



Kiveton Park Infant School

Hand in hand we learn

Wraparound Care

Making a Booking

- To make a booking, select 'Clubs' from the menu
- Select the week you would like to make a booking for and then select the relevant days too, click on 'Add to Basket or the + symbol'. Complete this process for all of the weeks you would like to make a booking for
- Once you have added all of the sessions you would like to book, click on 'Make Payment' and enter your credit or debit card details
- Payment is required in full at the time of booking
- If you are paying with Childcare Vouchers, you will need to select the 'Reserve' option, once you have reserved all of the sessions you would like to make a booking for, select your basket and click on 'Pay,' as you have only reserved your places the 'Total to Pay' should be £0.00. To calculate the amount you need to transfer in childcare vouchers, please look in each week you have made bookings for and add up each figure in the 'Total' field, or once you have made all of your bookings, you can look at the 'Payments' tab which will show you any unpaid money. Please email school on school@kpi.jmat.org.uk and provide a screenshot of your payment. Your payment needs to have been received by school prior to your child's first booked session; once we have received confirmation from your childcare voucher provider that payment has been made, your payment will be entered onto SchoolMoney by office staff
- Booking closes at midnight for the day after, if you have an emergency and need to book on the day, please contact the school office, who will accommodate your request, if places are available. Payment will be required over the telephone via your debit or credit card
- Please cancel any unwanted sessions on SchoolMoney at least 24 hours prior to when they are booked for, if 24 hours' notice is not provided, you will lose your money for the missed session. If you need to cancel a booked session on the day, please contact the school office.