register. This leads to staff not being aware of which children are supposed to be in after school club. To minimise this could we please ask that any on the day bookings are made via ParentPay by **10am** at the latest. A reminder also that late collection of children will result in an additional hour being charged and will appear on your ParentPay account. Thank you for your understanding.

We welcome feedback about your use of ParentPay and can feedback to their development team with suggestions so please do get in touch with any comments. Many thanks