

Parent pay guide –Booking wrap around care

It is straight forward for parents to book onto sessions. Please see the below steps.

Once logged in to their parent pay account

Go to Active Payment items

From this screen the parent selects the relevant service they would like to book i.e., breakfast club

Click “book meals and places”

From this page they can select the w/c they would like to book against from the dropdown. Then select “Make or View Booking”

This then brings up a calendar which parents can select and book sessions against. Parents can move from week to week and book any sessions they would like their child to attend.

Parents must always ensure they have money in their account at the time of booking to ensure bookings are not cancelled. The system allows a 2-hour window for payment to be received or it will cancel any bookings made.