

# How to Book Childcare Sessions

## Discover how to book childcare sessions for your children via Beehive

Booking childcare sessions is simple using Beehive, but you need to add funds before you can book.

### Booking Sessions via Beehive in a Web Browser

To book childcare sessions using the Beehive Web Browser, take the following steps:

- Click on '**Childcare**' from the main menu on the left.
- Click on the '**Clubs**' tab. This will show a list of active clubs at your child's school.
- Find the club you want to buy sessions for and click on '**Sign Up**'. If there are no space left, this will say '**Fully Booked**' instead.
- A window will pop up - if you have more than one child at our schools then you can choose which child to book for first.
- Choose the sessions you want to sign up for by choosing the time you want to book. You can also click on '**All Sessions**' to select all sessions. Click on '**Next**'.
- You can then enter additional details such as the parent/carer who will be collecting your child after the sessions.
- If you have enough credit for the booking, you will be taken to a confirmation page. If you do not, then you will be prompted to add more funds.

**Please note that if you need to add extra funds, your booking will not be complete until you pay for the funds by credit or debit card.** Once payment is made, this does not automatically complete the booking and you will need to go back to the booking page and finish signing up for the sessions.

### Booking Sessions via the Beehive Mobile App

To book childcare sessions using the Beehive mobile app, take the following steps:

- Tap on '**Pastoral**' tab at the bottom of the main view
- Navigate by swiping the top tabs until you see '**Childcare**'
- Navigate the tabs under the Childcare screen and click on '**Booking**'
- The booking wizard will appear. Choose the club you want to book onto

- A list of available sessions will appear. Choose the session(s) you want to book onto by clicking on the 'Not Signed Up' for each date and choosing the required option
- When you have finished choosing sessions, click on '**Next**' at the bottom of the screen
- A confirmation screen will appear for you to check the details of your booking before completing

Note that if you do not have enough credit to cover the cost of your chosen sessions, you will be prompted to add extra funds.

If you have any issues when booking or paying please contact [beehivesupport@lionhearttrust.org.uk](mailto:beehivesupport@lionhearttrust.org.uk)