

# Funtime Zone

Funtime Zone (FTZ) is our wrap round childcare, providing care from 7.45am – 5.30pm every day. The club is run by the school, 3 teaching assistants run the sessions supported by a manager.

The breakfast slot is available from 7.45am until school starts and children can be dropped off at any time during that hour at a cost of £4.00 and includes a healthy breakfast.

After school care is available up to 5.30pm and is bookable in hourly slots at £4.00 for 3.30pm-4.30pm or 4.30pm-5.30pm if your child is partaking in a school run club, or for the full 2 hours at £7.00. It includes a healthy snack which is varied, including sandwiches, veg sticks, wraps, tea cakes, fruit loaf, etc.

All booking is done online and can be paid for by either debit or credit card on booking or childcare vouchers (please email to check we are registered with the voucher company you use). This can be booked a half term in advance. The next half term is released the week before the end of the current half term.

If you wish to use the Funtime Zone you must register on the system and complete the registration process, full details are on the website below:

<https://killinghall.childcare-online-booking.co.uk>

All enquiries should be directed to the Funtime Zone Manager (Helen Potter) at [funtimezone@killinghall.n-yorks.sch.uk](mailto:funtimezone@killinghall.n-yorks.sch.uk)

## **Users Guide for Childcare on line booking system (Cob)**

Enter the full address in your browser to access the system and create your log on, complete all details for child/children, it is essential to complete all details or the system will not allow you to book any place.:

<https://killinghall.childcare-online-booking.co.uk>

Once you have completed the registration process, you will see the option on your main page BOOK NOW

It will take you onto another page where you can select child (if you have more than one using the club) everything else should be selected for you.

At the bottom of the page there is a calendar of dates where you simply click to tick saying that is the session you require.

Please be aware that for after school sessions there are three options, 15.30-16.30, 15.30 – 17.30 and 16.30-17.30. The 16.30 – 17.30 slot is for children who have used a school based club then move into FTZ for the last hour of the day. It is your responsibility to book the correct slot, failure to do so may result in an admin charge.

Once you have made the booking you require for each week, click on ADD TO BASKET, repeat the process until you have booked all the sessions required proceed to make payment, all payments must be made by credit/debit card via stripe unless you have notified FTZ admin that you are planning on using childcare vouchers.

Once payment has gone through your main screen will show your bookings in a box on your dashboard screen.

You are able to book a session up to 24 hours before the session, after that time no more bookings can take place.

To cancel a session, you log on to your account as normal then on the tool bar there is an option BOOKING, if you click on this title it will take you into a screen that lists all your bookings with the option at the side of each booking of CANCEL/REFUND, if you follow the steps through the system will refund and credit the amount onto your account where it will sit until you make another booking. You must cancel over 24 hours before the session or the charge will still occur. In the case of illness and exceptional circumstances the administrator of FTZ will issue a refund on to your account..

If you wish to use childcare vouchers please email the administrator for full details.

EMAIL ADDRESS [funtimezone@killinghall.n-yorks.sch.uk](mailto:funtimezone@killinghall.n-yorks.sch.uk)