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King's Academy College Park

A King's Group Academy

Headteacher: Mrs R Carlyle

Dear Parents and Carers,

Here at KACP, we understand how important before and after school care is for so many of our families. With this in mind, we are reviewing our booking system in order to help 'Kids Club' run smoothly and maximize availability.

After much consideration, we are now going to an online booking system. Bookings can be made through ScoPay, our current online payment system. Bookings will be taken once a month, in advance and can only be made if the account has enough credit to cover the bookings. This will allow 'Kids Club' to manage registers and staffing effectively and efficiently.

Payment options

Option 1 – Online using ScoPay

Option 2 - Child care vouchers

Childcare vouchers will be updated on the Thursday before Online Bookings open. To ensure we receive the payment in time you will need to request it to be sent at least three days prior to this.

Booking your place

The online booking system will be open 5 days before the end of the month unless this falls within a School holiday, in this instance bookings will open 5 days before the holiday.

For the Month	Date 'Online Bookings' Open	Date 'Online Bookings' close.
February	Monday 24 th January	Friday 28 th January
March	Monday 14 th February	Thursday 17 th February
April	Monday 28 th March	Thursday 30 th March
May	Monday 25 th April	Friday 29 th April
June	Monday 23 rd May	Thursday 26 th May
July	Monday 27 th June	Thursday 30 th June
September	Monday 18 th July	Friday 22 nd July

A guide on how to book your spaces can be found here;

<https://scopay.atlassian.net/wiki/spaces/SCOPAY/pages/93421569/Guides+for+Parents>

Best wishes,

Mrs Carlyle

Headteacher