



# Adhoc Booking Process

Adhoc bookings are available primarily for emergency bookings. Parents / Carers are free to use the service providing Kids in Charge have availability and the process is adhered to..

## **Booking Breakfast Club – online facility**

- Log on to the website – [www.kidsincharge.co.uk](http://www.kidsincharge.co.uk)
- Click BOOK NOW
- Choose the appropriate setting
- Choose the required day(s)
- Checkout and pay
- Receipt issued for purchase (ticket number)

## **Booking Breakfast and Afterschool Club – via Administration Team**

- Email the admin team with your requirements – [bookme@kidsncharge.co.uk](mailto:bookme@kidsncharge.co.uk)
- They will respond with either yes or no and the cost – depending on availability
- Payment is made by parent and confirmation sent to the team
- Administration will process the booking and will forward by email the confirmation email.

**PLACES WILL ONLY BE CONFIRMED AS BOOKED, ONCE YOU HAVE EITHER PURCHASED YOUR TICKET ONLINE OR RECEIVED YOUR INVOICE FROM THE ADMINISTRATION TEAM.**

TICKET / INVOICE numbers must be shown at the club for breakfast bookings.

We cannot accept children at breakfast club without a prior booking as this may affect our ratio's and therefore this may become a safeguarding issue.

## **IMPORTANT INFORMATION:**

Whilst we make every effort to ensure bookings are available for all parents, if we notice a pattern with your bookings, or your bookings are every week for 4 weeks or more, we will contact you directly to inform you that:

- Maybe it would be better to sign up for regular sessions, which are cheaper
- Your usage has exceeded our terms and therefore we require you to take a 3 week break in your sessions.

If you wish to discuss this with a member of staff please do not hesitate to contact us directly on 0208 530 7075 or email [bookme@kidsincharge.co.uk](mailto:bookme@kidsincharge.co.uk)