

## The Beehive - **MAGIC BOOKING** – NEW ONLINE BOOKING SYSTEM

We are very excited to introduce our new online booking and payment system called *MagicBooking*. This will particularly suit parents with shift patterns and irregular booking requirements and give much more flexibility.

Using *MagicBooking* will give parents full control over their accounts. All childcare vouchers are accepted as a method of payment, as well as debit and credit cards. Cash will only be accepted in exceptional circumstances and by prior arrangement only. Attached is a copy of the revised Admissions and Fees Policy, which you will need to accept as part of the registration process. Ensure you read the policy, as it explains booking terms and cancellation period. *Please note that sessions paid with childcare vouchers will not be cleared from your account until we have received the voucher payment, and could stop you from booking further sessions. Therefore, make sure you release your voucher payments as soon as you've made the booking in order to clear your account. You can also make an overpayment with vouchers or card at the time of a booking in order to log a credit on your account, which would keep your account clear for adhoc bookings.*

**Please follow the link below to register with *MagicBooking*. You must complete this registration and booking process before the start of the September term otherwise your child will not be on the Register. You will need to book your children's sessions – your existing booking with us will not be transferred to *MagicBooking*. Please note that this system will now be generating our daily Registers.**

<https://thebeehive.magicbooking.co.uk>

Siblings can be added to the same account. Make sure you add all the names of people who could be collecting your child.

**Please clear any outstanding payments for this current term as soon as possible.** Parents with current credit on their accounts – your credit will be applied to your Magic Booking account before the start of term.

We hope that this transition to *MagicBooking* will be as smooth as possible. If you have any questions or problems with your registration, please direct your enquiry to **thebeehivemb@gmail.com**

Regards,

Kerry Phillips

**Director**

**The Beehive**