

Parents Guide for School's Out Online Booking System (Libacura)

Registering

To register to use the system, please follow the link from the Before and After School page on the website. (Life at School/Before and After School Club). You will be directed to a registration screen. Please complete ALL of the details and click on the Register blue button.

You will be sent an email to the address you quoted to complete the registration process. Follow the instructions and set up a password to log into Libacura. Once your log in is activated, you will use your email address and password to log into Libacura.co.uk. It is suggested that you bookmark this page so you can easily return in the future.

Please complete all the registration details including emergency contacts, dietary or medical information, and also, a safe word that can be used if you ask someone other than your regular nominated people who can collect your child.

Following completion of the registration you will be asked to make a payment, however the minimum amount that can be paid on line is £10.00 therefore you will need to book sessions before making payment.

The screen shots below are examples therefore club names/costs may differ to those being offered by Milborne St Andrew First School.

Welcome Screen

On the welcome screen, there are three tabs – Accounts, Bookings and Registration. The Account screen is the default screen and will show you the dates, clubs and fees due currently. This is also the screen where you can make a payment (the blue box).

Milborne St Andrew's Out

Account

Bookings



Registration

Account

Reference: McDermott/7463

Balance: £45.50 (debit)

Make a payment

Date	Description	Fee due £	Amount paid £	Balance £
27 Mar 2015	 Breakfast Club Spring Term 2015	10.50		10.50
13 Apr 2015	 After School Club Spring Term 2015	35.00		45.50

CR indicates a credit balance

Bookings

Click on the Bookings tab from the home screen, or on the blue highlighted text (circled in red above). Your bookings will appear as below. The clubs running at a given point in time have a solid purple bar alongside them. You will be able to book on line up to 2 days prior to the day required. Outside these times, please call the school office.

Bookings

Click on a club to view, change or create a booking.
Key: Club running now Booked Locked

After School Club

Summer Term 2015
13 Apr 2015 – 23 Jul 2015

Spring Term 2015 Booked
23 Feb 2015 – 27 Mar 2015

Breakfast Club

Summer Term 2015
13 Apr 2015 – 23 Jul 2015

Spring Term 2015 Booked
23 Feb 2015 – 27 Mar 2015

Holiday Club

Holiday Club - Easter
30 Mar 2015 – 10 Apr 2015

If you click on one of the clubs above, e.g. After School Club Spring Term 2015, you will see a screen like the one below. This shows a calendar with green highlighted dates to indicate if you have a booking on that day. There is also a list of booked places and you can also download booking details if you wish (see the pdf symbol below). This screen will also show the current value of bookings for this club for this period.

Booking: After School Club Spring Term 2015

Account reference: McDermott/7463
Booking cost: £35.00

Information for parents

After school club from 3.30pm to 6.00pm (variable charges) to 27th March

Change this booking

Booked places

Date	Child	Session type	Cost £
Tuesday 24 Feb 2015	Erin	4.30 pm	3.50
Wednesday 4 Mar 2015	Erin	5.00 pm	5.25
Thursday 5 Mar 2015	Erin	5.00 pm	5.25
Friday 6 Mar 2015	Erin	5.00 pm	5.25
Monday 9 Mar 2015	Erin	5.00 pm	5.25
Tuesday 10 Mar 2015	Erin	5.00 pm	5.25
Wednesday 11 Mar 2015	Erin	5.00 pm	5.25
Total cost			£35.00

Back to Index of Bookings

Feb 2015

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2015

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Key: booked

Download booking details

Viewing/printing downloaded booking details requires
[Acrobat Reader](#)

To change your booking, click on the grey box ('Change this booking').

If you have already booked sessions e.g. specifying every Monday, the screen will tell you that you can't change your booking using this screen now. See the example for Erin below.

You can however click on the 'Book by individual dates' button to select individual days (highlighted in red below). Joe has no bookings so I can use this screen to select regular days. Remember to click on the blue Continue button to confirm your bookings.

Step 1 of 2: Modify booking

Book by individual dates

Erin

You cannot make any changes to the booking for Erin using this screen now.

	No booking	£3.50 4.30 pm	£5.25 5.00 pm	£7.50 6.00 pm
Mondays:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesdays:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesdays:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursdays:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fridays:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

☒ I have read and agree to the terms of booking.

Continue

to the confirmation screen

Payments

The main welcome page Account view enables you to Make a payment (blue button above).

To make a payment, you will need to set up a GoCardless payment account. Please follow the links. You will be asked to confirm the setup of a direct debit. This does NOT mean that you are making regular payments. It just means you are paying directly from the bank, rather than through a payment card. Go Cardless does not support making payments via credit or debit card. Payments are made instead directly from your bank account. Usually Direct Debit is used for recurring payments (like utility bills or mobile phone bills) but GoCardless allows you to use it for all kinds of transactions. Instead of entering the long number on the front of your card, you need to use your account number (eight digits) and sort code (six digits), which can usually be found on your bank statement.

You can be assured that paying this way is completely secure as you're protected by the Direct Debit Guarantee. You can read more about this on the GoCardless website.

When you have paid, you will see a screen like this, showing the amount paid. The Balance field now says 'Nothing owed'.

Payment for £15.00 received -- thank you. Your account status has been updated.

Account

Reference: McDermott/7463

Balance: Nothing owed.

Make a payment

Date	Description	Fee due £	Amount paid £	Balance £
24 Feb 2015	GoCardless payment		15.00	15.00CR
27 Mar 2015	Breakfast Club Spring Term 2015			
27 Mar 2015	After School Club Spring Term 2015	15.00		0.00

CR indicates a credit balance

If you subsequently cancel a booking, your account will show in credit.

Account

Reference: McDermott/7463

Balance: £15.00CR

Make a payment

If you make payments by childcare vouchers, these will be notified directly to the school. Once the school has received notification of the vouchers these will be input manually by the school office and the balance will reduce accordingly. Please note that it can take up to three weeks for the childcare vouchers to be paid from your childcare vouchers provider and to notify the school of payments made and for these to be reconciled. If you make payments direct to the school with will be input manually by the school office and the balance will reduce accordingly. Please note it may take up to 5 days for the payments to be updated.

Editing your details

Once you have registered, you can review, edit and update your details from the main menu Registration tab, and add/edit your children, and download/print your completed registration form which you may wish to review periodically.

Registration

Contact details

Emergency contacts

Children

Erin McDermott

Joe McDermott

Add sibling

Download/print

Registration form