

All bookings must be made through the online booking system, Kids Club HQ. You can register an account [here](#).

When booking, please ensure attendee details are up-to-date, even if they already attend Alleyn's School as a pupil or have previously attended a course or camp that we have run.

The information supplied online ensures that staff are fully aware of any attendees that may require additional support during their time in our care – your child will not be able to attend without providing this information.

How to book Alleyn's Holiday Camp

1. Create a booking via Kids Club HQ [here](#).
2. Ensure all contact and children's details are correct and up to date.
3. When you reach the Payment page, select Poncho Pay. This will take you to the payment portal.
4. Ensure your email address is correct and matches the one used to login to Kids Club HQ, this is where the booking confirmation will be sent to.
5. Select your payment method and enter your child's name (as it shows on Kids Club HQ).
6. Click the green Go to Payment Details button.
7. Select your preferred payment method and follow the below:

Payments can be split between credit/ debit card and Tax-Free Childcare or Childcare Vouchers. For further information please watch the video guide [here](#).

Option 1: Credit or Debit Card Payments

1. Follow the 'How to book Alleyn's Holiday Camp' steps.
 2. Select Credit/ Debit Card.
 3. Enter your child's full name as it shows on Kids Club HQ.
 4. For bookings with multiple children, select 'add child' and insert details.
 5. Agree to the terms and conditions.
 6. Click 'go to payment details'.
 7. Choose preferred payment method.
 8. Click the green button to confirm payment.
-

Option 2: Tax Free Childcare

1. Follow the 'How to book Alleyn's Holiday Camp' steps.
 2. Insert your card details. Your card will not be charged at this point. If payment is not received within 14 calendar days of the booking date, the card provided will be automatically charged for the full amount due.
 3. For faster checkout, save details for next time.
 4. Login to your Tax Free Childcare account and make the payment. Search via Ofsted reference 2833913 or Alleyn's Holiday Camp.
 5. Once payment has been made, enter the tax free childcare reference. This is a 12-digit code ending in TFC.
 6. Click the green button to confirm payment.
-

Option 3: Childcare Vouchers

1. Follow the 'How to book Alleyn's Holiday Camp' steps.
2. For faster checkout, save details for next time.
3. Select your Childcare Voucher provider.
4. Insert your card details. Your card will not be charged at this point. If payment is not received within 14 calendar days of the booking date, the card provided will be automatically charged for the full amount due.
5. Login to your Childcare Voucher provider and pay the payment. Reference details can be found below.
6. Click the green button to confirm payment.

Provider	Reference
Tax Free Childcare	Alleyn's Holiday Camp, SE22 8SU Ofsted Reference: 2833913
Edenred/ mychildcarevoucher	P21366171
Computershare	27017232, Alleyn's Holiday Camp or SE22 8SU
Kiddivouchers	SE22 8SU or Ofsted Reference: 2833913
Care-4	23801176
Sodexo/ Pluxee	922243

Need Help Booking?

If you are having trouble booking, please contact the Holiday Camp team via holidaycamps@alleyns.org.uk in the first instance.

For queries directly related to the PonchoPay payment process, please take a look at the Frequently Asked Questions on the PonchoPay website [here](#).