

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:

Children

Ashtrees Wrap Around Care

Ashtrees Primary School: Breakfast Club

Please specify the details for the first child you would like to book for then click the 'Add Child' button to add them to this booking.

Child Name (*): Test Child

Birth (*): 9 Jul 2006

School (*): Test CoFE School

Gender (*): Male Female

Address (*): 1 The Street, Town, TO9 [Change](#)

[Add Child](#)

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

Children

Ashtrees Wrap Around Care

Ashtrees Primary School: Breakfast Club

Please select the children you would like to book for.

You can add more children using the "Add Child" button or edit details using the "edit" button for the child

Name	Birth	
<input checked="" type="checkbox"/> Test Child	09/07/2006	Edit X

[+ Add Child](#) [Next](#)

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



Ashtrees Wrap Around Care

Children Session Selection

Ashtrees Primary School

Breakfast Club

After School Club

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

Breakfast Club	Mon	Tue	Wed	Thu	Fri
Test Child Edit ✖	+	✔ 07:30 - 08:45	✔ 07:30 - 08:45	+	+

After School Club	Mon	Tue	Wed	Thu	Fri
Test Child Edit ✖	+	✔ 15:00 - 17:00	✔ 15:00 - 17:00	+	+

+ Add Child Book

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



Ashtrees Wrap Around Care

Children Session Selection Parents, Carers and Emergency contacts

Ashtrees Primary School

Breakfast Club

After School Club

Parents/Carers and Emergency Contacts

Person	Contact Details	For Children		
		Child	Relationship	Emergency Contact
Martin Test	01183215571 judd.martin@gmail.com	Test Child	Parent	1st Emergency Contact Edit ✖ Remove

+ Add Parent/Carer Back Next

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



Ashtrees Wrap Around Care

[Children](#) / [Session Selection](#) / [Parents, Carers and Emergency contacts](#) / [Medical Information](#)

Ashtrees Primary School

Breakfast Club
After School Club

Medical Information

Please add any medical conditions, allergies or disabilities that we should be aware of for the children you are booking for

Test Child

Hay fever	Anti-histamines	Sneezing	No	Edit	Remove
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Doctors

Doctor

Actions

Dr SMITH For children: Test Child	0118 3456789	Edit	Remove
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[Add Doctor](#)

[Back](#)

[Next](#)

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



Ashtrees Wrap Around Care

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:

Ashtrees Wrap Around Care

Children

Ashtrees Primary School
Breakfast Club, Summer 2016
After School Club, Summer 2016

Please select the children you would like to book for.
You can add more children using the "Add Child" button or edit details using the "edit" button for the child

Name	Birth	
<input checked="" type="checkbox"/> Test Child	09/07/2006	Edit X

[+ Add Child](#) [Next](#)

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



Ashtrees Wrap Around Care

Children / Session Selection

Ashtrees Primary School









Breakfast Club, Summer 2016

After School Club, Summer 2016













£83.00

Please add the details for the children you would like to book for on the left hand side. 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  	Breakfast Club	Booking Closed	Booking Closed	 40 spaces left	 40 spaces left	 07:30 - 08:45
	After School Club	Booking Closed	Booking Closed	 40 spaces left	 40 spaces left	 15:00 - 17:00

1st Aug 2016 – 5th Aug 2016

Child	Club	Mon	Tue	Wed	Thu	Fri
Test Child  	Breakfast Club	 07:30 - 08:45	 07:30 - 08:45	 07:30 - 08:45	 07:30 - 08:45	 07:30 - 08:45
	After School Club	 15:00 - 17:00	 40 spaces left	 15:00 - 17:00	 40 spaces left	 40 spaces left

8th Aug 2016 – 12th Aug 2016

Child	Club	Mon	Tue	Wed	Thu	Fri
Test Child  	Breakfast Club	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left
	After School Club	 40 spaces left	 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 spaces left	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left
	After School Club	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left

22nd Aug 2016 – 26th Aug 2016

Child	Club	Mon	Tue	Wed	Thu	Fri
Test Child  	Breakfast Club	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left
	After School Club	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left	 40 spaces left

[+ Add Child](#)

[Back](#)

[Book](#)

Figure 8 Parent selects what they want from the available days/sessions



Ashtrees Wrap Around Care

[Children](#) / [Session Selection](#) / Parents, Carers and Emergency contacts

Ashtrees Primary School

Breakfast Club, Summer 2016

After School Club, Summer 2016

Parents/Carers and Emergency Contacts

Person	Contact Details	For Children			
		Child	Relationship	Emergency Contact	
Martin Test	01183215571 judd.martin@gmail.com	Test Child	Parent	1st Emergency Contact	Edit Remove

[Add Parent/Carer](#)

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



Ashtrees Wrap Around Care

[Children](#) / [Session Selection](#) / [Parents, Carers and Emergency contacts](#) / [Medical Information](#)

Ashtrees Primary School

Breakfast Club, Summer 2016

After School Club, Summer 2016

Medical Information

Please add any medical conditions, allergies or disabilities that we should be aware of for the children you are booking for

Test Child

Hay fever

Anti-histamines

Sneezing

No

[Edit](#)

[Remove](#)

Doctors

Doctor

Actions

Dr SMith

0118 3456789

[Edit](#)

[Remove](#)

For children: Test Child

[Add Doctor](#)

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[Next](#)

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



Ashtrees Wrap Around Care

[Children](#) / [Session Selection](#) / [Parents, Carers and Emergency contacts](#) / [Medical Information](#) / [Consents](#)

Ashtrees Primary School

Breakfast Club, Summer 2016

After School Club, Summer 2016

Consents

Terms & Conditions of Booking

1. Condition 1
2. Condition 2
3. Condition 2
4. Etc...

I agree to all the terms and conditions read above

There may be times when photographs are taken of children for publicity reasons or for evidence of their day. If you do not wish photographs to be taken of your child, please tick this box

I do not wish for my child to be included in photos

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



Ashtrees Wrap Around Care

Ashtrees Primary School

Breakfast Club, Summer 2016

After School Club, Summer 2016

Please choose your payment method

Credit or debit card

Childcare Voucher

Bank transfer

Cheque

Your Booking Summary

Date	Club(s)	Child(ren)	Session(s)	Extra(s)	Total
29/07/2016	Ashtrees Primary School: Breakfast Club	Test Child	07:30 - 08:45		£5.00
29/07/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00		£9.00
01/08/2016 - 05/08/2016	Ashtrees Primary School: Breakfast Club	Test Child	07:30 - 08:45		£30.00
01/08/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00		£9.00
03/08/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00		£9.00
Grand Total					£83.00

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Figure 12 The parent selects how they want to pay



Ashtrees Wrap Around Care

Ashtrees Primary School

Breakfast Club, Summer 2016

After School Club, Summer 2016

Pay with credit or debit card

Please provide your card details below then click Pay Now to pay for this booking

Name on Card:

Card number:

CVV code:

Expires:

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[Pay Now](#)

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Figure 13 Example of card payment



Ashtrees Wrap Around Care

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:

1. Select your Childcare Voucher provider in the dropdown list below to get our reference code
2. Make a note of the reference code/instructions for your Childcare Voucher provider
3. Click the Complete Booking button to reserve your booking
4. 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 receive your payment from the Childcare Voucher provider.

Childcare Voucher provider:

Computershare

Provider

Unique Code

Computershare

1234567

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Complete Booking

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 child's surname.

Bank Sort Code:

nn-nn-nn

Bank Account Number:

nnnnnnnn

Your Booking Summary

Date	Club(s)	Child(ren)	Session(s)	Extra(s)	Total
29/07/2016	Ashtrees Primary School: Breakfast Club	Test Child	07:30 - 08:45		£6.00
29/07/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00		£9.00
01/08/2016 - 05/08/2016	Ashtrees Primary School: Breakfast Club	Test Child	07:30 - 08:45		£30.00
01/08/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00		£9.00
03/08/2016	Ashtrees Primary School: After School Club	Test Child	15:00 - 17:00		£9.00
Grand Total					£63.00

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Complete Booking

Figure 15 Example of bank transfer



Ashtrees Wrap Around Care

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