

**Please note: before booking any Tree Tops sessions you must complete and submit the 'Tree Tops Home/School Agreement 2018/19'**

**How to order and pay for Tree Tops via ParentPay**



- Go to [www.ParentPay.com](http://www.ParentPay.com) and logon.
- From the homepage click on 'Make meal bookings' for the appropriate child.
- Select 'Tree Tops After School full session', 'Tree Tops After School half session' or 'Tree Tops Breakfast session' and the week commencing date from the dropdown boxes, then click on 'Make bookings'.
- For each day that you wish to book that session, click on 'Book a session'. Click 'next week' to move straight onto subsequent weeks. When you have made all your selections, click on 'Confirm bookings' at the bottom of the page.
- When you click 'Confirm bookings' each time, the page will navigate to the basket for payment. You can choose to pay straight away or continue shopping for different sessions or for further weeks or additional children.
- **Take care** not to book a full After School session and a half session on the same day.
- **Note that you must pay within 2 hours of confirming your booking or it will be cancelled!**
- If you are paying with childcare vouchers, cash or cheque you will need to pay a deposit equivalent to one month of sessions to facilitate advance booking on ParentPay. Please refer to the School Bursar for details.

**Booking deadline**

- Booking for each half term opens in the penultimate week of the previous half term. In most cases you can book ahead for the entire half term if you wish.
- The standard cut-off deadline for booking is **midnight 3 full days beforehand.**

Monday sessions	book by midnight on Thursday
Tuesday sessions	book by midnight on Friday
Wednesday sessions	book by midnight on Saturday
Thursday sessions	book by midnight on Sunday
Friday sessions	book by midnight on Monday

**Questions?**

Please don't hesitate to contact us on:  
**[treetops@@fernhill.rbksch.org](mailto:treetops@@fernhill.rbksch.org)**  
or by phone with any questions or comments.