

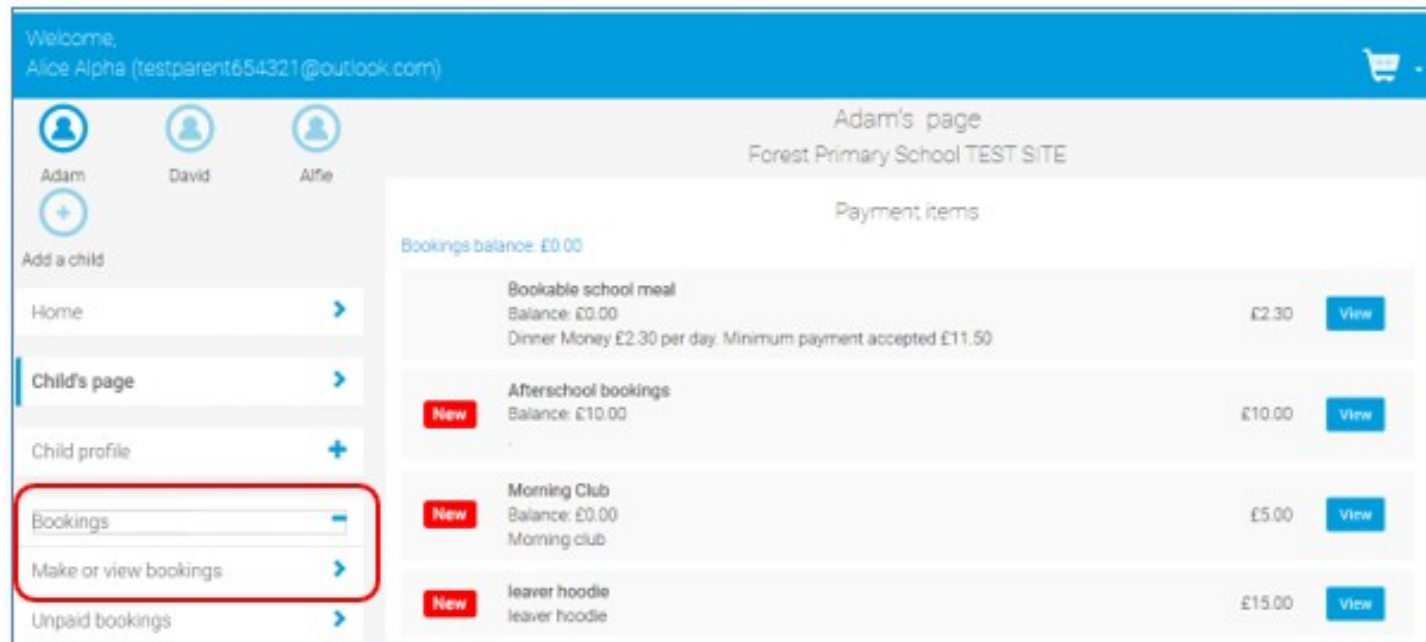


# How to make a booking for Breakfast Club or Afterschool Club

- For mobile phones you can access ParentPay through ParentApp under the 'More' option and then click on ParentPay and follow instructions
- You can access ParentPay through the website [parentpay.com](https://parentpay.com) using a desktop or tablet
- You will be able to book your child's Kids Club sessions in advance of the session.

# Making bookings

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for Breakfast or After school club
5. Select the week to view.
6. Select **Make or view bookings**.

The screenshot shows a web application interface for managing bookings. At the top, a blue header bar contains the text "Welcome, Alice Alpha (testparent654321@outlook.com)" and a shopping cart icon. Below the header, the main content area is divided into a left sidebar and a main panel. The sidebar on the left has a top section with three user profile icons labeled "Adam", "David", and "Alfie", followed by an "Add a child" button with a plus icon. Below this is a list of navigation links: "Home", "Child's page", "Child profile", "Bookings", "Make or view bookings", and "Unpaid bookings". Each link has a corresponding icon (chevron or plus) to its right. The main panel on the right is titled "Adam's bookings" and contains a section titled "Make or view bookings". This section includes the instruction "To book, please select from the options below and then select 'Make or view bookings'." followed by two dropdown menus: "Make bookings for:" with "Lunch time" selected, and "Week commencing:" with "6 Jan 2025" selected. Below these dropdowns is a blue button labeled "Make or view bookings" which is highlighted with a red rectangular border. At the bottom of the main panel, there is a section titled "Add to bookings balance" with the text "If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance'." and a blue button labeled "Add to bookings balance".

7. You will then be presented with a booking screen. Select one of the following:

Breakfast Club or Afterschool Club

8. You can book Breakfast Club or after school club (short or long) for a specific day, or however many days you wish.

**Bookings must be made at least 48 hours in advance of the session(s) needed.**

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
<a href="#">Clear day</a>				

9. Make the required bookings.

10. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red.

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Adam Aplha's Lunch time

Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20

Cancel

Confirm bookings

11. Review the booking summary, and select **Confirm booking**.

12. Any credit in your Parent Account will be used to pay for the sessions

Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

Basket

Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

50p

[Tell me more](#)

Add donation

Order summary

Items: £9.20

Total: £9.20

Pay by Parent Account credit: -£0.00

Amount to pay: £9.20

Pay by

>>> Bank Transfer

> VISA Checkout

[Tell Me More](#)

[Other payment method](#)

[Continue shopping](#)

**WARNING:** Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.