

Dear Parents and Carers

## 1. Bookings for 2024/25 – Existing Users

If you haven't already booked KS1 places for the new academic year you will need to do so as soon as possible as we will be opening bookings shortly for new reception children. You won't be able to access next year's bookings for KS1 via magicbooking until 7pm on the 17<sup>th</sup> April so if you need places please email your requirements to [ecclesallkids@gmail.com](mailto:ecclesallkids@gmail.com) and we'll get back to you.

We have waiting lists for all KS2 sessions except Friday Breakfast and Afterschool Club from September. You can book Friday sessions online but you will need to email us if you require places at any other sessions.

## 2. Bookings for 2024/25 - New reception children / New users

You will be able to book for new reception children and new users from

**Wednesday 17th April at 7pm**

At this stage places will have already been allocated (subject to availability / demand) to existing Kids Club users so only a limited number of places will be available for new starters.

All bookings will be 'subject to approval' to allow us to prioritise and manage demand for the remaining places. You will receive an email at the time of booking to confirm that we have received your booking request. Please note that **the booking you place is simply an expression of interest** in the sessions you would like to book, your place is **only secured when you receive confirmation that your booking has been approved.**

As per our Booking Policy, new reception parents who already have existing children booked into sessions from September 2024 will receive priority for any sessions that their sibling attends (subject to availability) before brand new club users are given access. Places within each priority group will be allocated on a 'first come, first served' basis.

**Places cannot be guaranteed for anyone especially on peak days and we will need to operate a waiting list for some sessions/days.**

**Prior to go-live you will need to** ensure that any new reception children are registered on magicbooking, otherwise it will delay your booking. If you haven't already registered, please do so now by going to <https://ecclesallkidsclub.magicbooking.co.uk>

When registering please ensure that all fields are completed including in the 'Childre' section

1. 'Main centre' is 'Ecclesall Kids Club'
2. 'School' is 'Ecclesall Primary School' and their current class 'Reception'
3. Date of birth
4. At least 2 emergency contacts (including yourself) are listed under 'Emergency'
5. Everyone who might collect your child is listed under 'Collectors'. You must have at least 2 collectors recorded.
6. The name and address of a GP is recorded
7. All the permission fields in your child's profile are completed including answering 'Yes' or 'No' to all consents.

If you are an existing user with an outstanding balance you will also need to ensure that all current monthly payments are up to date, as **an overdue balance greater than £50 means that you will not be able to book** your 2024-25 sessions.

A simple guide on 'How to Book' is attached and we recommend that you familiarise yourself with the contents before the go-live date.

Janet Brown

Club Administrator  
Ecclesall Kids Club