



Break Time Provider Toolkit

Aiming High for Disabled Children Database
(updated December 2025)

Overview

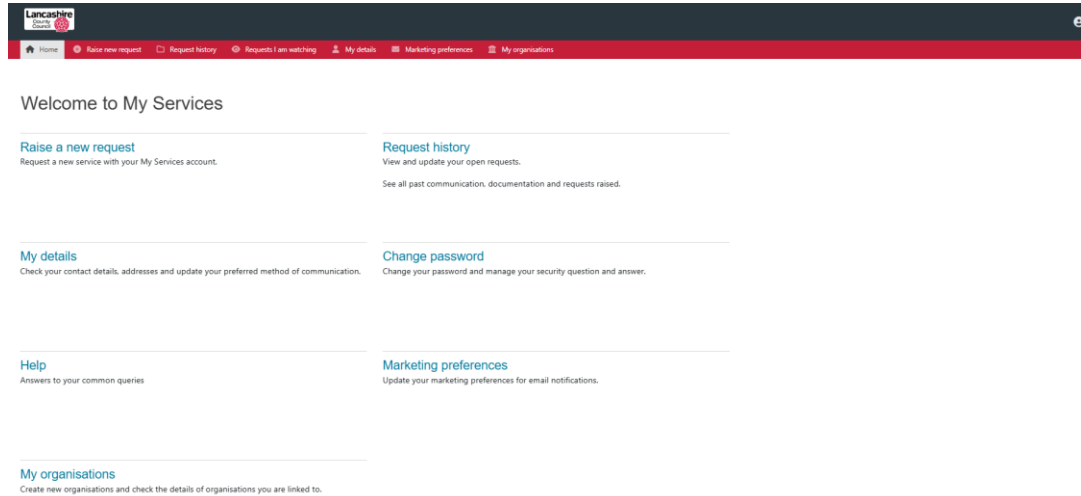
- The Break Time Provider Toolkit is used to report on delivery of Break Time sessions
- Monthly data should be added to the toolkit by 7th of each month, for delivery in the previous month, for example: delivery for 1st – 31st October must be completed by 7th November
- Data entered is checked as part of the monthly invoice process – the data must be accurate before invoices can be paid
- A summary of data entered is shared with Directors and Councillors each month, so it is important to complete this accurately and on time



Login to the system

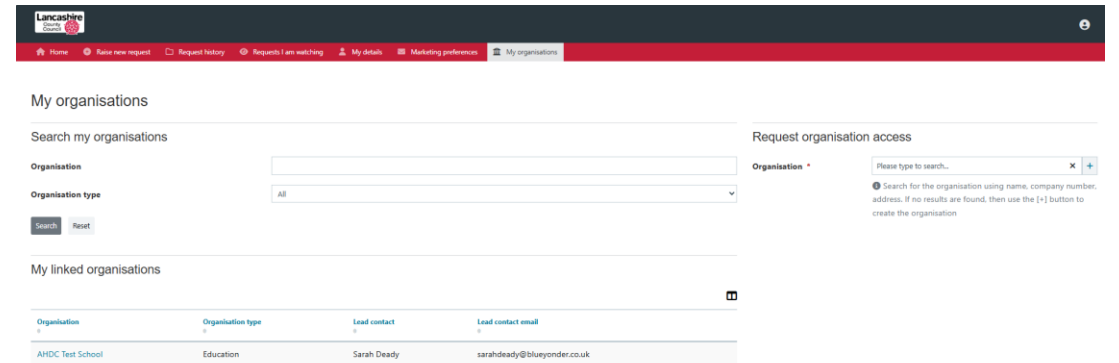
Click My organisations
You can also update your details and/or reset your password here

If you are linked to more than one organisations (for example LCC staff) they will be shown here
Click on the organisation name



The screenshot shows the 'My Services' dashboard with a red navigation bar at the top containing links: Home, Raise new request, Request history, Requests I am watching, My details, Marketing preferences, and My organisations. The main content area is titled 'Welcome to My Services' and features several service tiles:

- Raise a new request**: Request a new service with your My Services account.
- Request history**: View and update your open requests. See all past communication, documentation and requests raised.
- My details**: Check your contact details, addresses and update your preferred method of communication.
- Change password**: Change your password and manage your security question and answer.
- Help**: Answers to your common queries.
- Marketing preferences**: Update your marketing preferences for email notifications.
- My organisations**: Create new organisations and check the details of organisations you are linked to.



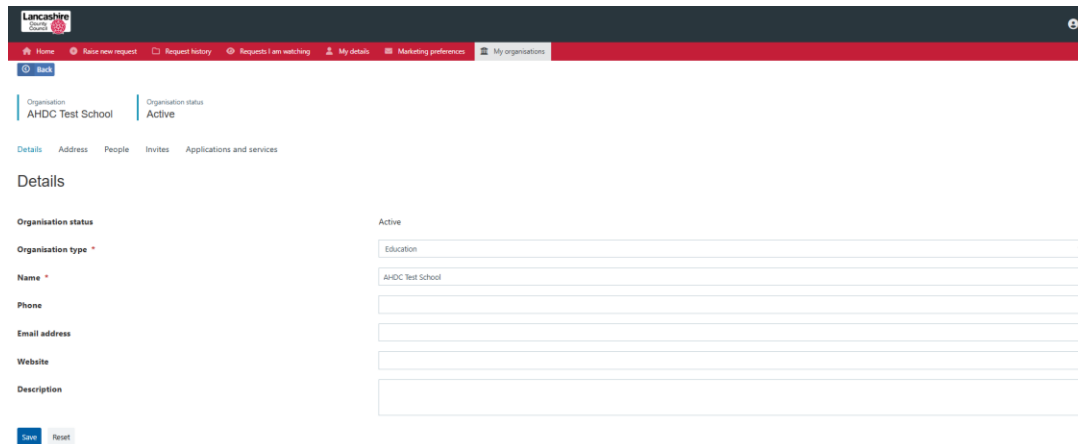
The screenshot shows the 'My organisations' page with a red navigation bar. The main content area includes:

- Search my organisations**: A search bar with a dropdown menu for 'Organisation type' (set to 'All') and buttons for 'Search' and 'Reset'.
- Request organisation access**: A section with a search bar and a button for 'Request organisation access'. Below the search bar, it says: 'Search for the organisation using name, company number, address. If no results are found, then use the [+] button to create the organisation'.
- My linked organisations**: A table showing the organisations linked to the user.

Organisation	Organisation type	Lead contact	Lead contact email
AHDC Test School	Education	Sarah Deady	sarahdeady@blueyonder.co.uk

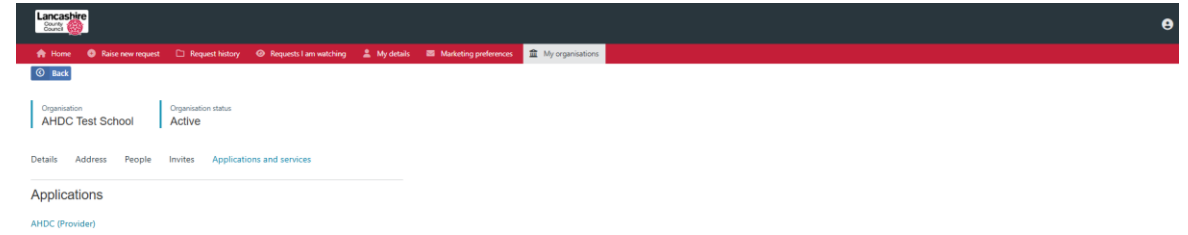
Open the AHDC area

Click Applications and services



The screenshot shows the 'My organisations' page for 'AHDC Test School'. The page has a red header with navigation links: Home, Raise new request, Request history, Requests I am watching, My details, Marketing preferences, and My organisations. Below the header, there's a 'Back' button and tabs for 'Organisation' (AHDC Test School) and 'Organisation status' (Active). A sidebar on the left contains links: Details, Address, People, Invites, and Applications and services. The main content area is titled 'Details' and contains a form with the following fields: Organisation status (Active), Organisation type (Education), Name (AHDC Test School), Phone, Email address, Website, and Description. At the bottom of the form are 'Save' and 'Reset' buttons.

Click AHDC (Provider)



The screenshot shows the 'My organisations' page for 'AHDC Test School' with the 'Applications' section selected. The page has the same red header and sidebar as the previous screenshot. The main content area is titled 'Applications' and shows a list of applications. The first application is 'AHDC (Provider)'.



Service provision area

Select the type of provision delivered

- ❖ Term time weekday/after school clubs – select either
 - Specialist extended school (schools)
 - Specialist other (other providers)
- ❖ Term time weekend provision – select Specialist Saturday or Sunday schemes
- ❖ School holiday provision – select Specialist school holiday schemes

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Council

AHDC (Provider) ▾

 Service provisions

 List of children

Service provisions

AHDC Test School

Please choose the service provision you wish to enter details for.

There are two areas to complete: Data Entry & Group Based Provision Report

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AHDC (Provider) -



 Service provisions

 List of children

[Back](#)

Specialist Children's centres

Please choose the service provision you wish to enter details for.

Specialist Children's centres

 View

Data Entry

Enter the number of hours for the provision for each child in a given month.

Group Based Provision Report

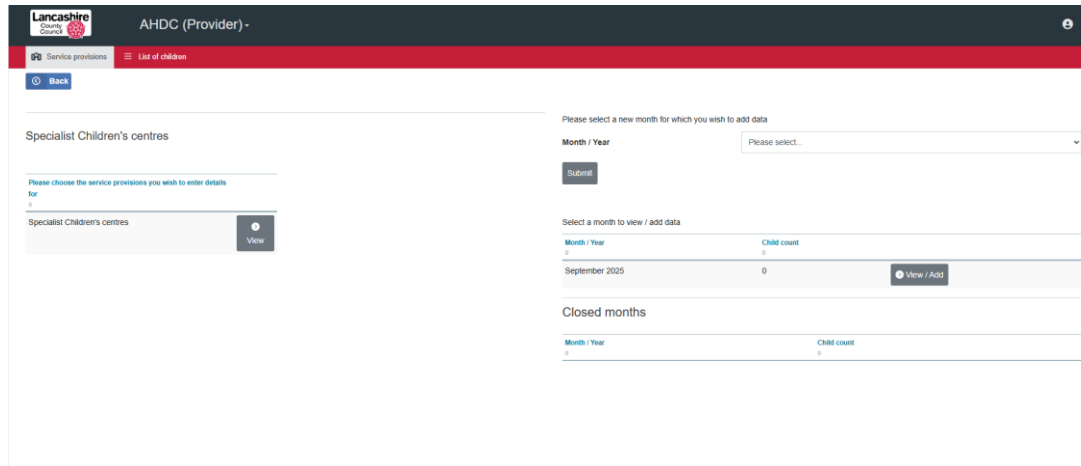
Enter the information for each group run in a given month.



1. Data Entry

Select the correct month from the drop-down and click Submit

Next to the selected month, click View/Add



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Service provisions List of children

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Specialist Children's centres

Please choose the service provisions you wish to enter details for

Specialist Children's centres View

Please select a new month for which you wish to add data

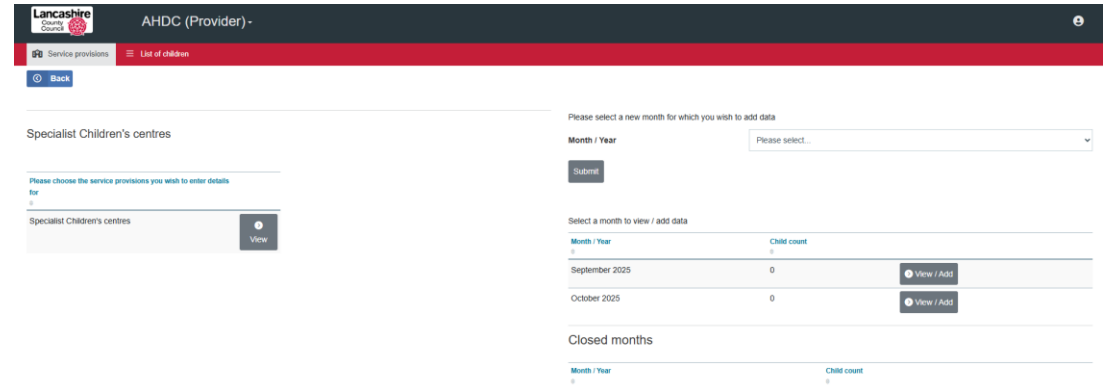
Month / Year Please select... Submit

Select a month to view / add data

Month / Year	Child count
September 2025	0 View / Add

Closed months

Month / Year	Child count



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Service provisions List of children

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Specialist Children's centres

Please choose the service provisions you wish to enter details for

Specialist Children's centres View

Please select a new month for which you wish to add data

Month / Year Please select... Submit

Select a month to view / add data

Month / Year	Child count
September 2025	0 View / Add
October 2025	0 View / Add

Closed months

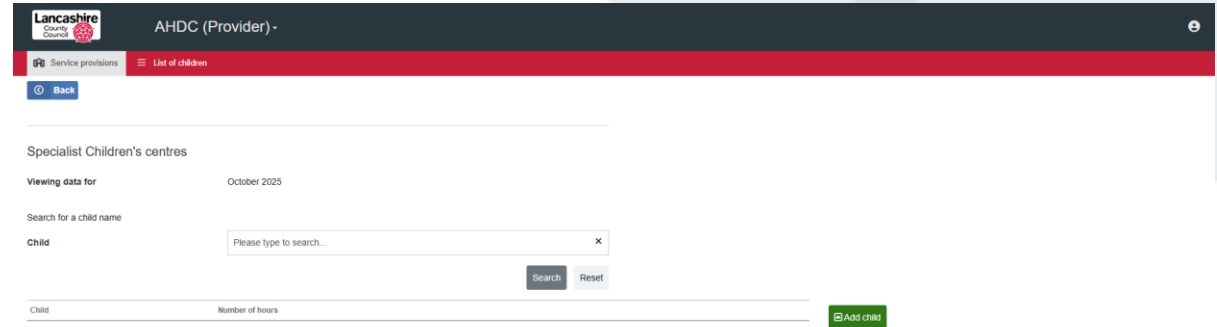
Month / Year	Child count

Add children that have attended during the month

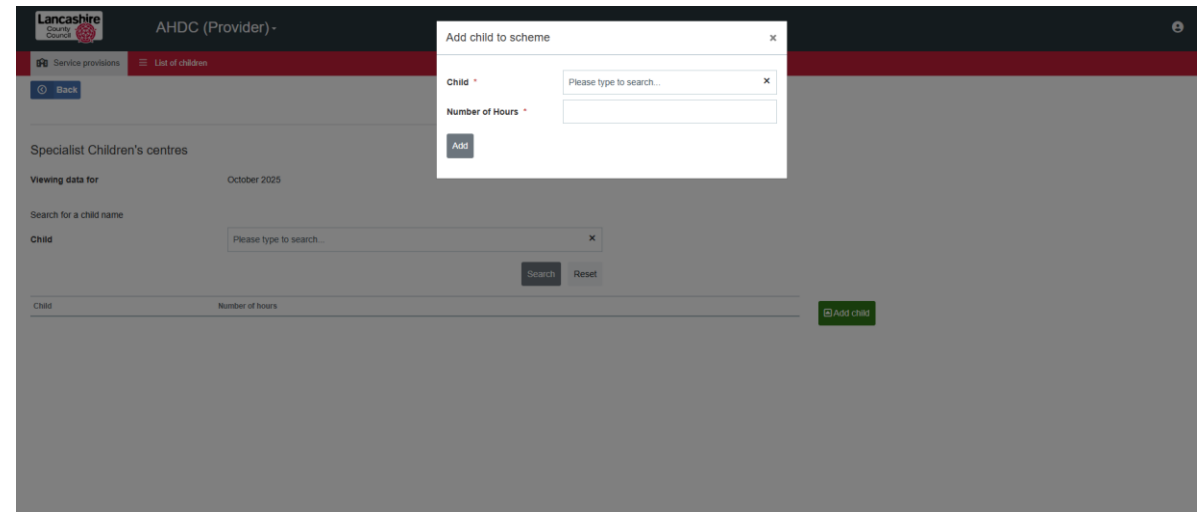
Click the green Add Child button to open the pop-up

Start to type the child's name and when their entry appears, click the line to add them

NB – once child records are added to this provision, the “search for a child name” field can be used to find names already added



The screenshot shows the 'List of children' page in the Lancashire County Council AHDC (Provider) system. The page has a dark header with the Lancashire County Council logo and the title 'AHDC (Provider) -'. Below the header, there are tabs for 'Service provisions' and 'List of children'. The 'List of children' tab is active. The page displays 'Specialist Children's centres' and 'Viewing data for October 2025'. There is a search bar for a child's name with the placeholder text 'Please type to search...'. Below the search bar, there is a table with columns 'Child' and 'Number of hours'. A green 'Add child' button is located at the bottom right of the table.



The screenshot shows the 'List of children' page with the 'Add child to scheme' pop-up open. The pop-up has a search bar for a child's name with the placeholder text 'Please type to search...' and a 'Number of Hours' field. An 'Add' button is located at the bottom of the pop-up. The background page is dimmed.

Add the hours attended

In the pop-up, add the number of hours the child has attended and click Add

The child now appears in the list for the month

Edit button can be used to amend the number of hours

Delete button will remove the child from the list for this month

Once all children and the hours attended are entered, click the Back button

The screenshot shows the 'AHDC (Provider)' interface. A pop-up window titled 'Add child to scheme' is open. It contains a 'Child' dropdown menu with 'Child A, Test (08/10/2014)' selected, and a 'Number of Hours' input field with '16' entered. An 'Add' button is at the bottom of the pop-up. In the background, the 'List of children' section is visible, showing a table with columns 'Child' and 'Number of hours'. A green 'Add child' button is also present.

The screenshot shows the 'AHDC (Provider)' interface with the 'List of children' section. The table now includes the child 'Child A, Test (08/10/2014)' with '16.00' hours. The table has columns: Child, Number of hours, and buttons for 'Add child', 'Edit', and 'Delete'.

Child	Number of hours	
Child A, Test (08/10/2014)	16.00	

Return to the provision page

As before, select the type of provision

The screenshot shows the Lancashire County Council AHDC (Provider) interface. The top navigation bar includes the Lancashire County Council logo and the text 'AHDC (Provider)'. Below the navigation bar, there are two tabs: 'Service provisions' and 'List of children'. The 'Service provisions' tab is active. The main content area is titled 'Specialist Children's centres'. It includes a 'Back' button and a 'View' button. A message states: 'Please choose the service provisions you wish to enter details for.' Below this, there is a table with the following data:

Month / Year	Child count	
September 2025	0	View / Add
October 2025	1	View / Add

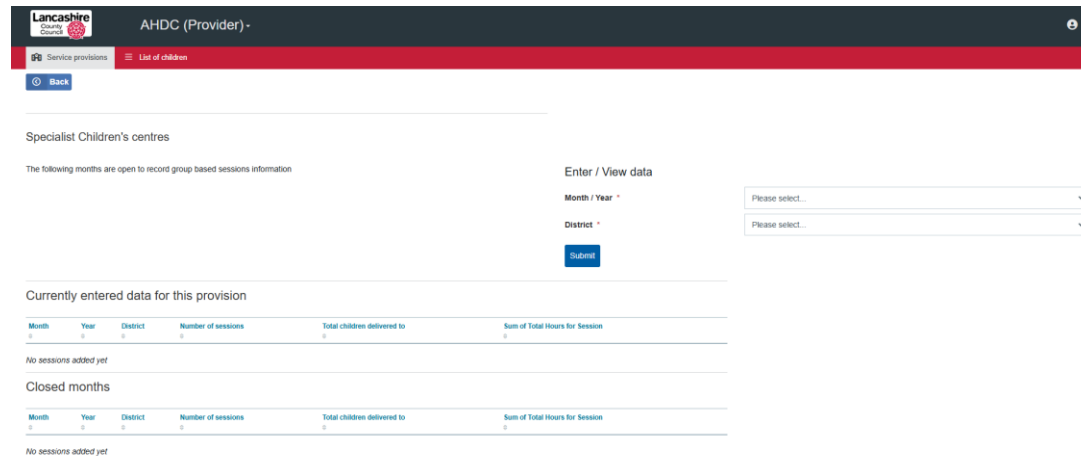
Below the table, there is a section for 'Closed months' with a similar table structure.

Next, select Group Based Provision Report

The screenshot shows the Lancashire County Council AHDC (Provider) interface. The top navigation bar includes the Lancashire County Council logo and the text 'AHDC (Provider)'. Below the navigation bar, there are two tabs: 'Service provisions' and 'List of children'. The 'Service provisions' tab is active. The main content area is titled 'Specialist Children's centres'. It includes a 'Back' button and a 'View' button. A message states: 'Please choose the service provision you wish to enter details for.' Below this, there are two buttons: 'Data Entry' and 'Group Based Provision Report'. The 'Group Based Provision Report' button is highlighted. Below the buttons, there are two input fields: 'Enter the number of hours for the provision for each child in a given month.' and 'Enter the information for each group run in a given month.'

2. Group Based Provision Report

Select the month and district from the drop-downs, and click Submit



Lancashire County Council AHDC (Provider)

Service provisions List of children

Back

Specialist Children's centres

The following months are open to record group based sessions information

Enter / View data

Month / Year * Please select...

District * Please select...

Submit

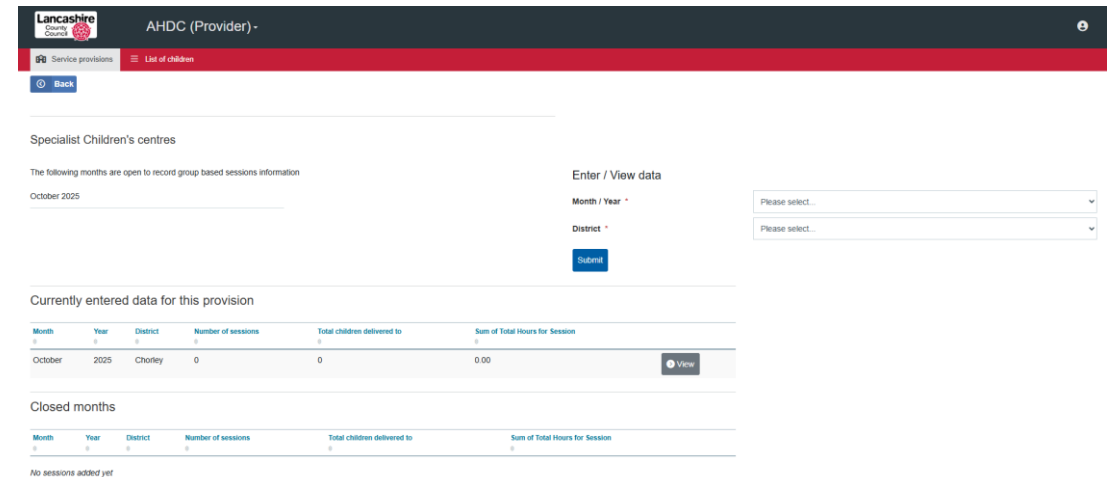
Currently entered data for this provision

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
No sessions added yet					

Closed months

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
No sessions added yet					

Next to the selected month and district, select View



Lancashire County Council AHDC (Provider)

Service provisions List of children

Back

Specialist Children's centres

The following months are open to record group based sessions information

October 2025

Enter / View data

Month / Year * October 2025

District * Chorley

Submit

Currently entered data for this provision

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
October	2025	Chorley	0	0	0.00

View

Closed months

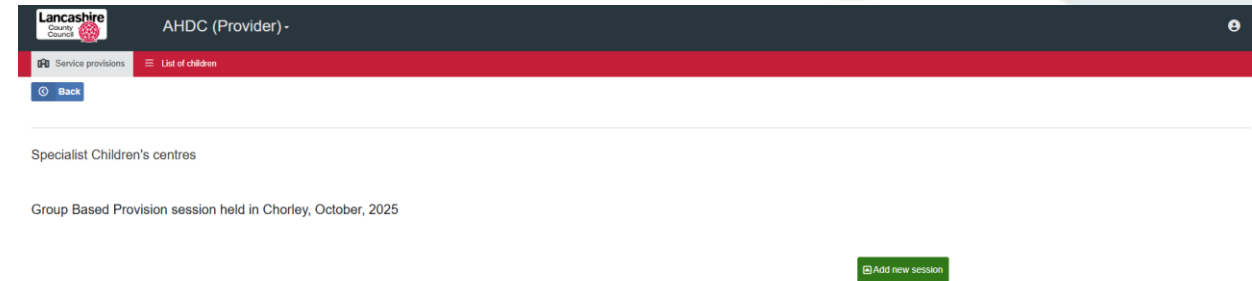
Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
No sessions added yet					

Add the sessions delivered

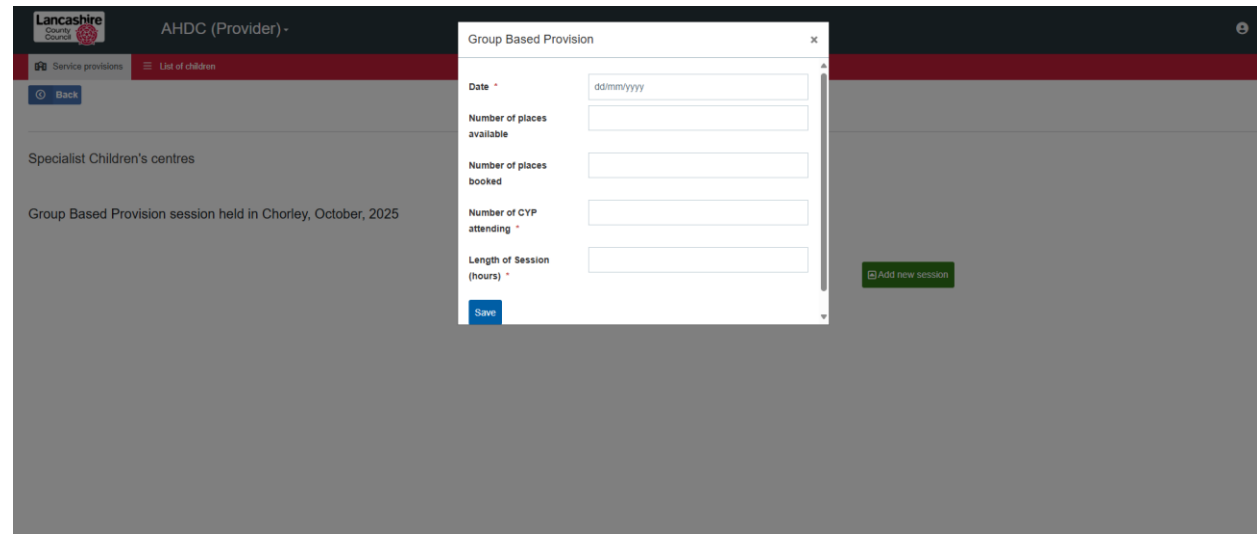
Click the green Add new session button to open the pop-up

Complete the form:

- Date of session
- Number of Break Time places available
- Places booked, including any that did not actually attend
- Actual attendees on the day
- Length of session in hours – for part hours use decimals, eg 30 minutes is entered as 0.5 hours
- Save and the pop-up will close



The screenshot shows the Lancashire County Council AHDC (Provider) interface. The top navigation bar includes the Lancashire County Council logo and the text 'AHDC (Provider)'. Below this, there are two tabs: 'Service provisions' and 'List of children'. The 'List of children' tab is active. A 'Back' button is visible on the left. The main content area displays 'Specialist Children's centres' and a list of sessions, including 'Group Based Provision session held in Chorley, October, 2025'. A green 'Add new session' button is located on the right side of the page.



The screenshot shows the Lancashire County Council AHDC (Provider) interface with the 'Group Based Provision' pop-up form open. The form contains the following fields: 'Date' (with a date picker icon and placeholder 'dd/mm/yyyy'), 'Number of places available', 'Number of places booked', 'Number of CYP attending' (with an asterisk indicating it is a required field), and 'Length of Session (hours)' (with an asterisk indicating it is a required field). There are 'Save' and 'Add new session' buttons at the bottom of the form. The background shows the same interface as the previous screenshot, but with the pop-up form overlaid.

Add sessions, continued

Add further sessions as needed

Use Edit and Delete buttons to make any changes

NB - where one or more children attended for only part of the session, you will need to add a separate line for the same date

Once all sessions are entered, click the Back button to see a summary of group session data

If you have delivered in more than one district, repeat for other district(s)

The screenshot shows the 'AHDC (Provider)' interface with a red header bar. Below the header, there's a 'Service providers' tab and a 'List of children' tab. A 'Back' button is visible. The main content area is titled 'Specialist Children's centres' and shows a 'Group Based Provision session held in Chorley, October, 2025'. A table lists sessions with columns: Date, Number of places available, Number of places booked, Number of CYP attending, Length of Session (hours), Total Hours for Session, and Open months. There are 'Edit' and 'Delete' buttons for each row. A green 'Add new session' button is on the right.

Date	Number of places available	Number of places booked	Number of CYP attending	Length of Session (hours)	Total Hours for Session	Open months
01 Oct 2025	9	9	7	4.00	28.00	Yes
01 Oct 2025	1	1	1	2.00	2.00	Yes

The screenshot shows the 'AHDC (Provider)' interface with a red header bar. Below the header, there's a 'Service providers' tab and a 'List of children' tab. A 'Back' button is visible. The main content area is titled 'Specialist Children's centres' and shows 'The following months are open to record group based sessions information'. There's a dropdown for 'Month / Year' and a dropdown for 'District'. A 'Submit' button is visible. Below the dropdowns, there's a section titled 'Currently entered data for this provision' with a table showing data for October 2025 in Chorley. There's a 'View' button for the table. Below the table, there's a section titled 'Closed months' with a table showing 'No sessions added yet'.

Enter / View data

Month / Year *
Please select...

District *
Please select...

Submit

Currently entered data for this provision

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
October	2025	Chorley	2	8	30.00

View

Closed months

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
No sessions added yet					

Use the search function to check if a child is a registered Break Time member

Children

Break time membership number	Surname	First name	Date of birth	Ethnicity
1234222	Aaaa	Child A	02/10/2009	
1234512	Aaaaa	Child B	22/08/2010	
1232123	Aaaaa	Child D	22/02/2012	
1234576	Aaaaaaa	Child C	11/11/2011	
1223343	Aaaaaaa	Child E	03/03/2013	
1212345	Aaaaabbbb	Child F	30/03/2014	

Break time membership number	Surname	First name	Date of birth	Ethnicity
1234567	Child A	Test	08/10/2014	
1234123	Child B	Test	02/10/2016	
1234234	Child C	Test	29/10/2015	

To logout, click the icon in the top corner of the screen

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Service provisions

List of children

Logout

Back

Specialist Children's centres

The following months are open to record group based sessions information

October 2025

October 2025

Enter / View data

Month / Year *

District *

Submit

Please select...

Please select...

Currently entered data for this provision

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session	
October	2025	Chorley	2	8	30.00	View
October	2025	Hyndburn	0	0	0.00	View

Closed months

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
No sessions added yet					

Once data is completed, please submit your invoice

If you are paid by Purchase Order (PO) External providers and some schools

- Invoice to be sent to both Breaktime@lancashire.gov.uk and LCCInvoices@lancashire.gov.uk
- Your PO number must be included on the invoice
- Only attach one invoice per email

If you are paid by journal transfer Internal providers and schools

- Invoice to be sent to Breaktime@lancashire.gov.uk



Contact details

For queries regarding Break Time invoicing or memberships

Corinne Downes

Breaktime@lancashire.gov.uk

For other queries including planned changes to delivery

Sarah Deady

Sarah.deady@lancashire.gov.uk

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