

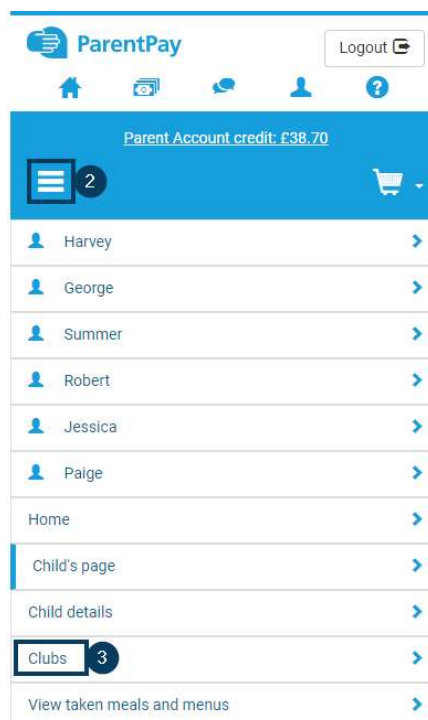
Below you will find help and guidance for:

- how to book and pay for before/after school care & after school clubs
- how to pay using childcare vouchers for before/after school care & after school clubs
- how to book and pay for school lunches.

Please note the process below will be the same if you are booking sessions/days of any of the following: before/after school care, after school clubs and the holiday club. It may differ slightly depending on the option, however ParentPay will prompt you to follow it correctly.

## ParentPay Clubs - How to book a session

- Login to [ParentPay](#)
- Click the name of the child you wish to book
- Locate the menu, select it and select **Clubs**
- Next, select '**View club**' on the club you require
- Make your **relevant bookings**
- You'll then be directed to make a payment
- **IMPORTANT-** You have 15 minutes to make a payment to finalise and secure your reservation/booking, failure to pay within 15 minutes will result in your reservation being cancelled.



## ParentPay Clubs - How to see what sessions I have booked

- Login to [ParentPay](#)
- Click the name of the child you wish to book
- Locate the menu, select it and select **Clubs**
- Next, select '**View club**' on the club you require
- A list of all sessions available will now show and any booked sessions will show in green

Please note- If you go into arrears on ParentPay an email will be sent the same day to inform you. Credit will need to be added to clear this.

