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03/05/2024

Cosmic Kids Club – After School Wraparound Care

Dear Parent/Carer,

We have some exciting news to share with you!

As you are aware, we will be launching our after school wraparound care club 'Cosmic Kids' on the 10th of June. Our new booking system 'Magicbooking' **will go live on the 10th of May**. From this date you will be able to start to book your after school childcare places, for the term beginning the 10th of June until we break up for the summer. We will be sending further details about how to book nearer the time. **Please note there will be no after school club provision on the last day of the summer term (23rd of July) as the Academy closes early on this day.**

In readiness for this, and in order for you to be able to make bookings through the Magicbooking system, we will require an email address from parents/carers. You only need to provide this if you intend to use the after school childcare but it is useful to have this on the system in case you ever need to make an ad hoc booking for any reason. The email address will be stored in our MIS system and automatically transferred to Magicbooking.

If you wish to provide us with an email address please email this to: office@thrunscoe.academy

Enclosed with this letter is further information on how the Magicbooking system will work.

Kindest Regards



Mr S. P. Bate
Headteacher

Magicbooking

Account

Your account will automatically be created by importing yours and your child/children's data from our School Management System.

Our School Management System will remain the primary source of data. **Therefore, any changes related to yours and your child/children's data including health care plans, emergency contact details, authorised collectors etc. still needs to go through the office.**

Bookings

From your account, you will be able to make or cancel bookings, access past booking details and view your payment history 24 hours a day.

Bookings can only be made online through Magicbooking and need to be made at least 72 hours in advance.

For cancellations, a credit will be applied providing that you cancel 48 hours before the session you are cancelling.

Payments

You will be able to spread the cost of your booking with a monthly instalment plan. This only applies to bookings that last over 34 days and your payment plan will be of the same duration as the booking.

Your payments will be equal every month making it easy to budget your expenses. It works a little bit like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

The other good news is that you won't even have to worry about making your payments! After making your first payment online at the point of booking, your following instalments will automatically be taken on the same date every month. You will receive a reminder 5 days before your payment is taken. Of course, bookings that are for a period shorter than 34 days will have to be paid up front.

If your account is in arrears you will not be able to make further bookings until the balance owing is cleared.

Childcare voucher and TFC

You will be able to integrate the element of Childcare voucher and TFC at the point of booking. The system will then give you the balance to pay based on how much you are planning to pay with the tax-free scheme. **You will need to instruct the Tax-free scheme to pay us.**

If you wish to pay using childcare vouchers please can you let the office know before you book which scheme you are using as we will have to register with that provider.

NB: whilst the system will allow you to make one booking with the promise of payment via instalment or Childcare Vouchers/Tax Free Childcare, you will not be permitted to make additional/adhoc bookings once your account is in arrears.



2022-2025

Where to find your account

Cosmic Kids Club bookings **will go live on the 10th of May 2024** for the second half of the summer term and we will send a link to the booking system and further guidance closer to that date.

If you have any questions, please feel free to contact us on 01472 320781 or email the office: office@thrunscoe.academy



