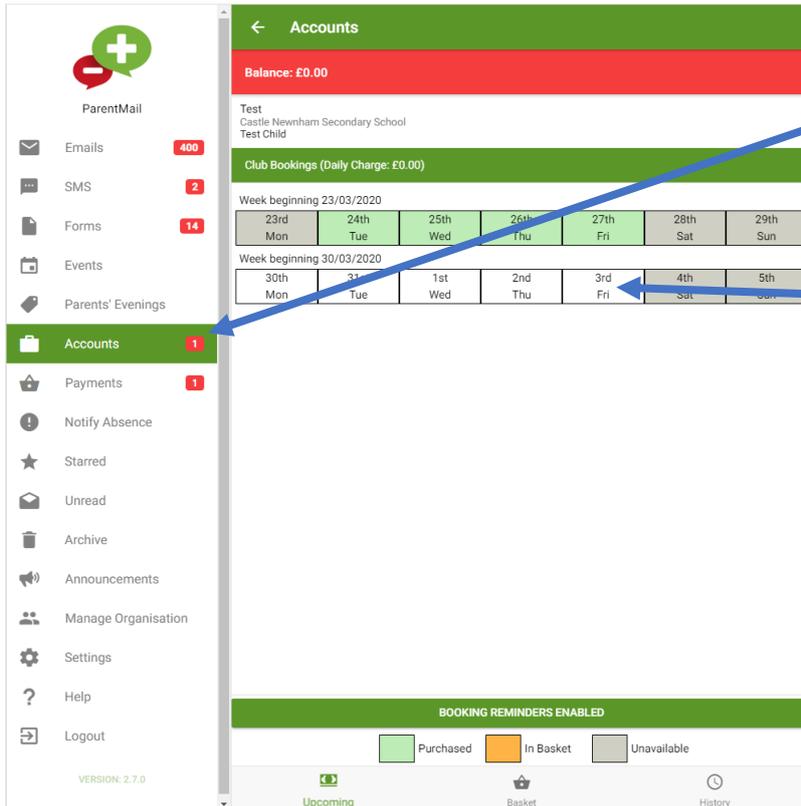
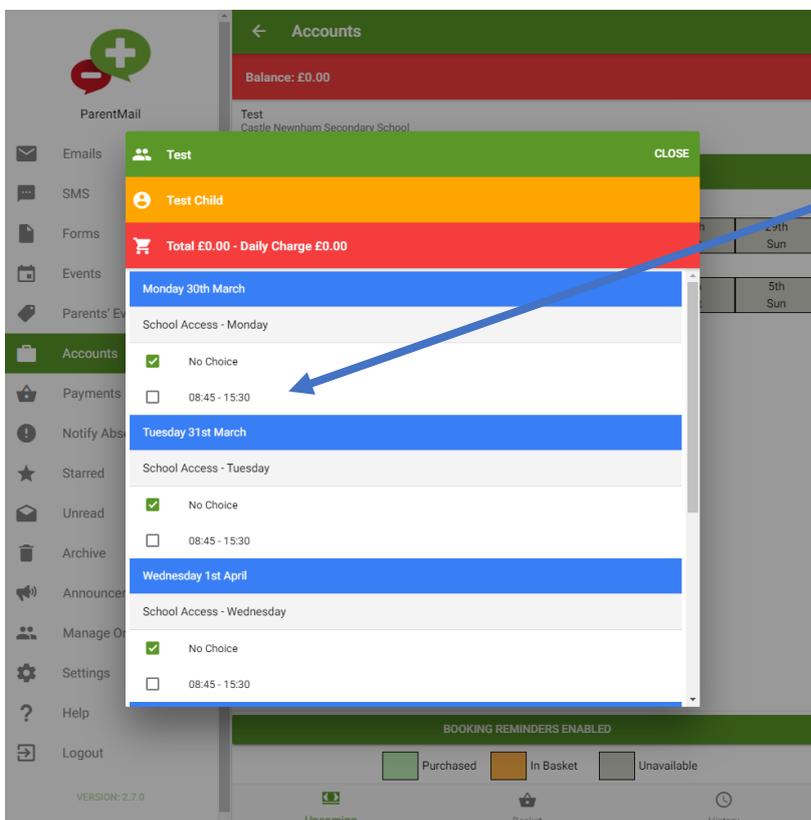


INSTRUCTIONS FOR BOOKING A CARE CLUB SESSION

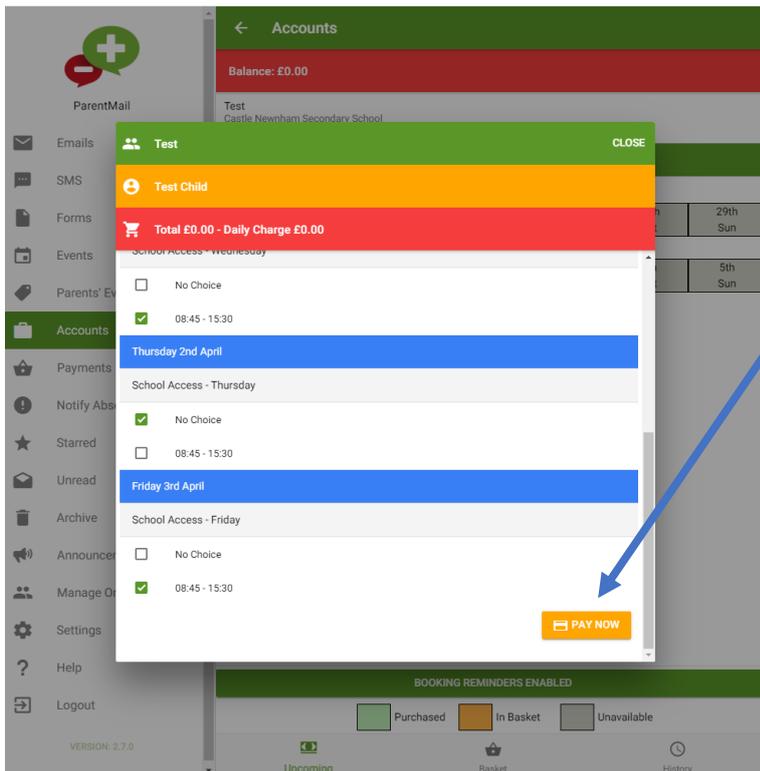


1. Please log into your ParentMail account as normal
2. Click on accounts tab
3. Select Big Care Club or Little Care club – Morning (AM) or Afternoon (PM) session as required
4. Click on the date that you need to book



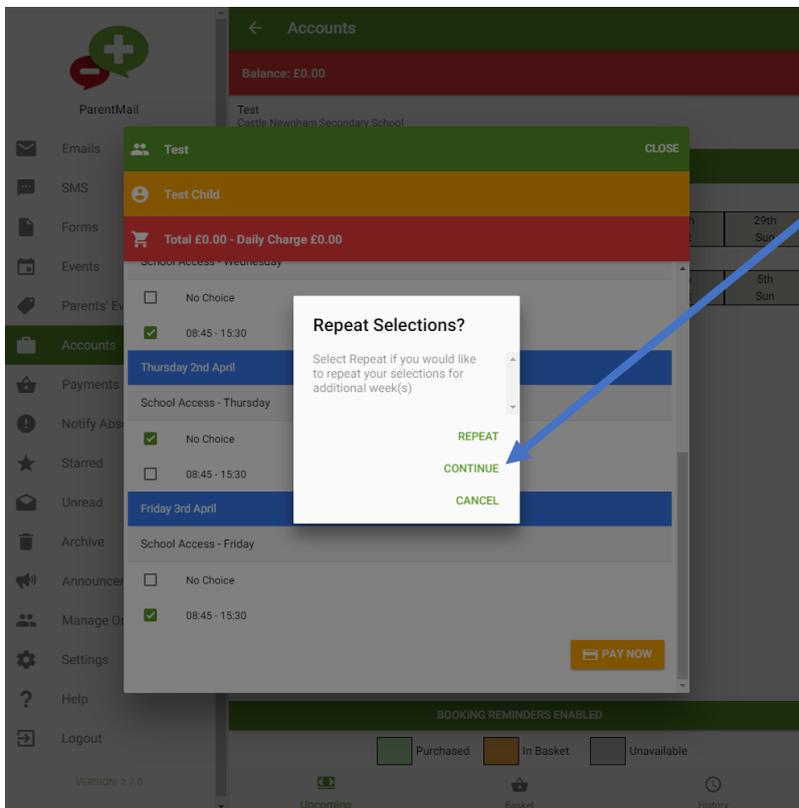
5. Select the days you need by ticking in the box next to the appropriate times

INSTRUCTIONS FOR BOOKING A CARE CLUB SESSION



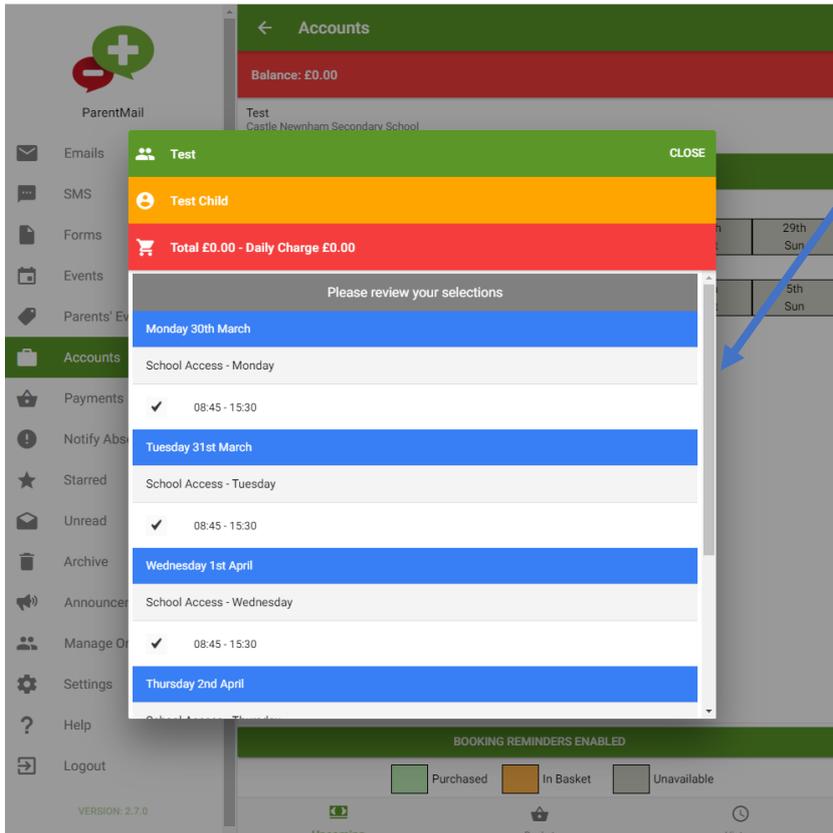
6. Select carefully and check your selection

7. When you have made your selection for the week, click 'Pay Now'.

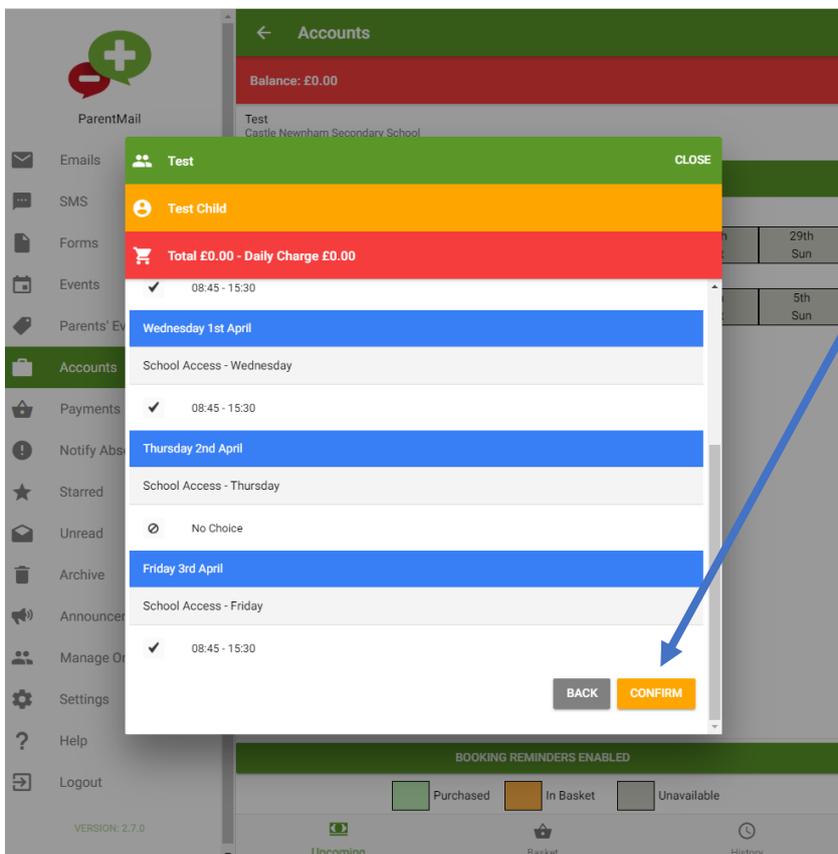


8. Select continue

INSTRUCTIONS FOR BOOKING A CARE CLUB SESSION

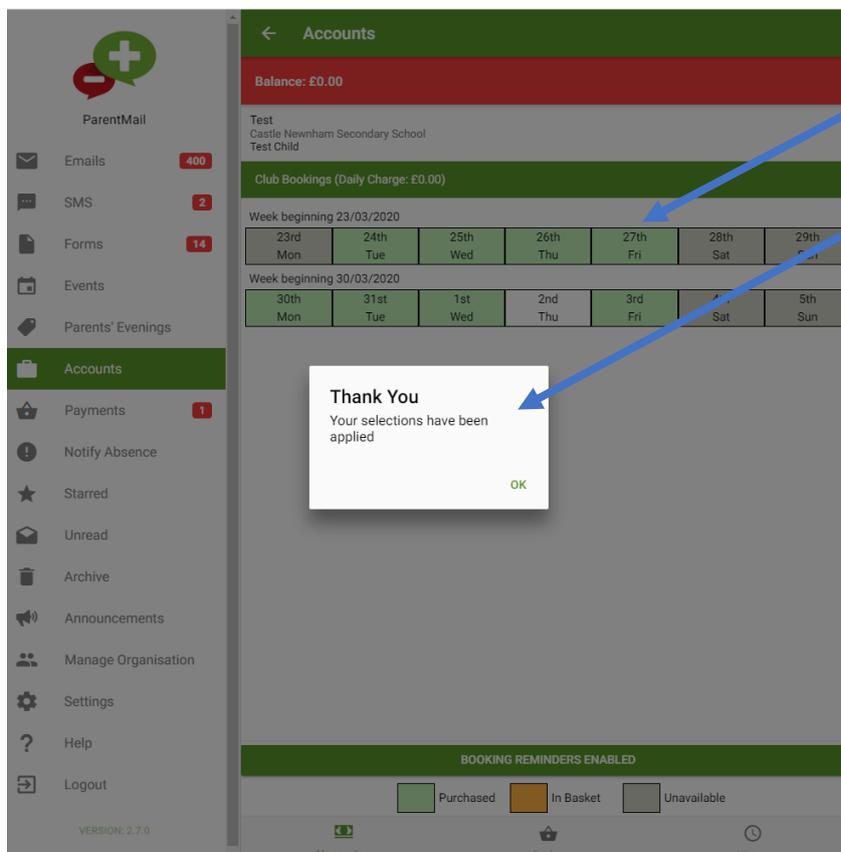
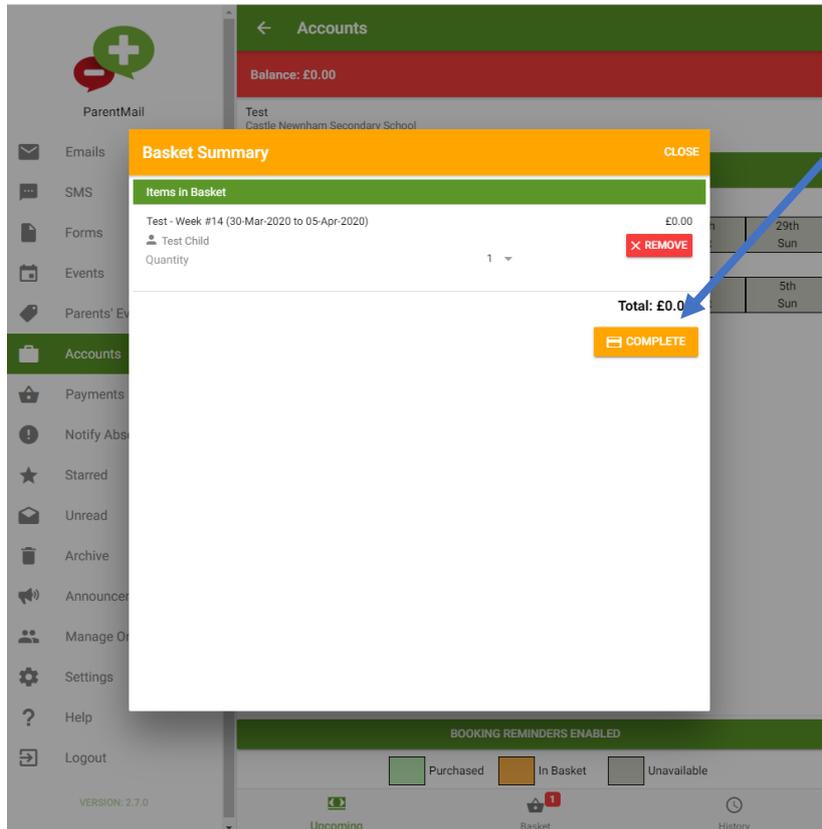


9. Check your selection is correct, make sure you scroll down using the grey bar on the side to view all the dates you have selected



10. Click confirm

INSTRUCTIONS FOR BOOKING A CARE CLUB SESSION



Please note that once you have made a booking, when you re-enter the booking screen, it will show you what you can book NOT what you have booked already.

The booking window closes 7 days before the start of the session. No more bookings or cancellations are permitted after the window has closed - you will be charged the full booking fee if you fail to cancel a session within 7 days of the session.