

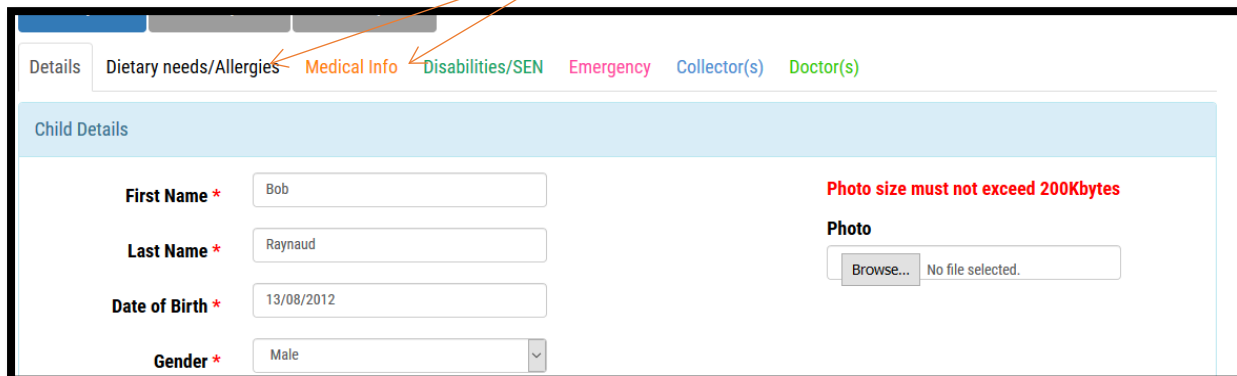
# **Booking Club Sessions**

**Guide for Parents/Carers**




# Booking Your Sessions

1. Go to [www.classoftheirown.com](http://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

**Welcome Emma** Help |  | Available credit

My Details | **My Centre(s)** | My Statement | Additional Account Holder(s) | Right to be forgotten

Select	Centre	Details	Location	Contact Details
<b>East_Sussex</b>				
<input type="checkbox"/>	Balfour	After School Club Only	Balfour Road BN1 6NE Brighton	Person in Charge: Sara Keane Email: admin@classoftheirown.com Tel: 01273 733 337 Mobile: 07795 265 496
<input checked="" type="checkbox"/>	Brackenbury		Locks Hill BN41 2LA Brighton	Person in Charge: Carol Goldsmith Email: admin@classoftheirown.com Tel: 01273 733 337 Mobile: 07933 798 119
<input type="checkbox"/>	Brunswick Infants		Somerhill Road BN3 1RG Hove	Person in Charge: Almu Calvo-Garcia Email: admin@classoftheirown.com Tel: 01273 733 337 Mobile: 07914 694 464

5. Click Book 



# How to Book

- Choose your activity i.e. After School Club

The screenshot shows three activity cards. The first card is for 'Brunswick Juniors - ASC' with a price of £13.60 per session. The second card is for 'Brunswick Juniors - BC' with a price of £4.80 per session. The third card is for 'Easter HC - Brunswick Juniors' with various pricing options for standard and extended days. Each card includes a 'Book Now' button and a 'Read More' link.

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

The screenshot shows the booking form for 'Brunswick Juniors - ASC'. Under 'I want to book', 'Eloise' is selected. Under 'For', 'After School Club' is chosen with a price of £13.60. The session '15:00 - 18:00 - £13.60' is selected. The start date is 'Tuesday, 23 Apr 2019' and the finish date is 'Wednesday, 22 Jul 2020'. Under 'On', 'Tuesday' and 'Thursday' are selected. At the bottom, it says 'Your chosen dates: Book Eloise for 15:00 - 18:00 on Monday and Wednesday between 23/04/2019 and 22/07/2020.'

- 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.

Administrator Ellie Copping is connected as Emma Raynaud (ID = 187314) Help | 🛒 | Available credit £126.00

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Your basket

Activity	Cost
<b>Brunswick Juniors - ASC</b> Selected Period From: 24/04/2019 To 22/07/2020 101 dates selected <a href="#">View all dates</a>	<b>£1,270.58</b> <span style="float: right;">🗑️</span>

Total incl. any discounts **£1,270.58**

Brunswick Juniors - ASC

**Recurring Booking (Contract) Wednesday After School Club**

Recurring Booking (Contract) (15:00 - 18:00)	Date	Participant	Total session cost:
	Wednesday 24/04/2019	<input checked="" type="checkbox"/> Eloise Rayna...	£666.74
	Wednesday 01/05/2019		
	Wednesday 08/05/2019		
	Wednesday 15/05/2019		

- 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

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Your basket

Activity	Cost
<b>Brunswick Juniors - ASC</b> Selected Period From: 24/04/2019 To 22/07/2020 101 dates selected <a href="#">View all dates</a>	<b>£1,270.58</b> <span style="float: right;">🗑️</span>

Total incl. any discounts **£1,270.58**

[Book another activity](#)
[Check out](#)



- Now you can choose how you would like to pay, either with childcare vouchers/TFC or by card instalments/card

The screenshot shows a booking summary for 'Brunswick Juniors - ASC' from 24/04/2019 to 22/07/2020, with a gross amount of £1,270.58. Below the summary is a cost breakdown table, a promo code field, a checkbox for 'I'll use childcare vouchers/tax free childcare', and a 'Payment options' section with a dropdown menu for 'Select your payment method'. An arrow points from the bullet point above to the checkbox, and another arrow points to the dropdown menu. At the bottom, there is a link to accept terms and conditions.

Activity	Gross
Brunswick Juniors - ASC (24/04/2019 To 22/07/2020)	£1,270.58

Cost Summary	
Total Booking	£1,270.58
Sub-Total	£1,270.58
Total To Pay	£1,270.58

Payment options

Select your payment method: --Select an option--

Click here to accept Class Of Their Own Terms & Conditions

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

This screenshot is identical to the one above, but the 'Payment options' dropdown menu is open, showing three options: '--Select an option--', '--Select an option--', and 'Card Payment'. The 'Card Instalment' option is highlighted in blue. An arrow points from the section header above to the 'Card Instalment' option. Below the dropdown is a 'Go to Payment' button.

Payment options

Select your payment method: --Select an option--  
--Select an option--  
Card Payment  
Card Instalment

Click here to accept Class Of Their Own Terms & Conditions

Go to Payment

- 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

### Card Instalment

You have chosen to pay by instalments, the full payment must be received before the end of the activity/holiday booked.

Please choose your debit date from the drop down list below, the system will automatically calculate the number of payments and the amount for each of them.

Total Gross: 1270.58

**A first payment by card of £79.41 will be taken now** the balance will be taken in instalments as per the schedule below

**Total Booking** £1,270.58  
**Childcare Payment** £0.00  
**Card Payment** £1,270.58

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Select Payment Day	1	Amount	CCV/TFC
25/03/2019		£79.41	£0.00
01/04/2019		£79.41	£0.00
01/05/2019		£79.41	£0.00
01/06/2019		£79.41	£0.00
01/07/2019		£79.41	£0.00
01/08/2019		£79.41	£0.00

- If you have some childcare vouchers too you can add those now e.g. £50

**A first payment by card of £32.54 will be taken now** the balance will be taken in instalments as per the schedule below

**Total Booking** £1,270.58  
**Childcare Payment** £750.00  
**Card Payment** £520.58

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider: TFC (Tax Free Childcare) Amount: 50 Remove

monthly

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below to make up the shortfall.

Monthly card instalments can vary when you book two different activities.

Please, use the booking reference when sending your childcare vouchers.

Select Payment Day	1	Amount	CCV/TFC
25/03/2019		£32.54	£0.00
01/04/2019		£32.54	£50.00
01/05/2019		£32.54	£50.00
01/06/2019		£32.54	£50.00
01/07/2019		£32.54	£50.00
01/08/2019		£32.54	£50.00

- Read and accept the terms and conditions and then click go to payment

01/05/2020	£32.54	£50.00
01/06/2020	£32.48	£50.00

[Click here to accept Class Of Their Own Terms & Conditions](#)

[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)

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider:

Amount:

monthly

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below to make up the shortfall.

Monthly card instalments can vary when you book two different activities.

Please, use the booking reference when sending your childcare vouchers.

Cost Summary

Total Booking	£1,270.58
Sub-Total	£1,270.58
Payment by childcare voucher(s)/tax free childcare	- £1,270.65
Remaining Credit	£0.07

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider:

Amount:

monthly

Payment Due	Amount
Apr-19	£84.71
May-19	£84.71
Jun-19	£84.71
Jul-19	£84.71
Aug-19	£84.71
Sep-19	£84.71
Oct-19	£84.71
Nov-19	£84.71
Dec-19	£84.71
Jan-20	£84.71

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

[Click here to accept Class Of Their Own Terms & Conditions](#)

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](http://www.classoftheirown.com/bookings)

