

How to Topup Your Childcare Account

Find out how to add funds to your childcare account for booking clubs and wrap-around care

Before you are able to book childcare sessions, you will need to add funds to your childcare account. These funds can then be used to book and pay for the childcare sessions. Funds can be added in three ways, which are described below:

- By credit or debit card
- By using childcare vouchers
- By using pupil premium funding

Adding Funds by Card

Adding childcare funds to your Beehive account by credit or debit card payment is quick and easy.

To add funds via **Beehive on a web browser**:

- Log into Beehive at <https://beehive.lionhearttrust.org.uk>
- Navigate to the **Childcare** area. This is accessible via the main menu on the left.
- Click on the **Add Funds** tab
- Choose the required amount of funds to add - the options are displayed for you to choose from
- Once you have chosen, this amount will be added to your basket
- Proceed to the checkout and make payment

To add funds via the **Beehive mobile app**:

- Open the app and go to the **Childcare** tab
- Choose the required amount of funds to add - the options are displayed for you to choose from
- Once you have chosen, this amount will be added to your basket
- Proceed to the checkout and make payment

Once payment is made, the funds should be available within a few minutes.

Adding Funds Using Childcare Vouchers

If you are in receipt of childcare vouchers, or buy them using a salary-sacrifice scheme, then these can be used towards paying for your childcare sessions in Beehive. Once you have bought or received your vouchers, please let your school know as soon as possible.

When the school has verified the funds have been received from your childcare voucher provider, these will be added to your childcare balance. They will then be available to use towards booking your childcare sessions. **Please note that it can take 2-3 days for funds to be received from childcare providers**, so please bear this in mind when booking your sessions.

For those with childcare voucher providers that require confirmation of booked sessions before releasing funds please contact the school office with the following information:

Name of child

Childcare voucher provider

Reference number

Required sessions including all dates and times

Pupil Premium Funds

If your child is in receipt of pupil premium funding this can be used towards childcare sessions. If you require funded sessions, please contact the school office with the following information:

Name of child

Required sessions including all dates and times