

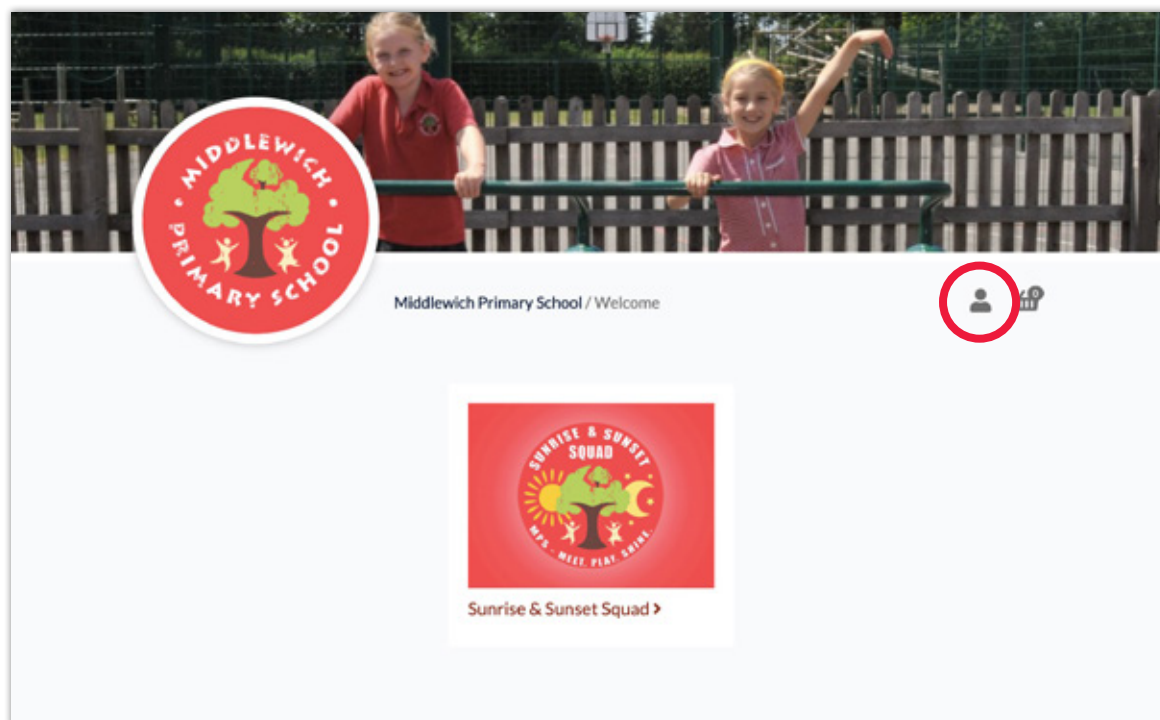


Sunshine & Sunset Squad Bookings

Creating your account

All before & after school sessions must be pre-booked and paid for in advance.

middlewich-primary.hivelink.co.uk

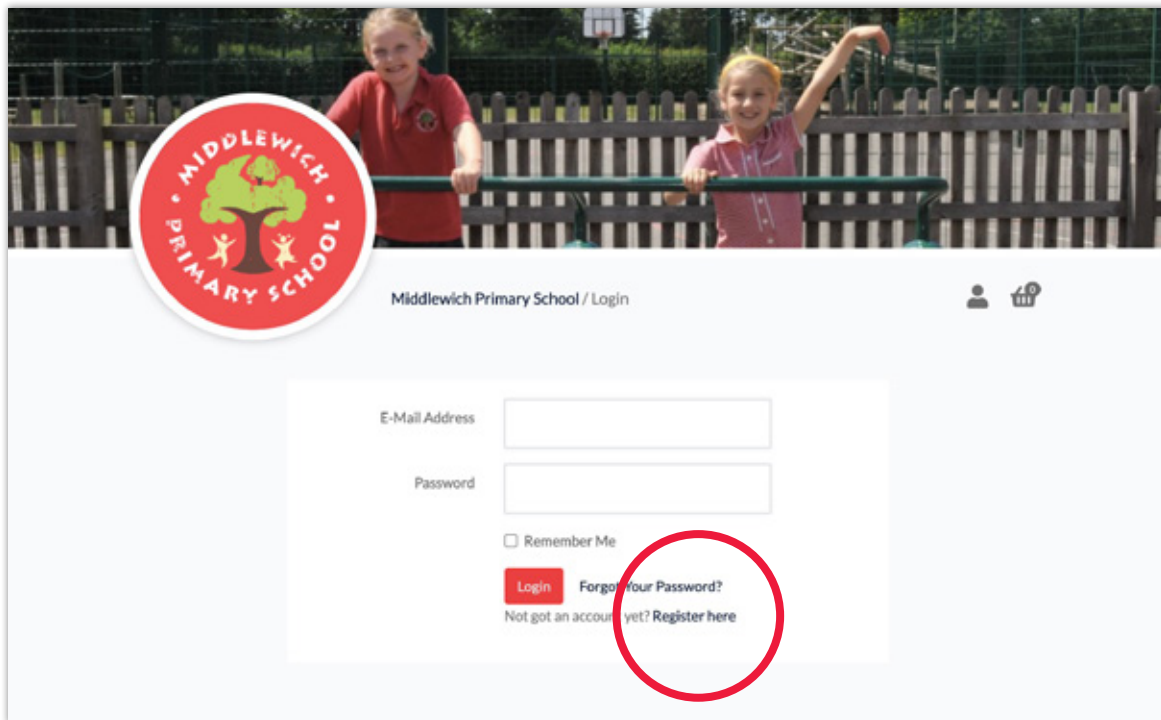


Navigate to the booking site at middlewich-primary.hivelink.co.uk on your phone, tablet, computer or any internet enabled device.

Click the account icon to **create your account**. This is a quick process and ensures that our team have all the information we need to ensure your children are safe and their needs are met whilst in our care.

All information is saved to your account for future bookings and is always available to the team working with your children.

Register your account



Middlewich Primary School / Login

E-Mail Address

Password



Remember Me

[Login](#) [Forgot your Password?](#)

Not got an account yet? [Register here](#)

On the login page, click register here. Once your account is created, this is where you will be able to log into your account.

Parent / Carer Details.



Middlewich Primary School / Register

First Name *

Last Name *

Email *

Phone *

Alternate Contact Name *

We would contact this person in the event of not being able to reach you.

Alternate Contact Number *

Collection PIN *

Please enter a 4 digit numerical PIN. We'll use this when you need someone else to collect your child from us. We will not be able to release your child to anyone other than yourself if they can not quote the children's PIN - For this reason your child PIN should be secure and not an obvious date or sequence of numbers.

Please list all the people who may collect your child

Please ensure each person who may collect your child knows your collection PIN.

The first screen is **your details** (parent/carer). All fields are required, please double check the accuracy of your contact details. Click **Register** once complete.

Child Details.



Who are you making this booking for?

You must select who this booking is for.

 Add New Child



Select **Add New Child** to launch the child registration form.

All fields are required. Please provide as much information as necessary and where applicable (dietary, allergies or medical etc)

Click **Save** once complete and repeat for siblings as required.

Add New Child

First Name *

Last Name *

Date of Birth *

Your relationship to the child *

Current Class *

Please choose

Is there any dietary information we should be aware of? *

Yes No

Does your child have any known allergies? *

Yes No

Does your child require an inhaler? *

Yes No

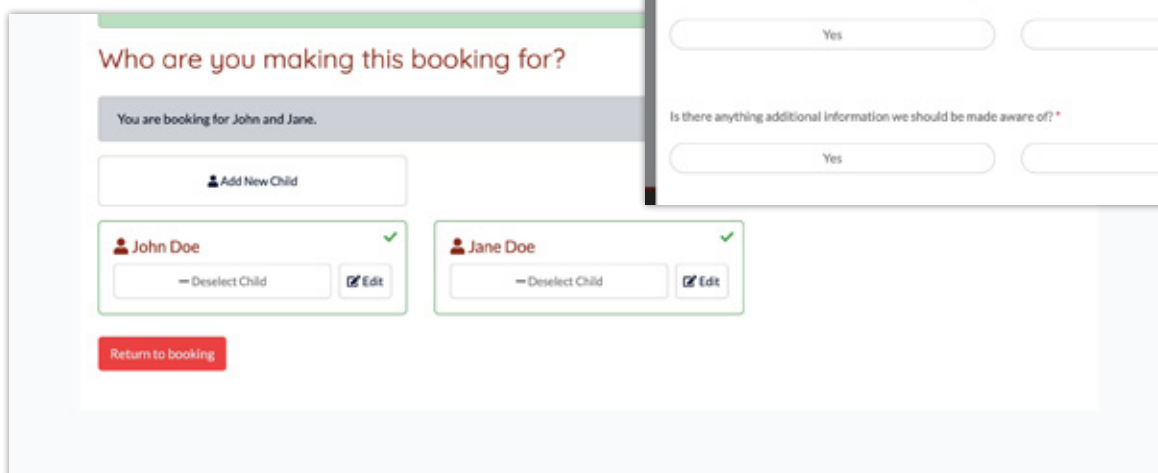
Is there any medical information we need to know about your child? *

This could be information about medical, medication, behavioural, special education needs or disabilities.

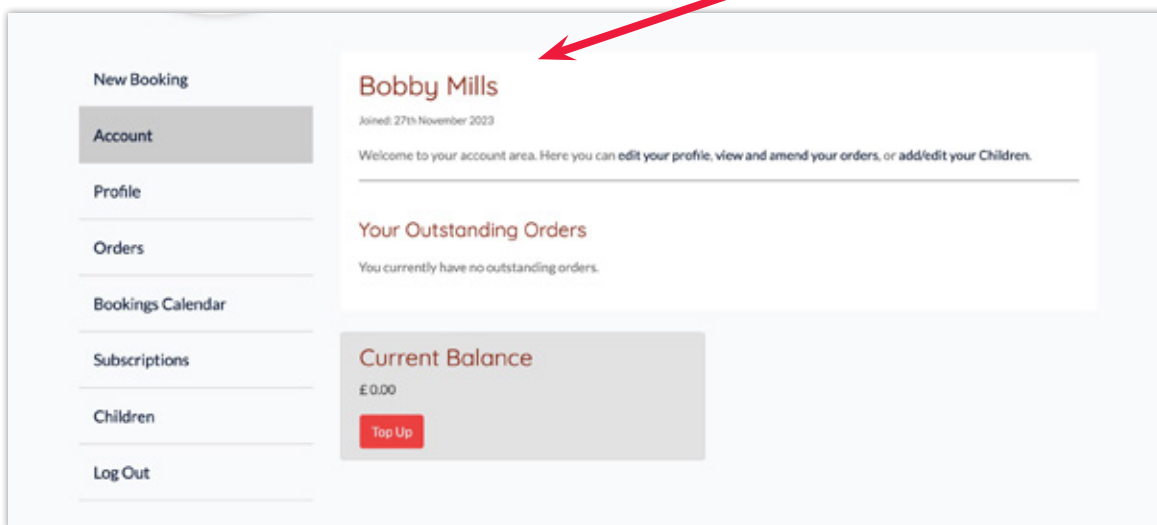
Yes No

Is there anything additional information we should be made aware of? *

Yes No



Manage your Account.



From any page on the booking site, click the **account icon** to go to your account area.

From here you can update your profile, add or edit children's details and view your past orders. The booking calendar displays all of your bookings in a calendar view.