

WELCOME TO KIDS CLUB HQ

<https://steppingstoneskidsclub.kidsclubhq.co.uk>



Follow the link above to reach our site. If you already have an account, login and follow the instructions below. Or if you're new to Kids Club, please click on 'Register for an account' and follow the instructions to register & book. For existing customer that need to add a new child, go to 'My Children' and click the 'Add Child' button.

BOOK YOUR SESSIONS:

There are 2 ways to book sessions. From the menu icon choose either '**Contracts**' or '**Bookings**'

CONTRACTS

Choose this option if you want to book the same regular days and sessions each week for the rest of the academic year.

Request a new contract...

If you need both Before & After School, do them as separate contracts. Select your child then click the green 'Next' button

Click the blue 'Add' button to select the day(s) you need, then the session, and then the start date (1/10/2022) **Book**

BOOKINGS

Choose this option if you only need the odd days/sessions, or if you need to book a one-off session on top of your contracted sessions.

Start a new booking...

If you need both Before & After School, do them as separate bookings. Select your child then click the green 'Next' button

Click on the blue 'Add' button to select the day(s) you need, and then the session. **Next**

The next screens will ask you confirm (or amend) parent/carer info, emergency contacts, passwords, medical/dietary info, and the parental consents.

You will get a thank you message and a confirmation email. Once we've approved your contract request at our end (usually within a few hours), you'll receive another email to confirm.

You'll be sent an email at the end of September letting you know how much you need to pay for October. (And again at the end of October for November, and so on!)

PAYMENT METHOD: When it's time to pay, there are just 3 payment options available: Childcare voucher, bank transfer or Tax Free Childcare Account. Choose your preferred option and follow the instructions. Once completed, you'll get a thank you message and a confirmation email. Then simply make the payment via the method you specified!

If you have any questions or problems, please contact Jo on 519507@nyey.co.uk