Booking Club Sessions
Guide for Parents/Carers
Booking Your Sessions

1. Go to www.classoftheirown.com and click
2. Sign in / set up your Class Of Their Own account
3. Include all your child’s important Allergy/Medical/Dietary information under the appropriate tab
4. Add your Club(s) (My Centre(s)) under My Account by ticking the box at each club you wish to attend
5. Click Book
How to Book

- Choose your activity i.e. After School Club

- Choose child/ren, session and regular days attended then click Check Availability or

- Click Add more dates if your children attend different days or sessions.
• The next page will show all the sessions booked and any days not available including bank holidays and school holidays/inset days.

![Image of booking details]

• Top Tip: Click here to close dates instead of scrolling to bottom to move on

• The total amount for all sessions will show here that can be broken down to monthly instalments on the next page… click Check Out at the bottom of the page

• If you want to book Breakfast Club at this point you can click Book another activity and repeat the process above then click Check Out

![Image of booking details]
• Now you can choose how you would like to pay, either with childcare vouchers/TFC or by card instalments/card

Pay by card – choose card instalment from the drop down box

• The total amount for the period will be spread out over monthly instalments ending in June 2020
- Your first instalment payment will be taken at the time of booking

Your first instalment payment will be taken at the time of booking. If you have some childcare vouchers too you can add those now e.g. £50.

- Read and accept the terms and conditions and then click go to payment
Pay by Childcare vouchers/TFC only

- Choose your provider from the drop down box and enter the monthly amount, which will be the total divided by 15 (the amount of months for the instalments April to June 2020)

- Click to accept T’s and C’s and click Submit Booking

A confirmation email for all bookings will automatically be sent via email.

- If you have set up monthly card instalments these will be automatically debited each month on the chosen date
- If you are paying by childcare vouchers please remember to set up your payments with your provider.

Information about bookings: www.classoftheirown.com/bookings