

Instructions for Enrichment Class and Snack and Play Sign-Up

ENRICHMENT CLASSES

1. Go to preschool.firstchurchlf.org/extended-day
2. Scroll through the Enrichment class offerings and select the class/es you would like.
3. Select number of children.
4. Click “info” if you would like more information or a class schedule.
5. Click “book” to book.
6. If you are already a registered user, sign in and proceed to fill out the information requested on the form.
7. If you have not already registered a user name and password, continue filling out the details of the form. You will be asked for a password at the end of the form.
8. When you have completed the form, click “next”.
9. You will see the class you registered for listed. If you would like to register for another class, click “add another booking”.
10. If you are done selecting classes, click “checkout”.
11. If you have registered for more than one class or if you have registered siblings for a class, use the promotion code provided each trimester to receive a 5% discount.
12. Enter your credit card information.
13. You will receive an email confirming your registration.
Please note the dates your class is not in session!

SNACK AND PLAY

1. Go to preschool.firstchurchlf.org/extended-day,
2. Under the “Snack and Play” tab, when active:
 - a. If you would like more information regarding Snack and Play and pickup, click the “info tab”.
 - b. If you would like to purchase an electronic punch pass (buy 10, get 1 free), click on the link bookeo.com/firstpreschoollf/prepaid in the description box. You must purchase the punch pass first if you would like to use it to pay for Snack and Play days.
 - c. If you would like to pay for individual sessions (\$14), click on “book”.

3. If you are using an electronic punch pass and purchasing Snack and Play sessions for multiple children, you must select “1” as number of participants and purchase the Snack and Play sessions separately for each child.
4. If you are paying for individual sessions and not using an electronic punch pass, you may select up to 4 children to purchase Snack and Play sessions at once.
5. Select the dates you would like to register for. You may register for recurring days by clicking on “repeat”.
6. Once you have selected your days click “book”.
7. Review your selections and click “next”.
8. Sign in or enter your information. If you do not already have an account, you will be asked for a password at the bottom of the page.
9. **To add another booking** click “add another booking”. If you would like to check out click “checkout”.
10. Review the days you have purchased and enter credit card information. If you are using an electronic punch pass, the unit price should say “\$0”. The number of days you purchased will be deducted from your electronic punch pass. ***Please note the dates your class is not in session!***
11. Ways to **check how many sessions you have left** in your punch pass:
 - a. View your statistics on your profile.
 - b. On the payment page upon checkout.

CUSTOMER PAGE

Once you have logged into your account, you can click “customer page” at the bottom of the page to:

- View and manage booking including cancellations
- Purchase prepaid packages
- View how many credits remain on your prepaid packages
- Change your contact details and password