

Booking A Place

1. Regular Bookings

We have enclosed a booking form for you to indicate your **regular** bookings at the club, showing the times you require a place for your child. These days/times will be added to ParentPay and kept on file. The office will rebook using these forms for future terms, unless you email stating any changes you require. Please ensure you complete your voucher provider, if used, as this will help us track and monitor your payments.

2. Irregular Bookings

If you have more **irregular** bookings the usual termly form is enclosed for you to indicate your preferred times and please indicate the voucher provider, if used to help us track and monitor your payments.

3. Adhoc Bookings

Please email the OOSC email account if you wish to make adhoc bookings or cancel sessions booked a week in advance. This enables us to allocate the place to another child/family should they require a place at short notice.

Cash Payments or BACS

You will still be able to see the balance due when you log into ParentPay. Money can be added to your child's account in advance of the debt and at any time. This should be paid monthly.

Vouchers/Tax Credit Payments

Childcare vouchers are accepted for whole or part payment as before. When we receive notification of the vouchers we will deduct it from your balance.

We will contact you to keep you informed as to any outstanding debt. Please contact the office if you require a statement.

One week's notice is required to cancel a booking, otherwise you will still be charged. This is so we can offer the place to other children/families who may require an adhoc booking.