



BOOKING OUR SERVICES SEPTEMBER 2022:

How it works:-

You are required to book your children in every two weeks in advance. Forms will open on a Tuesday (two weeks prior to the booking) and will not close until the Friday before the first week the childcare commences.

You will be required to fill in a Booking Form per week per child and both forms will open and close on the same day.

We can provide a Late Booking facility for parents who are shift workers and do not receive their roster before our forms close.

We can accept Late Bookings in an emergency situation and a fee of €10.00 will be applicable.

If you wish to make a Late Booking, you must contact our office on 087 272 4881 via text with your Parent ID and email address and one of our Admin Staff will email you a link to book in.

Please note, you can only obtain this link during office hours.

How to book:

- Please complete a Booking Form with the relevant fields.
- One form per child is required.
- Please ensure you have your Parent ID to complete the form.
- Please check your confirmation email once you have made your booking, and if you need to make any amendments please contact our **Admin Team on 087 272 4881** or email us at **Lros.wicklow@gmail.com** as soon as possible to inform us of the changes.

Billing:

- Invoices will be issued via email the week after your child attends our service.
- Invoices are required to be paid on receipt of invoice. Failure to do so may result in restricted use of our services.
- There are a number of ways to make a payment and the details of which can be found at the bottom of your invoice.

Answers to IT queries:

- If the form does not load, please refresh your page by pressing F5 on your keyboard.
- Please ensure you allow enough time for the form to be submitted, this will depend on the speed of your internet connection.
- Please ensure you have good broadband coverage when submitting the form.
- If the confirmation page does not load after submitting form, your booking was not successful.



- Please check your Spam/Junk Folder for your confirmation email if not received into your Inbox.
- You can use any device to book in, if using a an ios, please book through Chrome not Safari.

FOR FURTHER INFORMATION, PLEASE CONTACT OUR ADMIN TEAM ON 087 272 4881 OR EMAIL US AT LROS.WICKLOW@GMAIL.COM

ADMIN OFFICE LOCATION:

UNIT 39, THE VILLAGE MILL ENTERPRISE PARK, RATHNEW, CO. WICKLOW, A67 VE22

TEL: 087 272 4881

WWW.ROSKIDS.IE

