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Booking Early Birds and Night Owls using childcare vouchers

How to Book School Clubs Using Childcare Vouchers or Tax-Free Childcare

You can use Childcare Vouchers or Tax-Free Childcare to pay for nursery and Early Birds and Night Owls wraparound care through ParentPay. However, **ParentPay does not support direct voucher payments at checkout.**

Instead, you must transfer the funds to the school through your voucher provider. The school will then manually add the payment as credit to your ParentPay account.

Booking and Payment Steps

1. Transfer the funds through your provider

Log in to your **Childcare Voucher** or **Tax-Free Childcare** account.

Send the payment to the school's bank account, making sure you include:

- The school's **reference code**
- Your child's **name and details**
- The correct payment amount

Use the payment instructions provided by your school or voucher provider.

2. Notify the school office

After making the transfer, email the school office at EBNO@perton-first.staffs.sch.uk

Include:

- Your child's full name and your tax-free voucher code
- The amount transferred for breakfast club
- The amount transferred for after school club
- The amount transferred for nursery fees
- The date of the transfer
- Any payment or transaction reference provided by your voucher provider

This allows the school to identify the payment and allocate it correctly.

3. Wait for confirmation

The school will manually credit your ParentPay account. Please note, this process can take a number of weeks.

Once this has been completed, the payment will appear as credit in ParentPay under the relevant club or payment item.

Allow time for the school to process the transfer before attempting to make a booking.

4. Make your booking in ParentPay

Once the credit has been added:

1. Log in to **ParentPay**.
2. Select **Clubs**.
3. Choose the required club or service.
4. Use the calendar or booking feature to select your sessions.
5. Apply your credited balance to complete the booking.
6. Check that your booking has been confirmed.
7. Booking terms and conditions apply.

Important to Remember

- Do **not** try to pay directly with childcare vouchers at the ParentPay checkout.
- Funds must be transferred through your voucher provider first.
- The school must manually allocate the payment to your ParentPay balance.
- Always include your child's details and the school's reference code with the transfer.
- Email the school office after making the payment, with full details.
- You can book sessions only after the credit has been added to your ParentPay account.