Buddies Day Care Booking System

Step by Step Parents' user guide

ONLY OUR PARENTS WHO WISH TO USE BUDDIES BREAKFAST/MORNING CLUB or NEW AFTER SCHOOL DAYCARE NEED TO FOLLOW THIS (This is nothing to do with our after school extracurricular clubs)**. YOU CAN REGSITER LATER IF YOUR NEEDS CHANGE or IF YOU JUST CHANGE YOUR MIND**

Dear Parents,

The introduction of this website will allow us as a school to effectively manage all bookings and payments for *Buddies* the new name for our previous *Morning Club* and new extended after school Homework/Day Care provision. Parents can be made online with this system and our parents who use tax efficient childcare voucher schemes through their employer can now use these vouchers to pay for morning and afternoon clubs at *Buddies*. I hope you find this system as easy to use as our current ParentMail system and if you do have any difficulties please do not hesitate to contact us through our school office email: office@whiteabbeyps.co.uk and we will respond as quickly as possible.

Kind regards,

Step1: Register

Go to: https://buddies.magicbooking.co.uk/Default.aspx Select 'Create an account' under *New to our Service?*

Create your account with a valid email address as you will be asked to validate it via a link received by email. **Only one account per familly should be created.**

Then fill in the form shown below and follow the process on the screen.

Once you have completed the registration process, an email will automatically be sent to you. Open the email and validate your account by clicking the link.
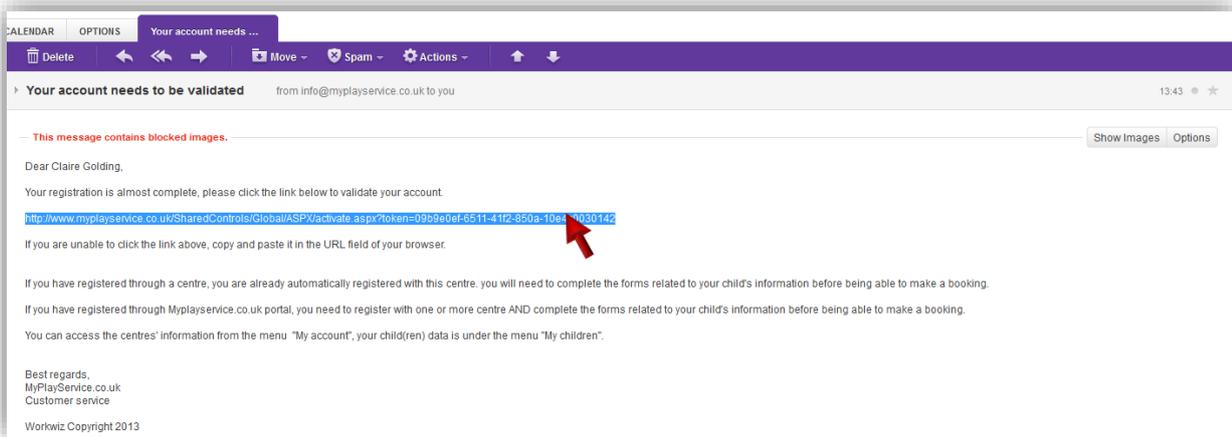
If the link is not active, copy and paste it into your browser address bar and click "Enter".

Then follow the steps below.

STEP 2: Review your details

Go to "My Account", review and complete missing data, (address, contact details and mailing preferences).

Step 3: Register your children

You now need to add your child's details, click "Add child". Complete the first form (shown on the right), then save.

Now, click each tab (Medical Info, Disabilities, Emergency contacts, Collectors and Doctors) and complete the forms (see below). Only Emergency, Collectors and Doctor are compulsory.

Medical information, Medication & allergies

Click "Add" in the relevant section to add medical conditions, medications or allergies. You can add more than one in each section if needed. <u>Make sure you complete all details, including emergency treatment if relevant, as it is important for your child's wellbeing and safety that staffs are aware of any health problems or medications your child might have or need.</u>

Disability & Special Needs

Again, <u>it is important for your child's wellbeing and safety that staffs are aware of any disabilities or Special Needs your child might have.</u> Hiding such information may result in your child being turned down at the door if no resources are available to provide adequate care to him/her.

Emergency contacts and Collectors

When you register, your contact details are automatically added on both the Emergency and Collectors lists, however it is advisable to add another emergency contact in case you are not reachable in the event of an emergency. Some organisations impose more than one emergency contact; if it is the case you won't be able to make a booking until you have entered the requested number of contacts.

You <u>can't</u> use the same phone number for two emergency contacts.

Doctor

This is the contact details of the Surgery your child is registered with.

__Note:__ When you register a second child, additional contacts (collectors, Emergency contact and doctor) can be reused. Simply tick the relevant check boxes at the bottom of the child's details form, so you won't need to re-enter the same information again.

STEP 4: Book an activity

Once you have completed the above steps you can book activities online. The system automatically checks your child's age group and you will only be offered activities available for the child(ren) selected.

Remember if you do have any difficulties please do not panic or hesitate to contact us through our school office email: office@whiteabbeyps.co.uk and we will respond as quickly as possible.