



GHPS Morning and After School Club Booking Information

We are delighted to now be using ParentPay to enable parents to book and cancel sessions online for our morning and after school clubs. All sessions must be booked and paid for in advance.

Sessions can be amended up to 24 hours beforehand. Sessions that are booked, not cancelled, but not attended will still be charged.

All enquiries can be emailed direct to ghpsasc@maidenerleghtrust.org

How to make a booking:

Log into your ParentPay account (<u>www.parentpay.com</u>) as normal - if you do not have login details, please email <u>ghpsasc@maidenerleghtrust.org</u> for assistance.

Important: Existing users adding a child, please read our help document or watch our video: How to add a child to an existing account
Email/Username
ghpsasc@maidenerleghtrust.org
Password
Forgotten your password2
Login Back



On the main screen, click on the name of the child you need to book a place in club for, either in the top left corner or in the middle of the screen.

This will take you to the child's page.

To book sessions for morning or after school club, click on the 'View' button for the relevant club.

To return to this screen at any time, click 'Child's Page' on the left of the screen.



ParentPay	Home Parent Account	Communication	Profile Settings Help C Loope
Welcome, (ghpsasc(@maidenerleghtrust.org)		
	(+)		Payment items
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Child details		>	Please book any an any set was a set of the
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To book sessions for your child, click the book sessions button.

This takes you to the calendar view, where you are able to select the days you wish your child to attend the club.

ParentPay Home Parent Account Communication	Profile Settings Help 🕑						Logout 🕞
Welcome, (ghpsasc@maidenerleghtrust.org)							₩.
(+)				GHP After School	Club		
Add a child	GHP After School Club						
Home	Booking cut off expires	at 12:00 the day before the sessi	on.				
Child's page	The current balance is £0.00 0 sessions selected Cost £0.00						
Child details >	Top up			March 2024			Select all Unselect all
Clubs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
View taken meals and menus					1	2	3
Rated Excellent until Europe	4	5	6	7	8	9	10
Enjoy our family discount	11	12	13	14	15	16	17
when you sign up with 2 or more children	18	19	20	21	22	5	24
and and and	25	26 Unavailable Booking Closed	27 Available 30 places left Click to select	28 Available 30 places left Click to select	29	30	31
				April 2024			

Click on the dates you would like them to attend – there is also a 'select all' button if they are attending every day.

When you select the days required, a pop-up box will appear asking which session you are booking, select one of the options and click 'OK' to book for that day.

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If you accidentally book the wrong date, you can simply click the date again to remove it.

When you have selected all the required sessions, click on 'Book Selected Sessions' at the bottom right of the screen.

	April 2024							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15 Selected Full Session £8.00	16 Selected Full Session £8.00	17 Selected Short Session - collection befo £4.00	18 Selected Short Session - collection befo £4.00	19 Available 30 places left Click to select	20	21		
22 Selected Full Session £8.00	23 Available 30 places left Click to select	24 Available 30 places left Click to select	25 Available 30 places left Click to select	26 Available 30 places left Click to select	27	28		
29 Available 30 places left	30 Available 30 places left							
						Book selected sessions		



This will bring up a pop-up window, showing the total due for payment. Sessions are not booked until payment has been made. You have 15 minutes to go through the checkout process or the sessions that have not been paid for will be made available for others to book. Click 'Confirm' to continue.

This will take you to your basket, showing the pending booking and the total to pay. Click 'Proceed to Checkout' to continue to the checkout screen where you will be prompted to make your payment.

ParentPay Parent Account Commu	nication	Profile Settings Help 🗹				Logout 🕀
Welcome, (ghpsasc@maidenerleghtrust.org)						0,7
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Add a child	· ·					
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			Also available to pay for			
Rated Excellent * Trustpilot		SHP Morning Club Booking and Payment for Morning Club. Session Charges: £3.00 f cancelled up until 12:00pm on the day before the booking. Sessions booked and not cancelled	or individual, £2.00 for siblings. Late Bookings may be charged at I before 12.00pm the day before will be charged.	a rate of £5.00 per session. Drop off at Silver Hall o	toors from 8:00am. Sessions can be	details and pay
		View all available payable items				

	Order summary	
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If you would like to pay by card, please click on the 'other payment method' button.	Payment method See citiz approxema are learned on citiz approxema. Concicità approxema are learned on citiz de citiz	

To cancel a booking:

Log into your ParentPay account as above and click on 'Clubs' on the left of the screen to go to the Clubs page, then click 'View Clubs' for either morning or after school club.

ParentPay Home Parent Acc	ount Communication Profile Settings Help 🕑							
Welcome, (ghpsasc@maidenerleghtrust.org)								
Add a child			Clubs Great Hollands Primary School					
Home	> GHP Morning Clu	b	GHP After School Club					
Child's page	\$ 00.03		£0.00					
Child details	>	View club	View club					
Clubs	>							

This will display the sessions booked for your child. You can either click a booked session to cancel or amend it or click additional sessions to book them.

Please remember that sessions can only be cancelled online up until 12.00pm the day before and they are not confirmed until payment has been received.

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Important Reminders

If you need to book a session when the online system is showing that booking is closed, please email ghpsasc@maidenerleghtrust.org

Requests to cancel sessions after 12.00pm the day before will need to be emailed to <u>ghpsasc@maidenerleghtrust.org</u> - sessions cancelled after the deadline will still be charged.

Sessions are **not booked** until you have been through the checkout and payment has been made.