

Preschool Meal Booking Instructions

Dear Parent/Guardian,

The procedure for booking meals at the Preschool is slightly different from booking meals at Cheddar First School.

Please follow these instructions to book your child's Preschool meals.

- 1) Login to your ParentPay account
- 2) Click on your child's name
- 3) Click on '**Book meals and places**' which should be on the left-hand side. If you are using a phone, you will have to click on the drop-down menu first to see the 'Book meals and places' tab
- 4) Click on the '**Make bookings**' option
- 5) Ensure the '**Week commencing**' is showing the correct week
- 6) Click on the '**Make or view bookings**' button
- 7) Scroll down to the menu and make your weekly choices
- 8) Click on '**Next**' in the top right to move to the next week. You are currently able to book meals all the way up to the Christmas.
- 9) When you are done, ensure you scroll down to below the lunch menu and click on '**Confirm bookings**'.
- 10) If you haven't already added funds to your ParentPay account, you will need to make payment within 2 hours or your meal choices will be lost.

If you have any problems booking your child's meals or you are yet to activate your account, please speak to us in the Cheddar First School office as soon as possible.

Kind regards,

Cheddar First School & Preschool