

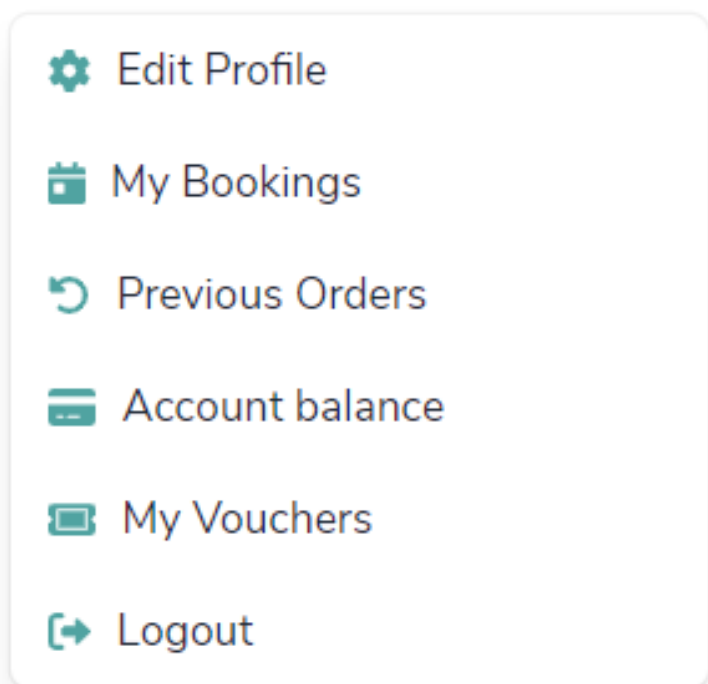
If you pay for some or all of your child's out of school club sessions using any type of childcare vouchers, please note the following:-

From January there will just be one option for After School Club and another for Breakfast Club and you can pay either the full amount using a voucher, or partially pay using a voucher and pay the remainder with a card.

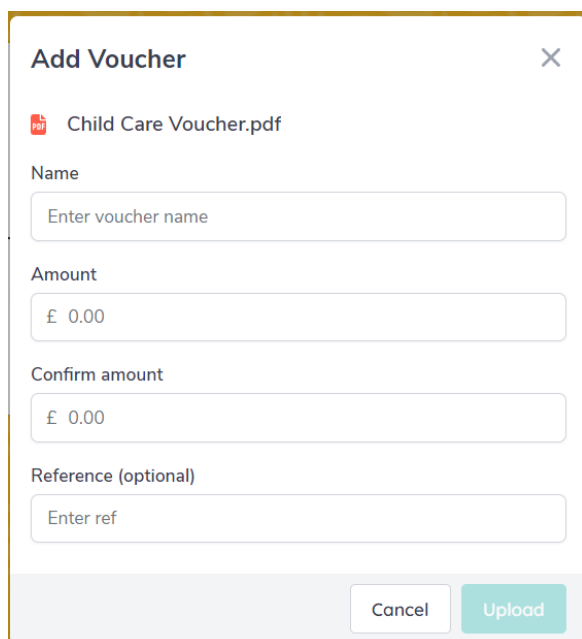
You are able to upload vouchers in advance to your account, or upload them when you go to check out an out of school club booking.

1. **To top up your account in advance**, take a screenshot of your voucher or an email confirmation of the remittance.

2. From the dashboard in your School Spider App, click the menu (3 dashed lines top right), scroll down to **View Profile**, click on that and then select the '**My Vouchers**' option as shown opposite.



3. Upload the voucher as shown below.



The screenshot shows a modal window titled "Add Voucher" with a close button (X) in the top right corner. Below the title, a PDF icon and the filename "Child Care Voucher.pdf" are displayed. The form contains four input fields: "Name" with a placeholder "Enter voucher name", "Amount" with a value of "£ 0.00", "Confirm amount" with a value of "£ 0.00", and "Reference (optional)" with a placeholder "Enter ref". At the bottom of the form, there are two buttons: "Cancel" and "Upload".

This voucher can then be used for future out of school club bookings.

When you go to checkout your out of school club sessions, and if you have already uploaded vouchers, you can then choose which voucher you wish to apply to this payment.

If you haven't uploaded any vouchers in advance, but want to pay using your vouchers at checkout, then you can click the '**Add Voucher**' option and proceed as above in step 3.

Please note that childcare vouchers can only be used to pay for out of school clubs, so if you have other items in your basket (ie: dinners/trips etc), you will only be given the option to pay for the out of school clubs via vouchers. Other products will need to be paid for in the usual way.