Parents Point of View

The part of the system that the parents use is referred to as the 'public' part of the system and it has 2 main functions:

- 1. Requesting a contract
- 2. Making a booking

Requesting a Contract

Where your club allows parents to reserve the same days and sessions every week, Kids Club HQ treats this as a **contract**. What this means is that, once agreed between you and the parent, the days that the parent requests are part of a contract where the children always attend on those days until the contract is ended by you or the parent.

When a parent requests a contract with you, they register (or log in if they've already registered) and then choose the days and sessions that they want their children to attend.

They then progress through the process, specifying the emergency contacts, doctors details, etc... as they go through.

If the system is set up so that a deposit is required, this can also be taken at the end of the process.

Once the parent has completed their contract request, they get an email showing them the details of what they requested.

This request is then visible in the Kid Club HQ administration system where you can approve or reject the request (see the Administration document for more details).

The following example screens demonstrate the steps through the contract request process:

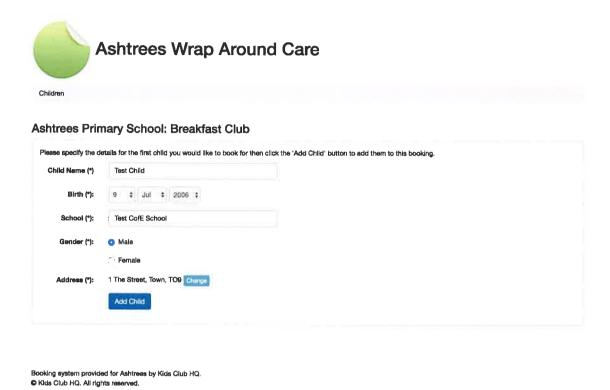


Figure 1 After registering/logging in, the parent adds their children

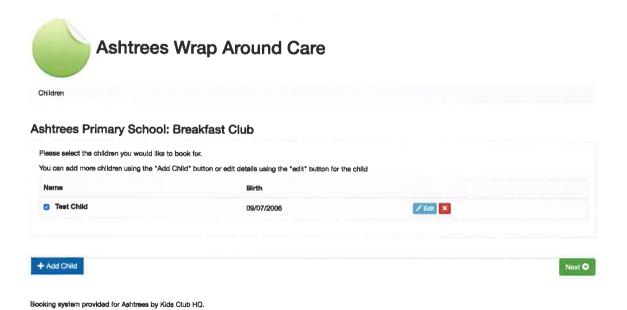
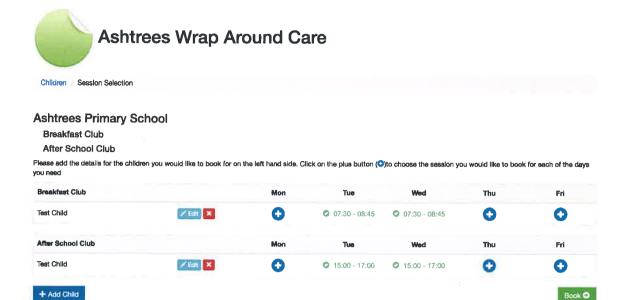


Figure 2 A summary of the children is shown with the ability to edit or add more children

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Figure 3 Parents then choose the days and sessions they want to reserve (or 'contract')

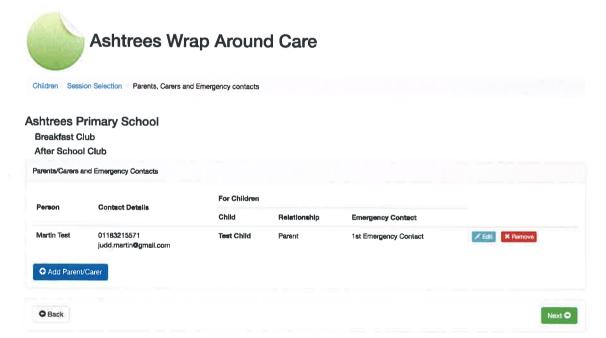


Figure 4 The parent adds the required number of emergency contacts(just 1 in this example)



Children / Session Selecti	ion Parents, Carers and Emergen	cy contacts Medical Information	1		
Ashtrees Primar Breakfast Club After School Club	y School				
Medical Information					
Please add any medical co	onditions, allergies or disabilities tha	at we should be aware of for the ch	ildren you are bookin	g for	
Test Child					
Hay fever	Anti-histamines	Sneezing	No	✓ Edit X. Remove	
Doctors					
Doctor				Actions	
Dr SMith For children: Test Child		0118 3456789		✓ Edit X Remove	
O Add Doctor					
O Back					Next O

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Figure 5 The parent adds any allergies/medical conditions and the childrens doctor(s)



Ashtrees Primary School

Breakfast Club After School Club

Thank you!

An email has been sent to you containing the details of the sessions you requested. We will be in contact once we have reviewed your request.

View your contracts •

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Figure 6 The contract request is complete

Making a Booking

The parent is asked to choose which days/sessions they would like to book. Once they have chosen the days/sessions they would like, they then go through the standard booking process which captures:

- 1. Parent/carer and Emergency Contact Details
- 2. Allergy/Medical Conditions and Doctor information
- 3. Agree to consents
- 4. Choose payment method
- 5. Complete booking/pay

The following example screens demonstrate the steps through the booking process:

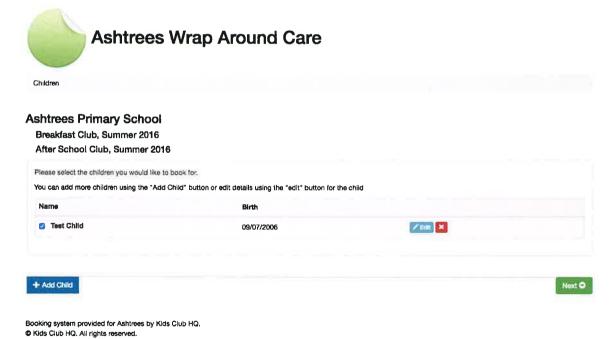


Figure 7 After registering/logging in, the parent adds or updates their childrens details as necessary



Children Session Selection

Ashtrees Primary School

Breakfast Club, Summer 2016 After School Club, Summer 2016

世 £83.00

Please add the details for the children you would like to book for on the left hand skie. Click on the plus button (©) to choose the session you would like to book for each of the days you need

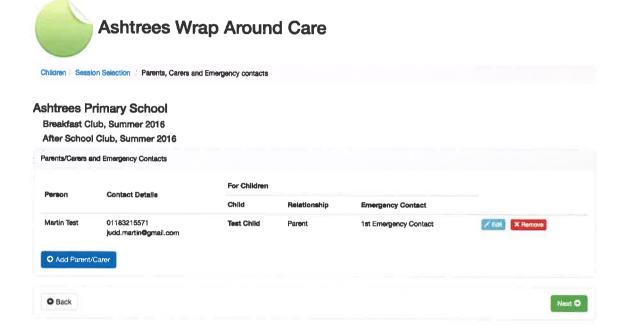
25th Jul 2016 – 29th Jul 2016							
Child		Club	Mon	Tue	Wed	Thu	Fri
Test Child	ZEE V	Breakfast Club	Booking Closed	Booking Closed	40 apaces left	40 spaces left	O7:30 - 08:45
	After School Club	Booking Closed	Booking Closed	40 spaces left	40 spaces left	15:00 - 17:00	



		8th	Aug 2016 -	12th Aug 20	16		
Child		Club	Mon	Tue	Wed	Thu	Fri
Test Child	Breakfast Club	40 standard held	40 appears left	40 spaces left	40 spaces left	40 spaces left	
	X	After School Club	40 spaces left	40 spaces left	•	40 spaces left	40 spaces left

15th Aug 2016 – 19th Aug 2016							
Child		Club	Mon	Tue	Wed	Thu	Fri
Test Child	Breakfast Club	40 apacea left	40 spaces left	40 apaces left	40 spaces left	40 spaces left	
	~	After School Club	40 apaces left	40 spaces left	40 scaces left	40 apaces left	40 spaces left

	2211	u Aug ZVIO	– zotn Aug 2t	סוכ		
	Club	Mon	Tue	Wed	Thu	Fri
Test Child	Breakfast Club	40 spaces left	40 spaces left	40 spaces left	40 specer left	40 apaces left
	After School Club	0	•	0	0	40 sources left
		40 spende let	10 scales int	C Colored	AC COROLINAT	40 60608 10
	Z ££\$ ★	Club Breakfast Club	Club Mon Breakfast Club 40 spaces left	Club Mon Tue Breakfast Club 40 apaces left	Breakfast Club 40 apaces left After School Club After School Club	Club Mon Tue Wed Thu Breakfest Club



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Figure 9 The parent adds the required number of emergency contacts(just 1 in this example)

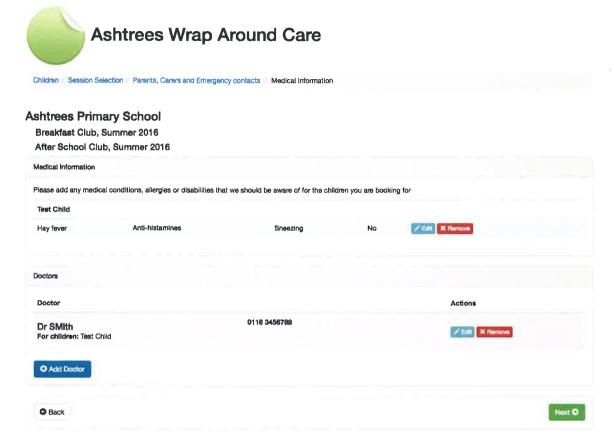


Figure 10 The parent adds any allergies/medical conditions and the childrens doctor(s)

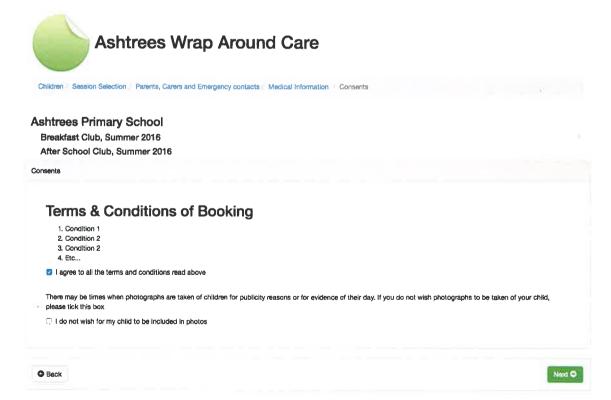


Figure 11 The parent agrees to any terms & conditions and other required consents for the club



Ashtrees Primary School

Breakfast Club, Summer 2016 After School Club, Summer 2016

Please choose your payment method

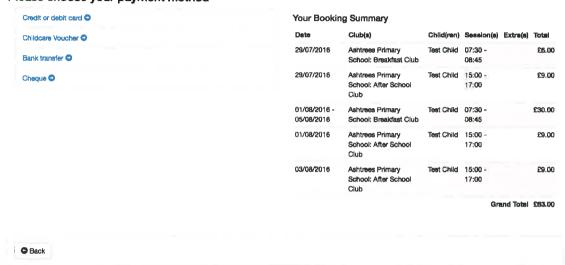


Figure 12 The parent selects how they want to pay



Ashtrees Primary School

Breakfast Club, Summer 2016 After School Club, Summer 2016

Pay with credit or debit card

Name on Card:	Test User	
Card number:	42424242424242	
CVV code:	001	
Expires:	01 2018	

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Figure 13 Example of card payment



Ashtrees Primary School

Breakfast Club, Summer 2016 After School Club, Summer 2016

Pay with Childcare Voucher

Please follow the steps below to complete this booking:

- Select your Childcare Voucher provider in the dropdown list below to get our reference code
 Make a note of the reference code/instructions for your Childcare Voucher provider

- Click the Complete Booking button to reserve your booking
 You must then go to your Childcare Voucher provider to make the payment using the reference code/instructions provided

Please be aware that your booking is not confirmed until we recieve your payment from the Childcare Voucher provider.

Childcare Voucher provider:	
Computershare	(*)
Provider	Unique Code
Computershare	1234567
O Back	

Figure 14 Example of Childcare Voucher Payment

Ashtrees	Wrap	Around	Care

Ashtrees Primary School

Breakfast Club, Summer 2016 After School Club, Summer 2016

Pay with Bank transfer

When paying via bank transfer (BACS), please reference childs surneme.

Sank Sort Code:	pp-nn-nn	Your Booki	ing Summary					
unt Number:	กกกกกกกก	Date	Club(s)	Child(ren)	Session(s)	Extra(s)		
e-s-amelika maran		29/07/2016	Ashtrees Primary Schoot: Breakfast Club	Test Child	07:30 - 08:45		32	
	29/07/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00				
		01/08/2018 - 05/08/2016	Ashtrees Primary School: Breakfast Club	Test Child	07:30 - 08:45			
		01/08/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00			
		03/08/2018	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00			
					_		-	

Back

Figure 15 Example of bank transfer



Ashtrees Primary School

Breakfast Club, Summer 2016 After School Club, Summer 2016

Thank you for your booking!

An email has been sent to you containing the details of the sessions you booked.

View your bookings

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Figure 16 Booking completed