

- 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

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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







12. The dates highlighted in green are the dates you have selected

13. You will see this message to confirm your booking has been made

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.