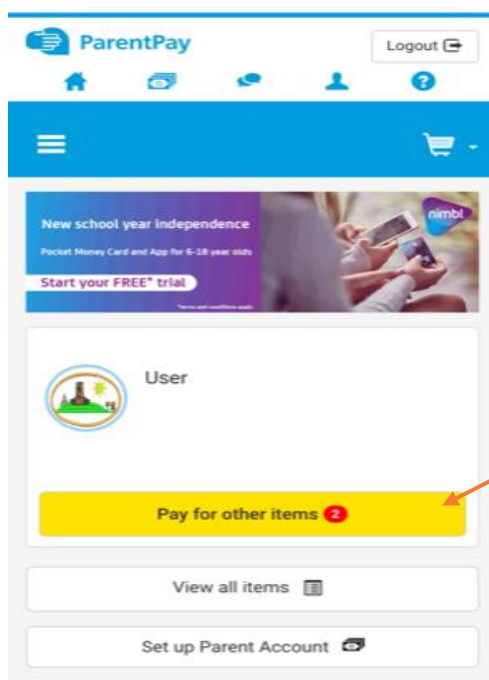


Breakfast Club – How to book your session on ParentPay

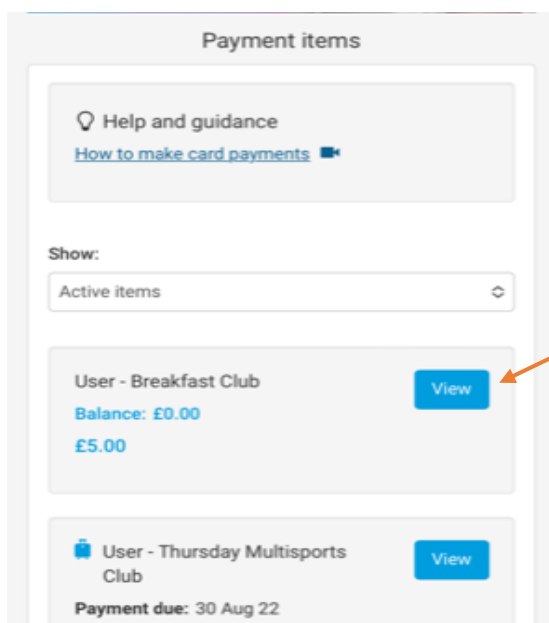
****Please note, dates should be selected carefully as once you have booked and paid for a particular date we are unable to refund regardless of the period of notice due to system restrictions. Places can be booked up until 7am on the morning required.**

Please follow the instructions below to select and book the days you wish your child to attend and then make payment:

- Log into your ParentPay account using your usual username and password.
- If you have more than one child attending Church Hill Juniors, scroll down to the child you wish to book Breakfast Club for.

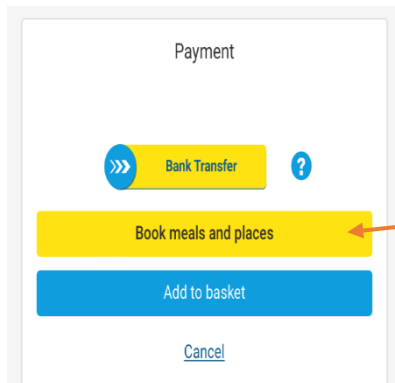


- Click on the yellow banner 'Pay for other items'

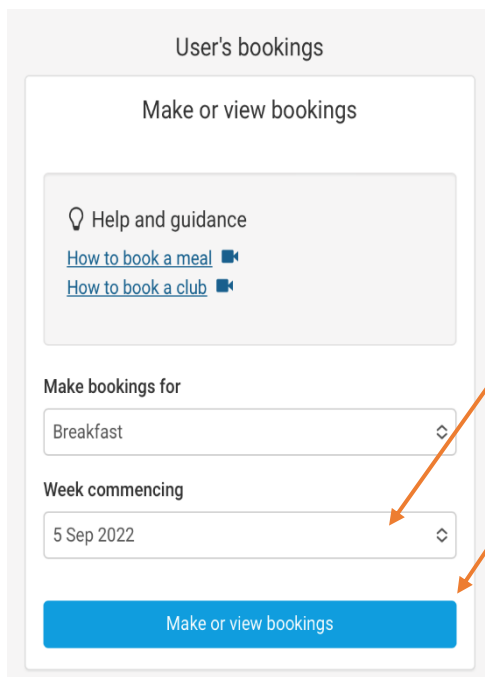


- On the next screen, scroll down to find the 'Breakfast Club' item and click on the blue view button

This will bring you to the Payment page. ****PLEASE DO NOT MAKE PAYMENT AT THIS POINT.** We firstly require you to select your session dates so that ParentPay will charge your account accordingly. Making payment without first selecting dates will only put the transaction amount into your ParentPay account without assigning the payment to the Breakfast Club and will not book a place for your child.



- Before making payment, select the yellow banner 'Book meals and places'



- User's Bookings: Under 'Week Commencing' choose the week you would like to book from the drop down menu.

- Once you have selected the week, click the blue banner 'Make or view bookings'.

Breakfast Selection: ParentPay states 'When confirming your bookings, any payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled'.

Breakfast selection

PLEASE NOTE: When confirming your bookings, any Payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.

If your Payment due is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing 5th Sep 2022

< Previous week Next week >

Please scroll across to view the remaining days of the week.

Mon 5 Sep	Tue 6 Sep	Wed 7 Sep
Book a session	Book a session	Book a session

From here, you will be able to scroll left or right to view bookable days.

- Select the day you wish to book by clicking on 'Book a session' under the date.

Please scroll across to view the remaining days of the week.

Mon 5 Sep ✓	Tue 6 Sep	Wed 7 Sep
Book a session ✓	Book a session	Book a session
<u>Clear day</u>		

The box will turn green when selected. More than one day can be selected at once.

****Please select your sessions carefully as once payment has been made, the session will be non refundable.**

Please scroll across to view the remaining days of the week.

Mon 5 Sep ✓	Tue 6 Sep	Wed 7 Sep
Book a session ✓	Book a session	Book a ses
Clear day		

💡 Help and guidance
[How to use this page](#)
[What do the symbols mean?](#)

Booking summary

User Office's Breakfast

Bookings added	1
Bookings cancelled	0
Cost of new bookings	£5.00
Payment due	£5.00

Confirm bookings

[Cancel](#)

- Once you have selected the day/s required, scroll down to 'Booking Summary'. Booking Summary: This section will show how many sessions you have and the total cost. Please carefully check the details here are correct before adding to your basket.
- Click on the blue banner 'Confirm bookings' found below 'Payment Due' this will take you to your basket.

****If at this point you need to cancel or change dates, please go back to the 'Breakfast Selection' section and click on 'Clear Day' on the blue banner showing on the date you no longer require.**

Basket

Item	Edit	Remove
User - Breakfast Club £5.00		

Order summary

Items:	£5.00
Total:	£5.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£5.00

Pay by

Visa
 ●●●● 5304

Other payment method

[Continue shopping](#)

- To make payment, scroll down to 'Order Summary' and select your payment method.