

How to make a booking & payment for The Nest on ParentPay. (if using a workplace voucher or the government tax free childcare scheme)

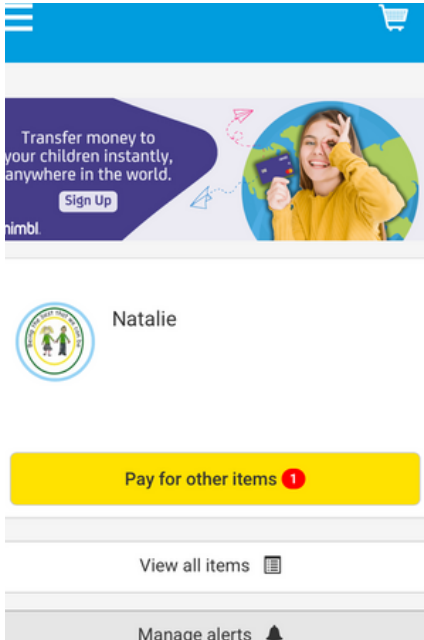
If paying by a workplace voucher or the government tax free childcare scheme.

- You will need to make your payment on the government/voucher scheme website. You can either manually work out what you owe yourself or if you select the sessions ParentPay will calculate how much you owe for each club.
- You then need to send a screenshot of your payment along with how many breakfast/ after school sessions you require to nest@larkfieldsinfant.org This will ensure we allocate the correct funds to each club.

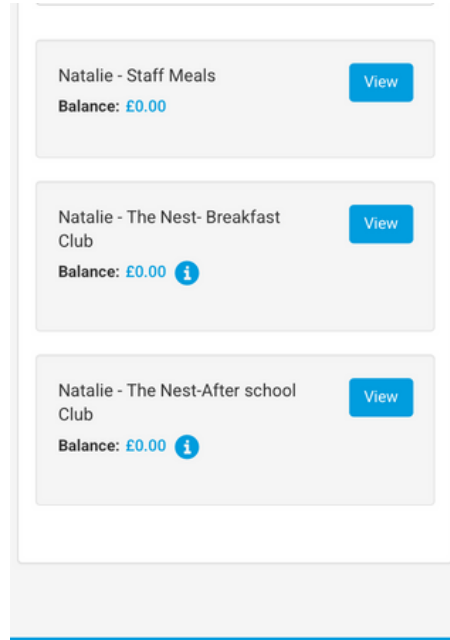
(Please note- the balance does not need to have cleared and it can be a future dated payment)

- School will then credit your nest account/s and let you know once this has been done via email
- You can then log onto ParentPay and make your bookings as you require. Please follow the steps below the only difference is you won't be prompted for payment as your account will already be in credit.

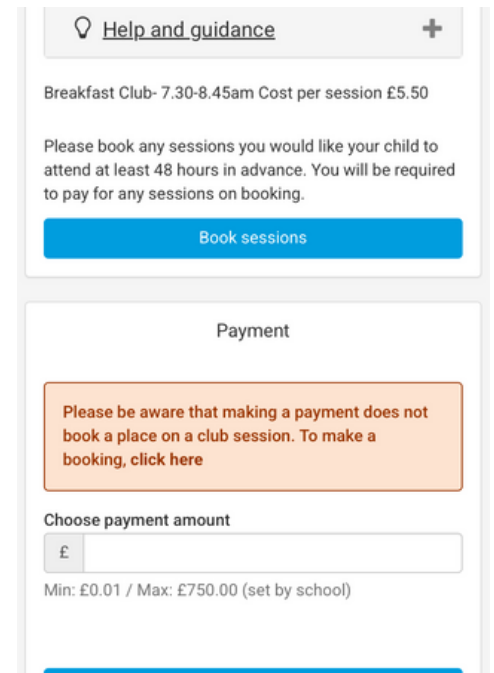
How to make a booking for The Nest on ParentPay



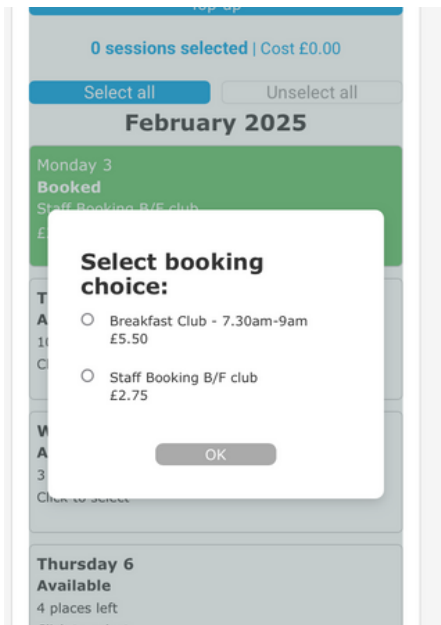
Log in and select the 'Pay for Other Items'



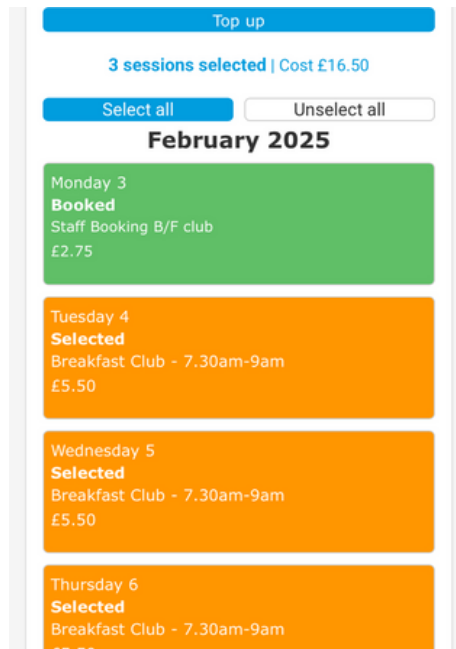
Click 'view' on the club you want to book sessions for



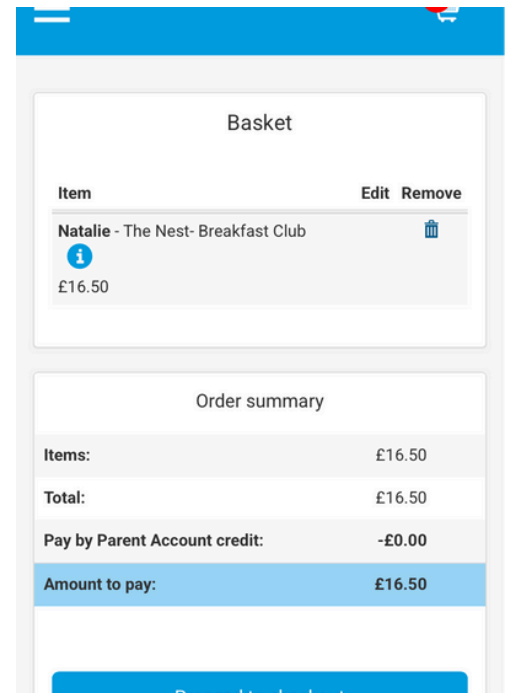
click 'Book sessions'



Select the booking option



Go through and highlight the dates you require and at the bottom select 'book selected sessions'



It will then prompt you to make a payment for the sessions you have selected. Please see guidance on how to view my bookings.