

How to register at St Nicholas CofE Primary School

St Nicholas C of E Primary School Childcare online Booking (CoB) system



Parent and carers childcare booking system

Childcare online Booking (CoB) system for St Nicholas C of E Primary School

Parents and primary carers can register or log in to access the online booking system for all clubs.

For all other enquiries please contact St Nicholas C of E Primary School on 01789762578 or email wraparound3595@welearn365.com.

Log in

Please enter your user account details below to access the St Nicholas C of E Primary School online booking system. If you cannot remember your password, please enter your email address in the username and click reset.

Username *

Password *

Log In

Reset

Register

Please complete the registration form below to access the St Nicholas C of E Primary School online booking system. Once you have registered the system will automatically log you on and send you an email with your user account details.

First Name *

Surname *

Email address *

Secondary email address

(optional)

Telephone no.(Primary) *

Telephone no.(Secondary) *

Next

[Terms and Conditions / Refund Policy](#)

Registered Childcare Setting: St Nicholas C of E Primary School St Faiths Road Alcester B49 6AG

The Childcare online Booking (CoB) System, designed and developed by **Ayrmer Software Ltd.**

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2-3 Station Yard, Ashburton, Devon TQ13 7EF



Step 1 - Register

Once you have registered the system will automatically log you on and send you an email with your user account details.

Register

Please complete the registration form below to access the St Nicholas C of E Primary School online booking system. Once you have registered the system will automatically log you on and send you an email with your user account details.

First Name	Enter first name...	*
Surname	Enter last name...	*
Email address	Enter email...	*
Secondary email address (optional)	Enter 2nd email...	
Telephone no.(Primary)	Enter home number...	*
Telephone no.(Secondary)	Enter work number...	*

Next

[Terms and Conditions / Refund Policy](#)

Your account details (parent / primary carer)

The next screen completes your registration details, by requesting your address and password.

Please note: These details will also become the **first emergency contact**, so you don't need to enter your details again.

Your account details (parent / primary carer)

It is very important we have up to date details for you in case of an emergency.

Please check the details below are correct before confirming any booking(s).

If you don't have a work / mobile telephone number, please enter "n/a". You can use the comments box to record any or rotas - that you think would be relevant.

Contact details

First name:	Fred	*
Last name:	Smith	*
Telephone no. (Primary):	07765333444	*
Telephone no. (Secondary):	07654122344	*
Email:	fred@smith.co.uk	*
Secondary Email Address (optional):	Enter text...	

Billing Address

Step 2 - Your emergency contacts

Don't enter your details again.

Please add two emergency contacts, so we can always contact someone, when your children are with us (to comply with Ofsted and Safeguarding requirements).

When you initially register, your details are added as the first contact, but we need one more; please complete your secondary contact details, typically your partner or a family member.

You can add more contacts via the dashboard, after you have set-up your initial two contacts.

Your emergency contacts

We require two emergency contacts, in case we can't reach you, when your children are with us to keep requirements.

When you initially register, **your details are added as the first contact**, but we need one more; please complete your secondary contact details, typically your partner or a family member.

You can add more contacts via the dashboard, after you have set-up your initial two contacts.

Contact details

First name:	Enter text...	*
Last name:	Enter text...	*
Home Telephone No.:	Enter text...	*
Work Telephone No.:	Enter text...	
Email Address:	Enter text...	

Address

Address:	Enter text...	*
	Enter text...	

Step 3 - Your child's details

It is very important we have up to date details for your children who wish to attend activities provided by St Nicholas C of E Primary School.

We do require important and up to date information on your child, please go through this section carefully and accurately ensuring any medical or dietary information is shared.

Your child's details

It is very important we have up to date details for your children who wish to attend activities

Please check the details below are correct, before confirming any booking(s).

Main details:

First name: *

Last name: *

Date of birth: *

Year Group

Gender: *

Enter the name the child prefers to be called by

Preferred name

Emergency Contact(s)

Primary Contact: *

Second Contact: *

Are there any orders excluding any person from collecting your child?

Forbidden Collectors

Enter a password that must be known by anyone collecting your child

Collection password

Who has the main parental responsibility?

Your child registration should now be complete.

Step 4 – Your Dashboard

Once you have completed your registration your dashboard will load. From here you can make a booking, add additional children, add/amend emergency contacts and add/amend Authorised collector(s) details. You may need to scroll down the screen to see Child / Children details and Authorised collector(s).



Menu

Your dashboard

For more information about our Wraparound Provision and Activity Clubs please see our website where you will also find our Terms and Conditions.
<https://www.alcesterstnicholas.co.uk/wraparound-care/>

Bookings

The following list is a summary of the sessions booked for your child / children over the next fortnight, with the option to add further bookings, using the "Book now!" button.

If you wish to see all your booked sessions - both past and present - view **your booked sessions** in the summary.

Date	Session	Time	Child
No records found			

Book now!

Step 5 – Making a booking

Click the Booking option from the menu or Book Now from the dashboard screen.

You will then see the options to filter the activities (sessions) available, select Child/Children, Location, Club (either Wraparound or Activity Clubs) and then the relevant term.

Hint: if no sessions are available try changing the Club and Terms / Holiday.

If you have more than one child you may want to book them individually, by default the system will show you sessions for both children.

Tick the sessions you want

Click on the sessions you require, and a **green tick** will appear. Once you've completed your selection add them to the basket by click the **Add to basket** button.

Bookings

Activities (sessions)

Child/Children:

Location:

Club:

Term / Holiday:

Please select the sessions you wish to book, before clicking "Add to Basket"

Week commencing: 20th March

Add to basket

Session	Mon 20th	Tue 21st	Wed 22nd	Thur 23rd	Fri 24th
Breakfast Club 07:30 - 08:45	07:30 - 08:45 ✓	07:30 - 08:45	07:30 - 08:45 ✓	07:30 - 08:45	07:30 - 08:45
After School Early 15:20 - 17:30	15:20 - 17:30 ✓	15:20 - 17:30	15:20 - 17:30	15:20 - 17:30	15:20 - 17:30

Step 6 – Your Basket

Please ensure you review the contents of your basket before confirming your order, then select your preferred payment option. Please note that when paying for Wraparound you can pay by credit/ debit card or by Childcare Vouchers. If paying by Childcare Vouchers make sure your basket only includes Wraparound. When paying for Activity Clubs you can only pay by credit/ debit card, unless you have received a promo code.

Once you have paid your booking is complete and an email will be sent.

Your basket

Please ensure you review the contents of your basket before confirming your order.

Basket contents

Item	Child	Date & time	Session	Total
✗ 1	11 11	25/04 @ 07:30	Breakfast Club [Drop Off: 07:30 - Pick Up: 08:45] [+Add Notes]	6.00
Total				£ 6.00

Pay by credit / debit card via Stripe

Click the below button to pay by credit / debit card via Stripe's secure Card Payments Gateway. Upon clicking the button a pop up window should appear for you to enter card details.

Pay by credit / debit card

Other Payment Options

Please select your chosen payment method, using the options below, if the default method is not appropriate.

Payment method:

Please select payment method
Childcare Vouchers

Step 7 – Managing your bookings

Use the Summary option on the menu to check your bookings, if you can't see your booking in the Summary contact the club. You can also Cancel sessions from the Summary, if no cancellation button is next to your booking then the club maybe restricting cancellations or you have passed the cut off date.

If you would like a copy of a payment invoice then go to your Statement and click the link to download a copy.