

King's Kids



Breakfast and After School Club

Dear Parents/Careers,

BOOKING IN PROCEDURE

Due to the popularity of King's Kids please follow the booking in procedure through ParentPay to secure your child's place:

- Login to ParentPay.
- Click on Breakfast Club or After School Club.
- Click on Make Bookings.
- Specify the date(s) you require. You will be directed to a calendar. (If you are navigating from your phone scroll up at this point as the calendar is at the bottom of the page.)
- Highlight the date(s) required. The selected dates will be highlighted in green and added to your basket.
- Please then make payment. This will then secure your child's place and they will be on the King's Kids register.
- Last minute bookings are welcome if places are available. This can be arranged by ringing the school office. However, money will be needed to be added to your ParentPay account as soon as the booking has been confirmed by the office. **If payment isn't made promptly this can automatically cancel out future bookings.**
- The Club works by pre-payment and pre-booking. **Please do not let your account incur an outstanding balance. If your account is in arrears your child will not be allowed to attend King's Kids until this has been rectified.**
- Bookings will not be accepted through social media or word of mouth. All bookings need to be made through ParentPay or as a last alternative you can email christtheking.kids@salford.gov.uk
- **48 hours' notice is required to cancel any bookings which you must do through ParentPay and your account will be credited. You can cancel any bookings outside 48 hours the same way you booked on.**
- Please be aware that the Club is now getting to full capacity on a daily basis, so booking is essential. Unfortunately, due to safeguarding and regulations, we cannot accept any child who has not been booked on.
- If your child isn't booked on to King's Kids and they are not collected at 3.30pm, parents/carers will be contacted and the correct procedures will have to be followed if contact has not been made.
- The Club closes at 5.30pm **promptly**. If you are going to be late, please ensure you make alternative arrangements for your child to be collected on time. Unfortunately due to lateness being a regular occurrence we will be charging £10 for every 15 minutes late. This will be revised termly.

Please be aware, it is essential that all parents/carers bring their child to Breakfast Club and sign them in. Please sign your children out when you collect them too from After School Club. If there are any problems regarding this please speak to the staff at King's Kids.

We have provided wrap around care to help parents and carers at our school and this service can only continue if we have payment to cover the costs.

If you have any queries, please do not hesitate to contact us.

Many thanks for your support

Lisa Litherland

Manager