Break Time Provider Toolkit

Aiming High for Disabled Children Database

(updated December 2025)

Lancashire County Council

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

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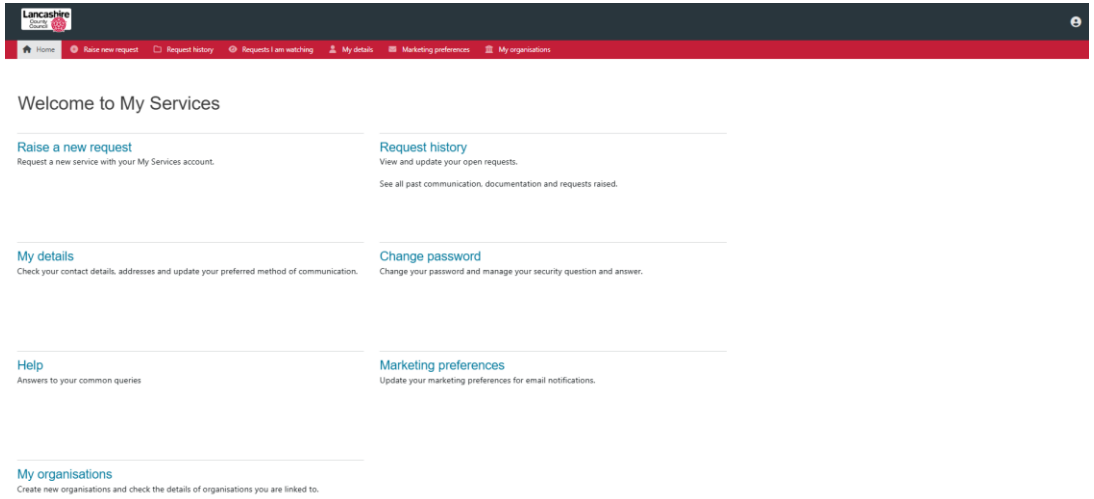
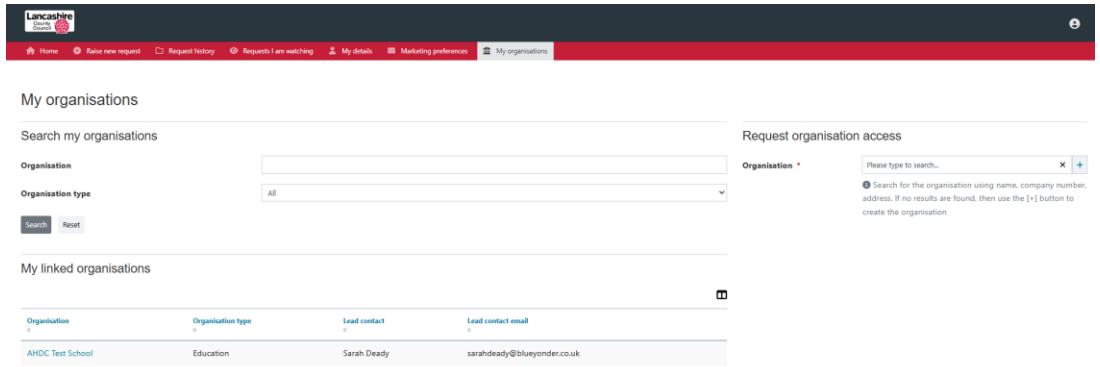
Login to the system

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

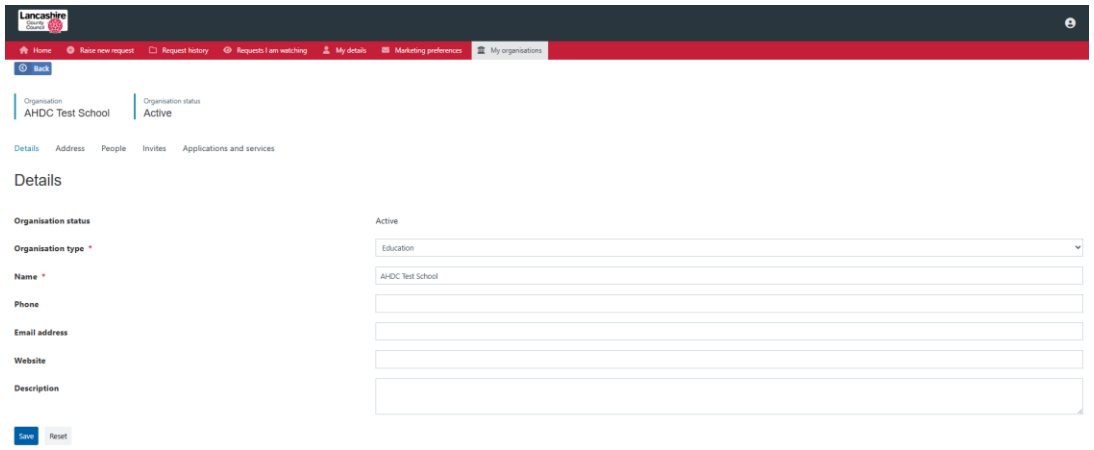


If you are linked to more than one organisations (for example LCC staff) they will be shown here
Click on the organisation name

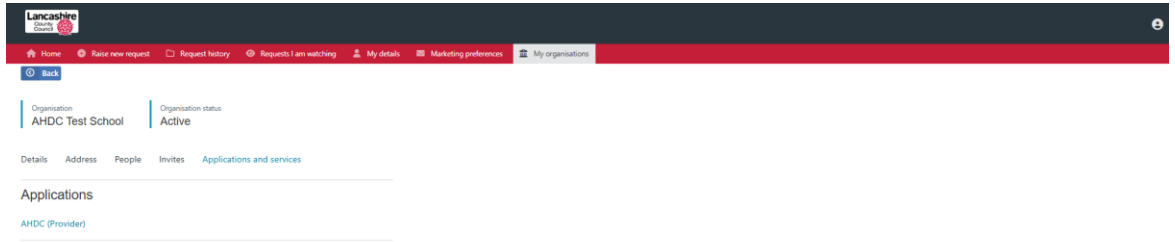


Open the AHDC area

Click Applications and services



Click AHDC (Provider)



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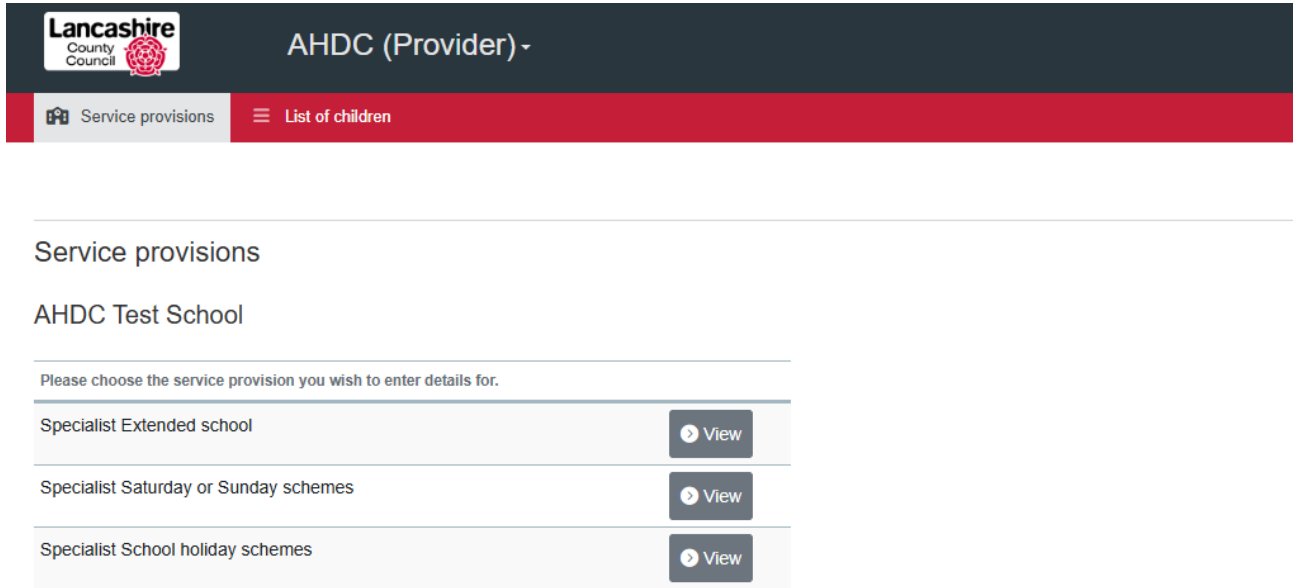
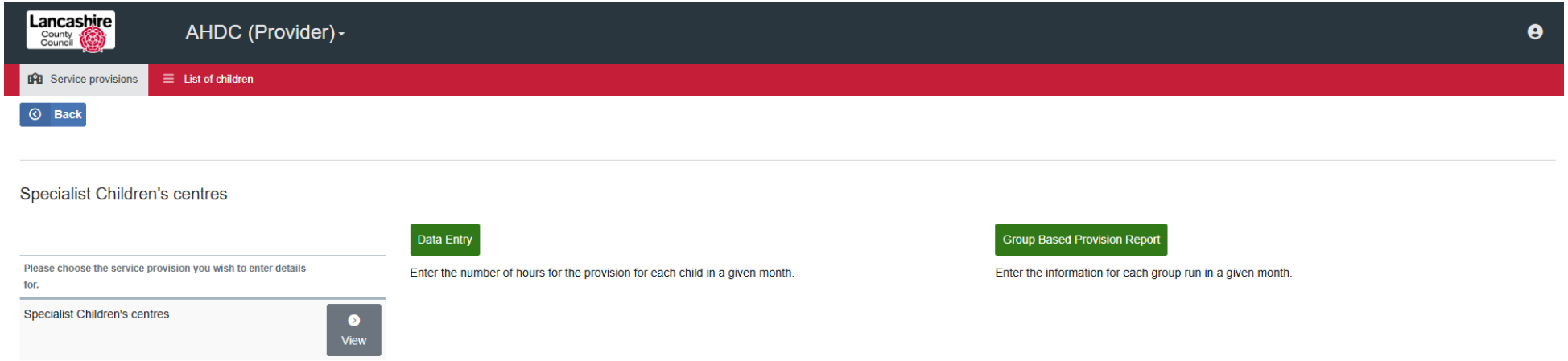
Service provision area

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



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



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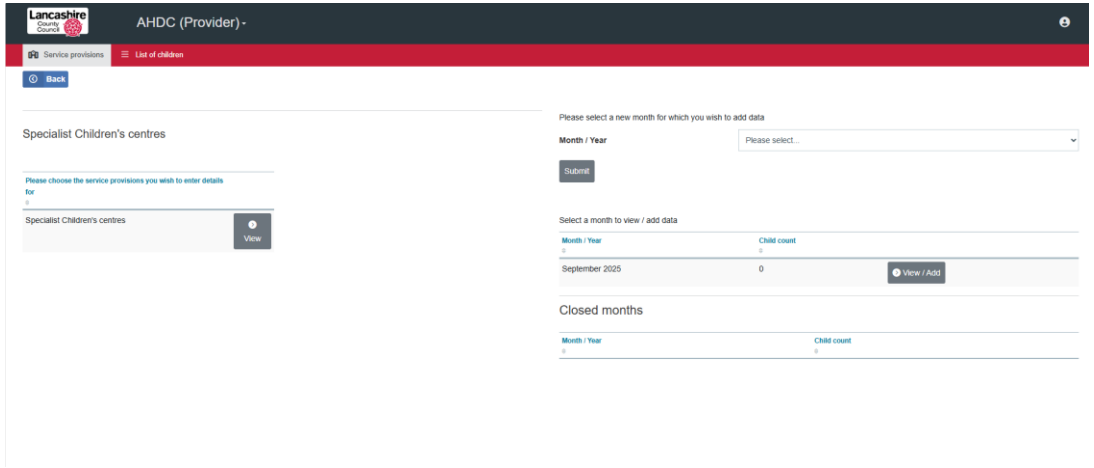
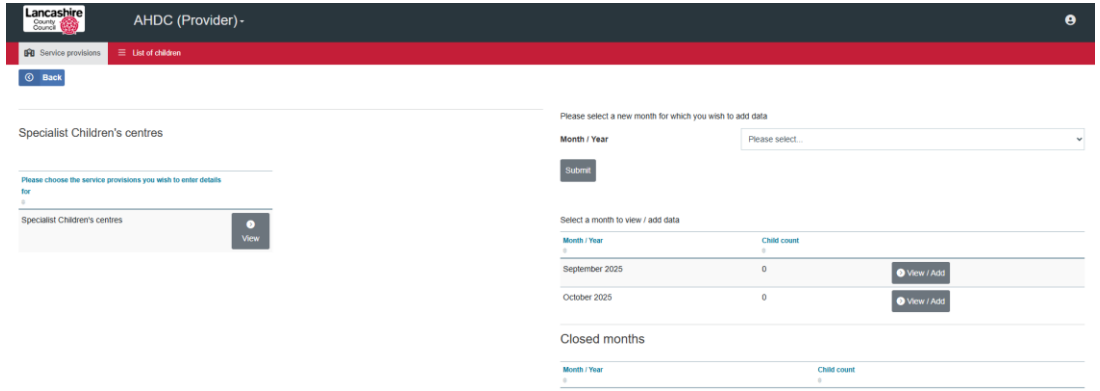
1. Data Entry

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



Next to the selected month, click View/Add



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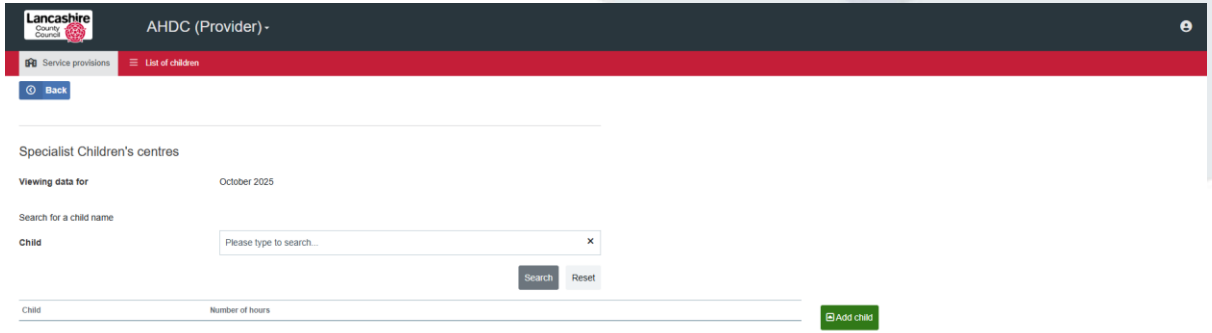
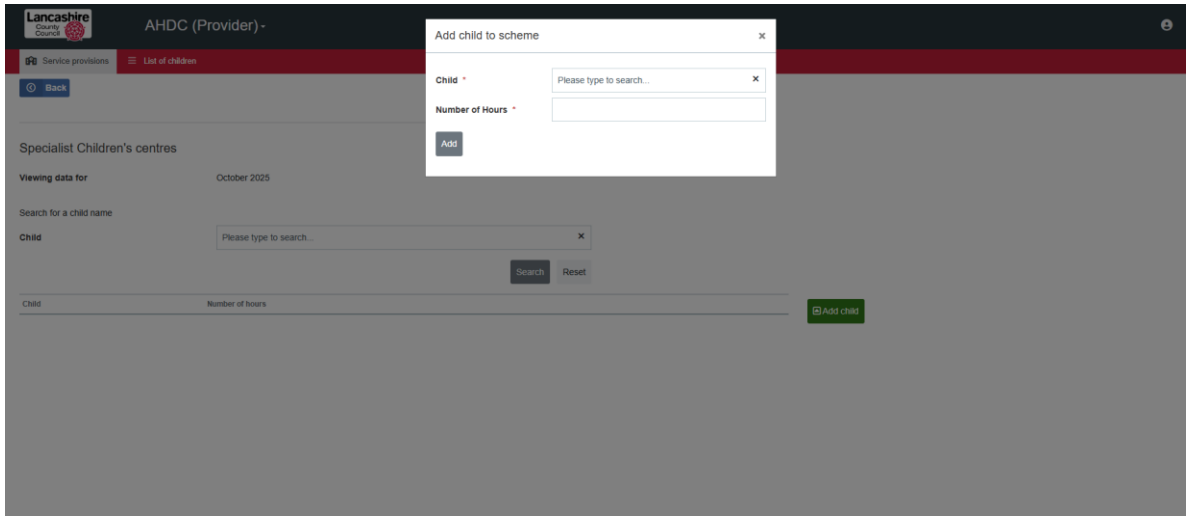
Add children that have attended during the month

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





Add the hours attended

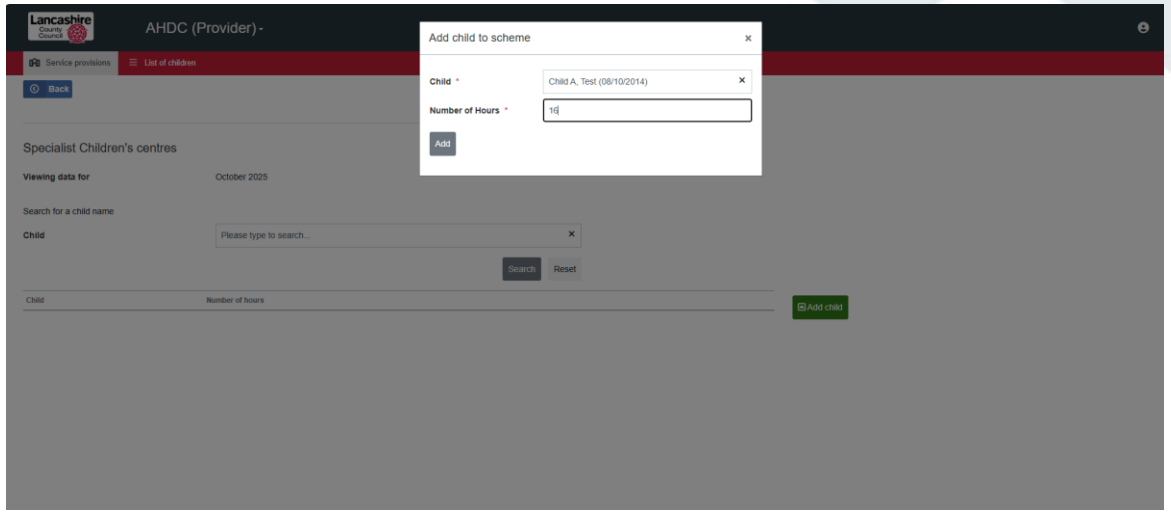
In the pop-up, add the number of hours the child has attended and click Add

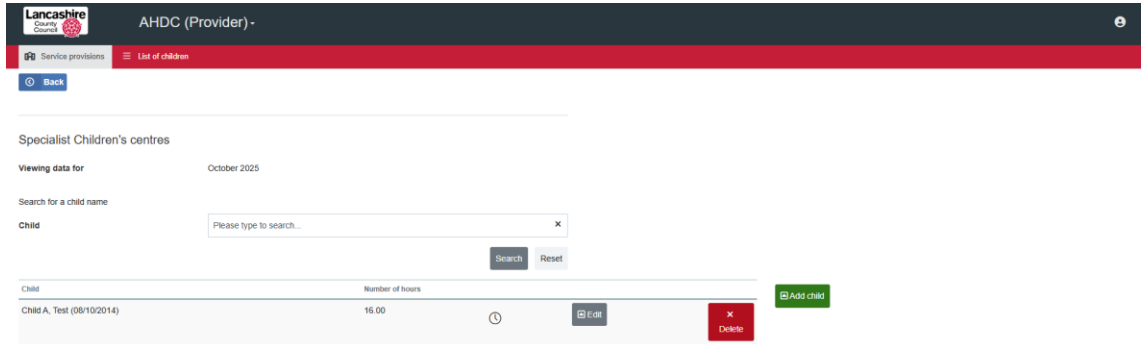
The child now appears in the list for the month

Edit button can be used to amend the number of hours

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

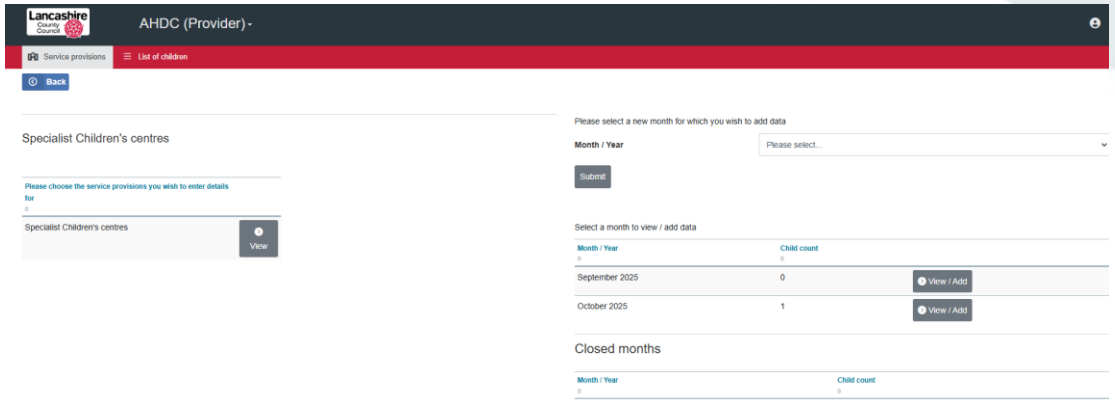
Once all children and the hours attended are entered, click the Back button



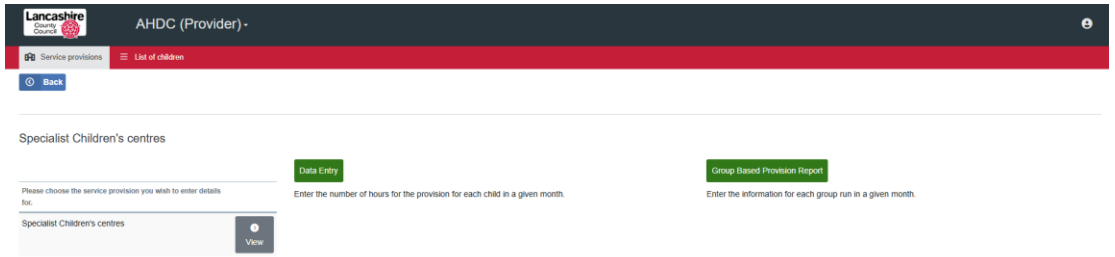


Return to the provision page

As before, select the type of provision

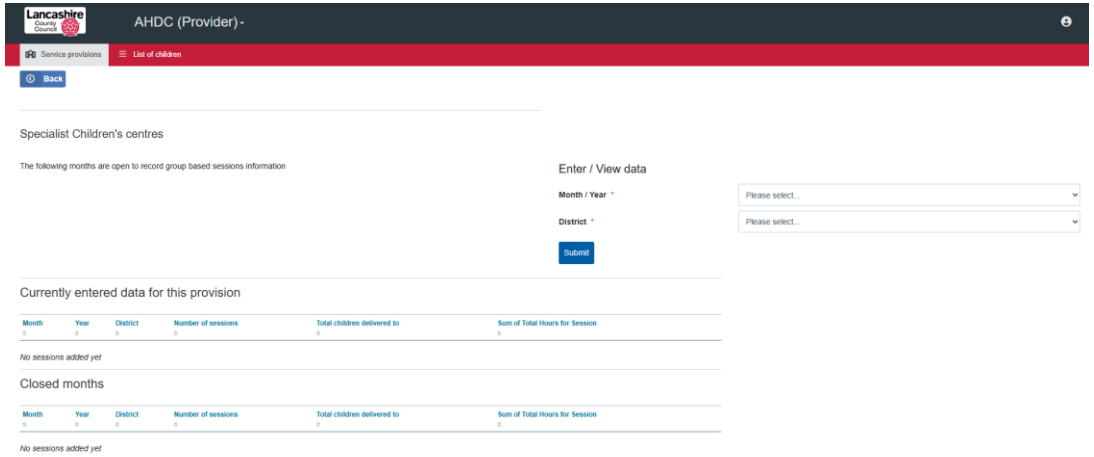


Next, select Group Based Provision Report

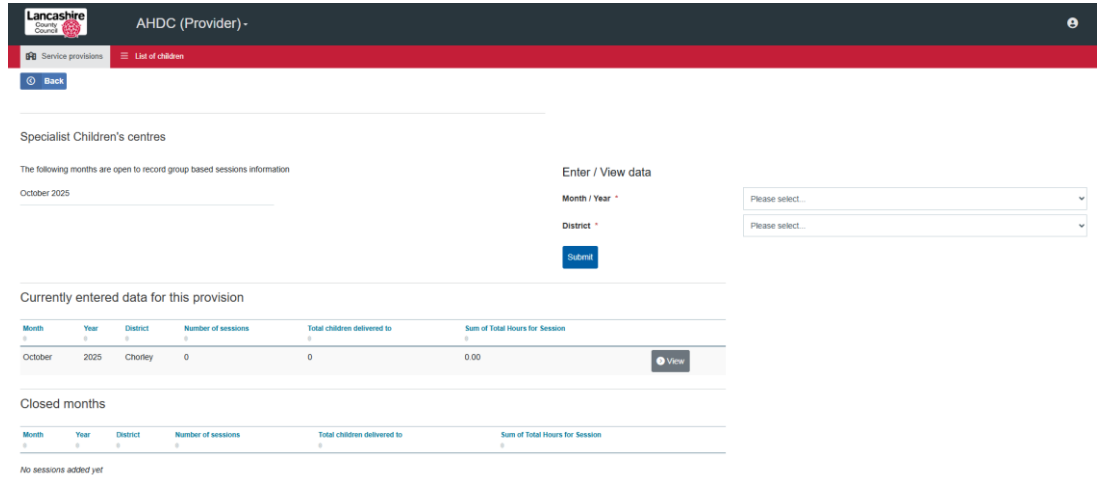


2. Group Based Provision Report

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



Next to the selected month and district, select View



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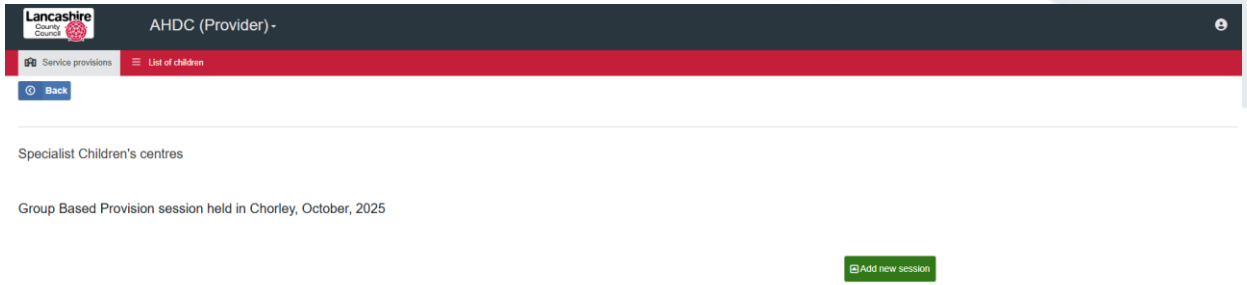
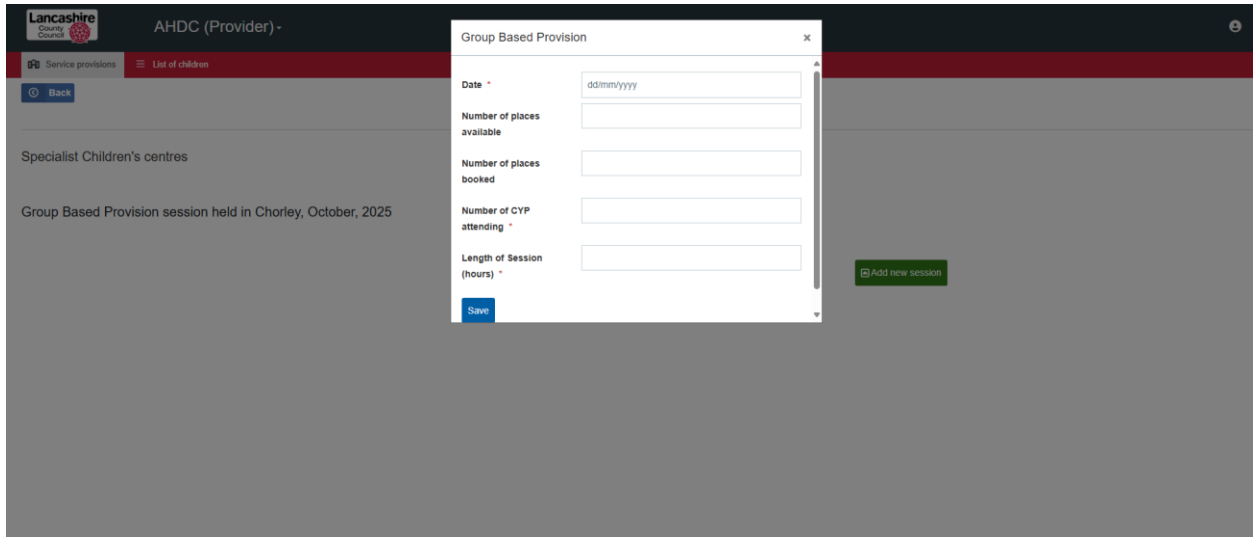
Add the sessions delivered

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





Add sessions, continued

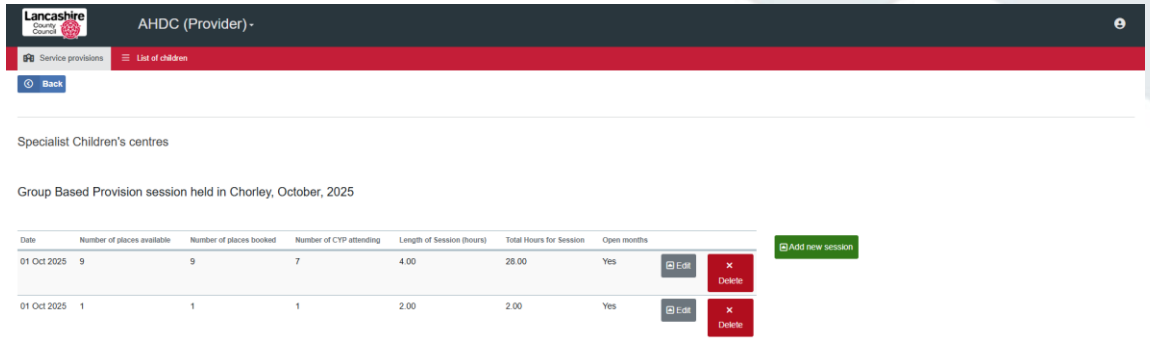
Add further sessions as needed

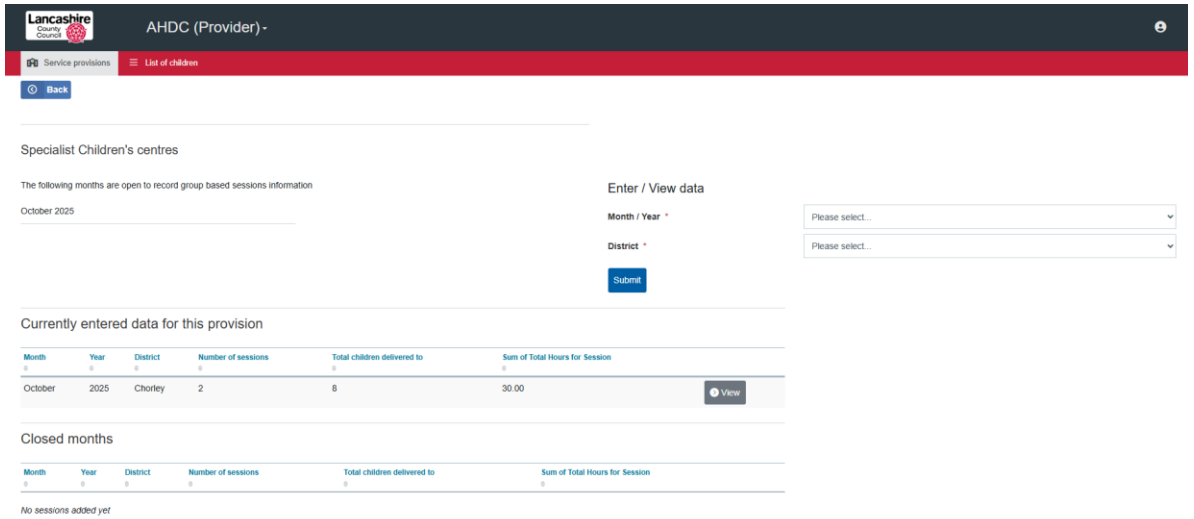
Use Edit and Delete buttons to make any changes

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

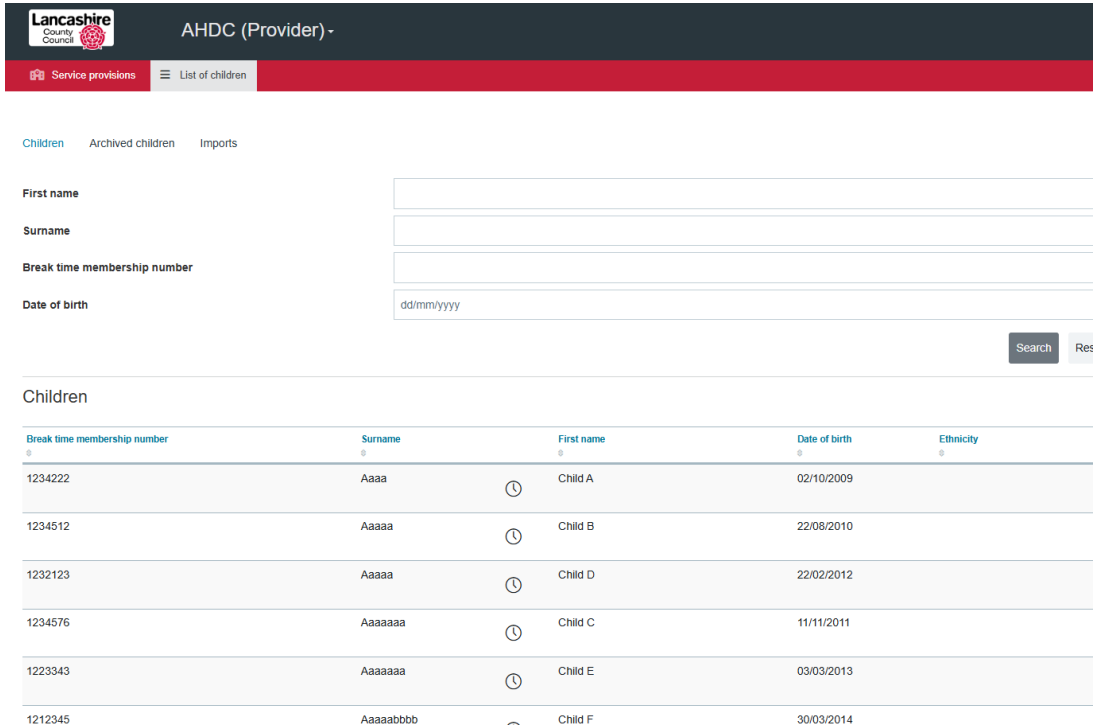
If you have delivered in more than one district, repeat for other district(s)

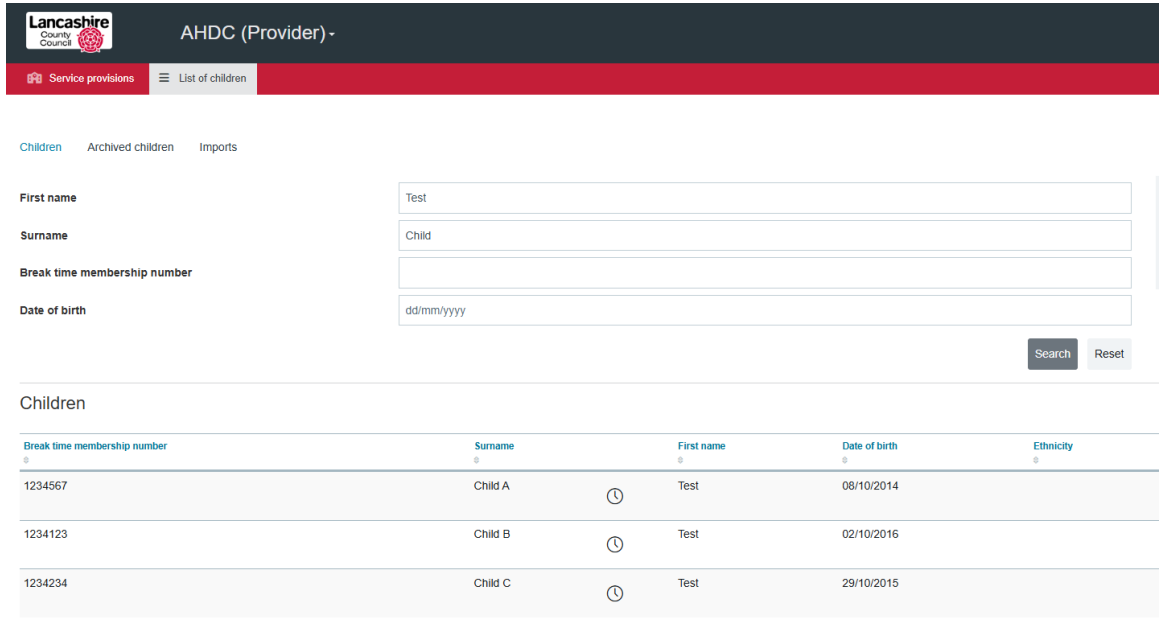




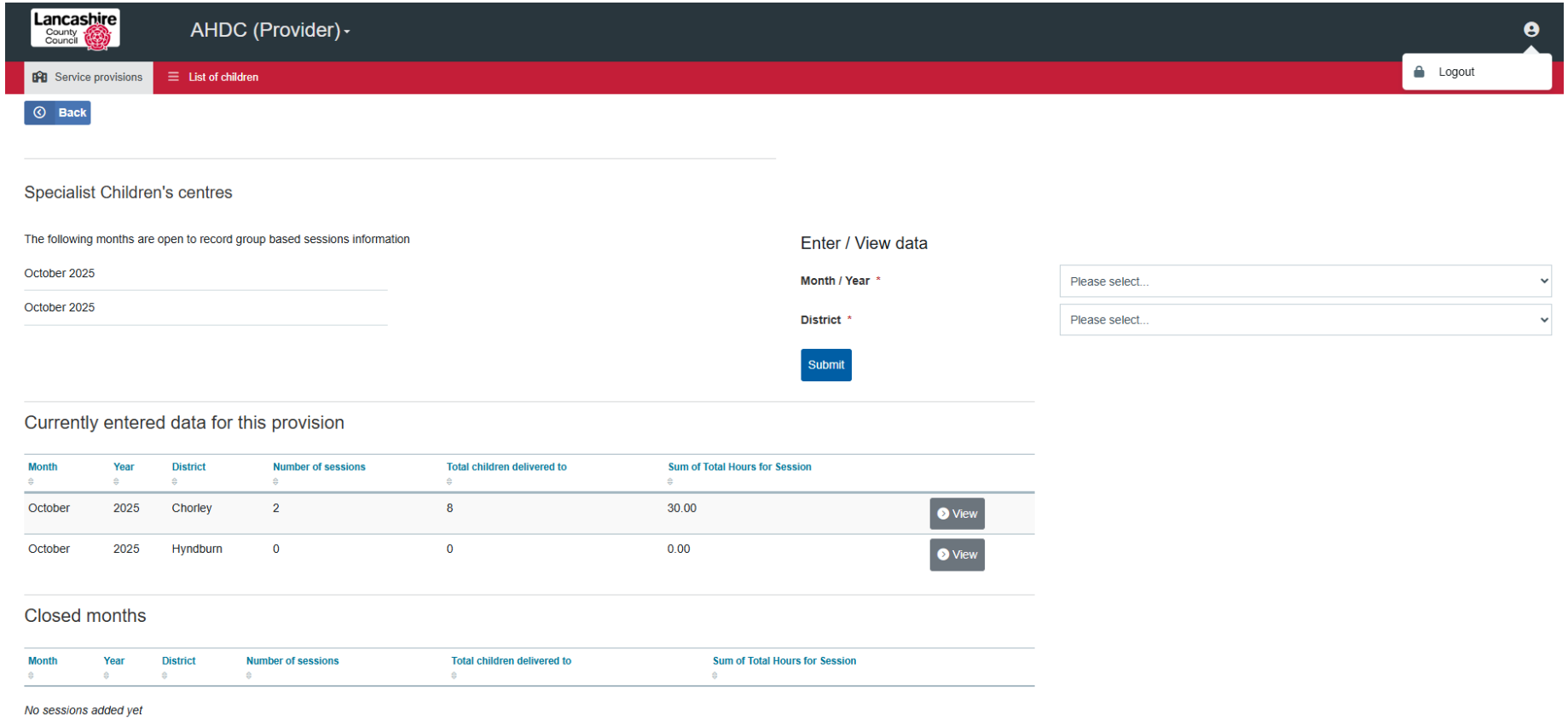
List of children area

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





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



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

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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
01772 538077

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