



Guidance on how to pay and book pre and after school care sessions on Beehive

How to add funds to your childcare account for booking pre and after school 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.

Adding Funds by Card

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.

Using Childcare Vouchers

If you are in receipt of childcare vouchers, or buy them using a salary-sacrifice scheme, then these can be used to pay for your pre and after school sessions. Please contact Badgers Sett badgersett@brockshill.org.uk to let them know in advance that you will be paying via this method. You only need to do this once.

When the school has verified the funds have been received from your childcare voucher provider, these will be added manually to your childcare balance.

How to book pre and after school care sessions via Beehive

Booking childcare sessions is simple using Beehive, but you need to add funds **before** you can book. Please note bookings are **available weekly, monthly or termly**. We require at least 48 hours notice for bookings and 28 days notice for cancellations. Spaces are limited and priority is given to regular Badgers Sett users.

Booking Sessions via Beehive in a Web Browser

To book using the Beehive Web Browser, take the following steps:

- Click on '**Childcare**' from the main menu on the left.
- Click on the '**Clubs**' tab. This will show a list of active clubs at your child's school.
- Find the club you want to buy sessions for and click on '**Sign Up**'. If there are no space left, this will say '**Fully Booked**' instead.
- A window will pop up - if you have more than one child at our schools then you can choose which child to book for first.
- Choose the sessions you want to sign up for by choosing the time you want to book. You can also click on '**All Sessions**' to select all sessions. Click on '**Next**'.
- You can then enter additional details such as the parent/carer who will be collecting your child after the sessions.
- If you have enough credit for the booking, you will be taken to a confirmation page. If you do not, then you will be prompted to add more funds. **Please note that if you need to add extra funds, your booking will not be complete until you pay for the funds by credit or debit card.** Once payment is made, this does not automatically complete the booking and you will need to go back to the booking page and finish signing up for the sessions.

Booking Sessions via the Beehive Mobile App

To book using the Beehive mobile app, take the following steps:

- Tap on '**Pastoral**' tab at the bottom of the main view
- Navigate by swiping the top tabs until you see '**Childcare**'
- Navigate the tabs under the Childcare screen and click on '**Booking**'
- The booking wizard will appear. Choose the club you want to book onto
- A list of available sessions will appear. Choose the session(s) you want to book onto by clicking on the 'Not Signed Up' for each date and choosing the required option
- When you have finished choosing sessions, click on '**Next**' at the bottom of the screen
- A confirmation screen will appear for you to check the details of your booking before completing
- If you have enough credit for the booking, you will be taken to a confirmation page. If you do not, then you will be prompted to add more funds. **Please note that if you need to add extra funds, your booking will not be complete until you pay for the funds by credit or debit card.** Once payment is made, this does not automatically complete the booking and you will need to go back to the booking page and finish signing up for the sessions.

If you have any issues registering for Beehive please contact

beehivesupport@lionhearttrust.org.uk.

Any other queries should be directed to Badgers Sett badgersett@brockshill.org.uk