



Dear Parents

We are so excited to welcome you to Club Engage. Below are the steps you can follow in order to register, make a booking and know how to sign your child out. Please note that this program works best on *Google Chrome*.

**How to Enroll your child:**

**How to Enroll:**

Club Engage makes use of a system called AIMY-PLUS this system enables you to register your child online. It provides the Team with information such as your child’s allergies, who may collect your child and when you would like to book your child into Club Engage’s Care. The system helps Club Engage keep your child safe and gives you the peace of mind knowing your child has arrived at our centre.

**Step 1:**

Click the following link:

<https://clubengage-za.aimyplus.com> then click **NEW PARENT**



**Step 2:**

Complete the parent and child section (Please add a photo as it helps the staff know which children and parents go together. It also helps us know who is authorised to collect your child and who is not)

On the Child Section you will be asked Grade and Year. Here you will add the Grade your child is currently in and the year that he or she started that Grade. Eg Grade 1. 2020. Jan.

Please remember to add all medical information and allergies; helping us keep your children safe.

**How to make a booking**

**Step 3:**

Once your enrolment is complete there will be a Blue Button on the Bottom Right of your screen saying **Booking**. By clicking on this button you will be able to proceed to the booking section

**Bookings:**

You will have two options to choose from:

1. Customised Booking- This option allows you to make a booking on an ad hoc basis. You can make a booking for one day in the week or several days in the month.
2. Fast Booking- This option allows you to make a booking for the whole month according to the date range.



#### Step 4:

#### When making a Customised Booking

Click on the Customised Booking option> this will lead you two the next page

Click on Casual Booking Not Regular > Next

You will be able to select which option suites you (there are 3 options to choose from)

Drag and Drop> You will then drag the **Green option** which is on the left hand side of your screen, onto the **Calendar** (specific day).

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |

#### Payment

Once the booking has been made you can make a payment via EFT and send your proof of payment to the franchisee of the site you made a booking at, so that there is no confusion regarding payment. Please note we are a pay-in-advanced service.

#### When Arriving at the Aftercare

Please note we only have one Entrance and Exit point for safety reasons. Staff will not be able to escort children to your vehicle. You can then sign out your child upon collection. If you have any question, please feel free to contact us.

#### Contact Details

If you would like to find a location near you or your franchisee's details, you can go to our Location page on the website. <https://clubengage.co.za/locations/>

Regards  
Club Engage Team