



How to Enrol your Child

We use an online system, **Aimy Plus**, to manage the way we look after your bookings, The online software has many benefits including your very own **Parent Portal** where you can:

- Register and enrol your child/ren
- Book
- Make payments – Direct Debit & Credit Card
- Update your personal information
- View bookings
- View invoices

This process should take 10 minutes and the good news is you will never have to fill out another registration/enrolment form with us ever again!

Here's what you need to do:

1. Go to our website: www.kidsafterschool.co.nz
2. Click the book now button, which will take you to the registration page.
3. Once you reach the registration page, click the purple “new parent” button.
4. Follow the registration process and enrol your child/ren.
5. After this has been done, click the dashboard in the Menu Bar at the top of the screen, **now you can make a booking.**
6. Click on the “make a booking” button and complete the booking into the desired programme.
7. Please be aware if you select to book per term, you will need to go back in prior to the next term starting and rebook your child. Selecting your booking for the full year, ensures your child's booking carries through each term, you can always amend the booking at a later date.
8. Once completed, your booking is now pending and will be confirmed within 24 hours.

Next – enjoy exploring your Parent Portal and finding out all the things you can do and see.

If you have any queries with regards to enrolling your child, or require assistance, please contact the office on 09-236-4078 we will be happy to guide you.

Kind regards

The Team at
Kids After School
Ph: 09-236-4078