



Charlton Kings Infants' School

'The wings to fly, the confidence to try'



Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483
Email: secretary@ckis.org.uk

Head teacher: Katie James BA (Hons) QTS

6th June 2024

Booking for Kids Club wraparound provision throughout 2024-25

Dear Families,

We are pleased to inform you that Kids Club bookings for the 2024-25 academic year for all CKIS children (including Kindergarten children) will be available from **7.00pm on Tuesday 2nd July**.

If you already have a Magicbooking account, you will be able to book sessions for all children attending (or starting at) CKIS from 7.00pm on Tuesday 2nd July.

Please note that an overdue amount owed on your Magicbooking account will prevent you from booking any additional sessions for both this academic year or next. To avoid a delay in being able to book sessions for next year, please settle the overdue amount on your account as soon as possible, keeping in mind that depending on your payment method, funds may take up to five working days to be received and you will not be able to make a new booking until the overdue amount has been cleared.

If you do not yet have a Magicbooking account, we strongly advise you to access your account and make yourself familiar with the system prior to the sessions becoming available to book on the 2nd July. To access your Magicbooking account, [click here](#). The link to the portal can also be found on our website, [here](#). On your first visit to the page, click the 'Forgot Password?' hyperlink, enter your email address (make sure to use the same email address you have provided the school), and follow the instructions received in the email to create your password (check your junk folder if you don't see the email in your inbox). If you have any trouble accessing your account, please contact us via ckkc@ckis.org.uk.

Once you have logged into your account successfully, you will find several 'help' videos explaining more about the system and how to book your sessions; please do take a moment to watch these.

We would recommend that you book your sessions as soon as you can once the system goes live at 7pm on Tuesday 2nd July to give you the best opportunity to book your preferred sessions (they will be available on a first come first served basis). All sessions up until the end of the new academic year until July 2025 will be available to book.

Please also note that we require a month's notice to cancel sessions. Cancelled sessions with the correct notice period will automatically be credited to your account.





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Bookings: From your account, you will be able to make or cancel bookings, access past bookings details and payment history 24/7. All bookings must be made online through Magicbooking and are available on a first come first served basis.

Payments: If you book sessions over 34 days or more, you will have the option to spread the cost of your booking with a monthly instalment plan. Bookings for 33 days or less will require immediate, upfront payment. Please note if you pay by credit card, your booking is not secure until payment is received. Non-payment results in the system automatically cancelling your booking.

If you do select a monthly instalment plan, your payments will be equal every month making it easy to budget your expenses. If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

After making your first payment online at the point of booking, your following instalments will automatically be taken on the same date every month. You will receive a reminder 5 days before your payment is taken.

Childcare voucher and Tax Free Childcare (TFC): You will be able to integrate the element of Childcare voucher and TFC at the point of booking. The system will then give you the balance to pay based on how much you are planning to pay with the tax-free scheme. You will still need to set up the payment via your tax-free scheme to pay us.

More information about Kids Club and Magicbooking can be found on our school website, here; www.ckis.org.uk/kidsclub

Kind regards,

Katie James
Head teacher

