

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

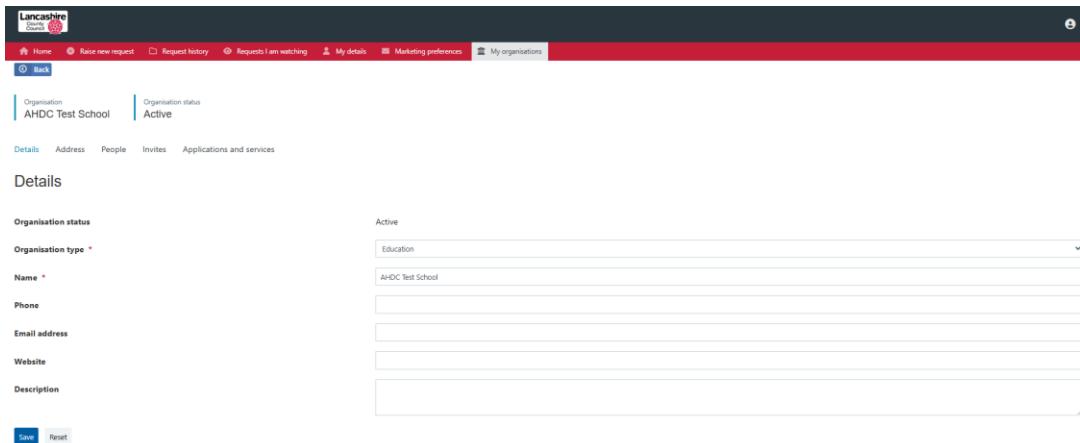
Click My organisations
You can also update your details and/or reset
your password here

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

Open the AHDC area

Click Applications and services

Click AHDC (Provider)



Details

Organisation status: Active

Organisation type: Education

Name: AHDC Test School

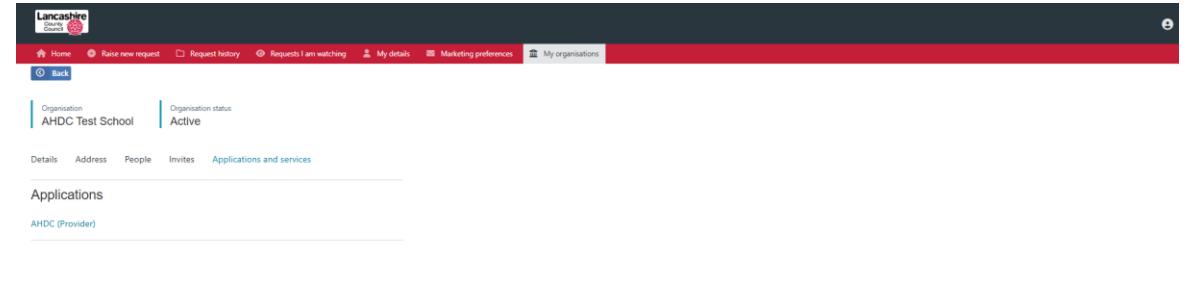
Phone:

Email address:

Website:

Description:

Save Reset



Applications

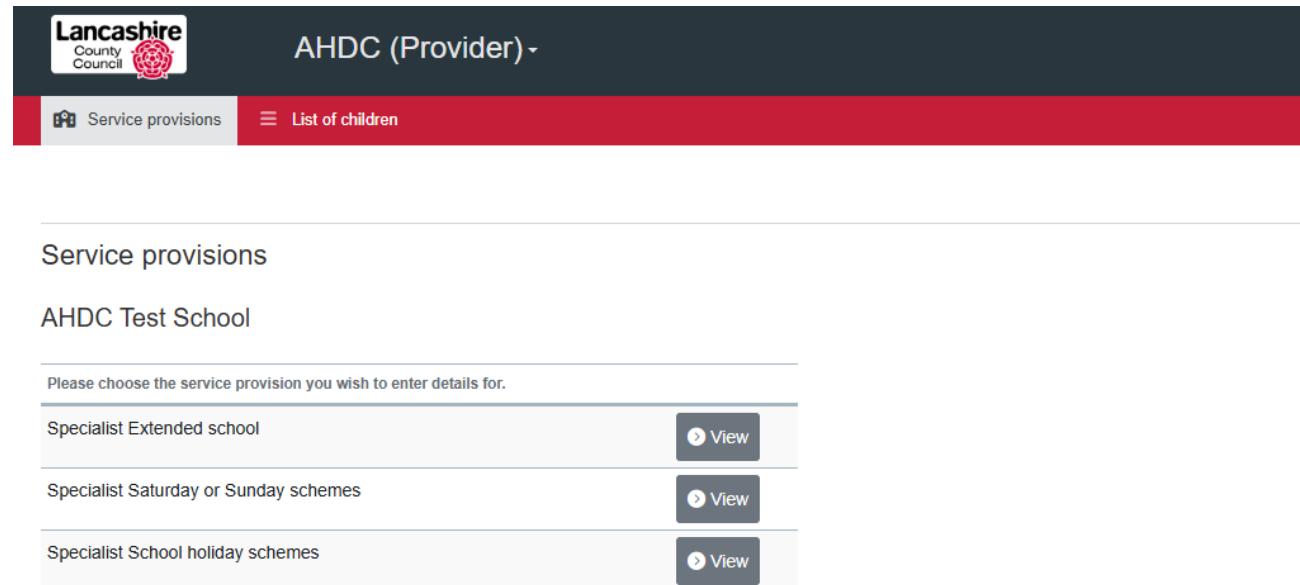
AHDC (Provider)

Details Address People Invites Applications and services

Service provision area

Select the type of provision delivered

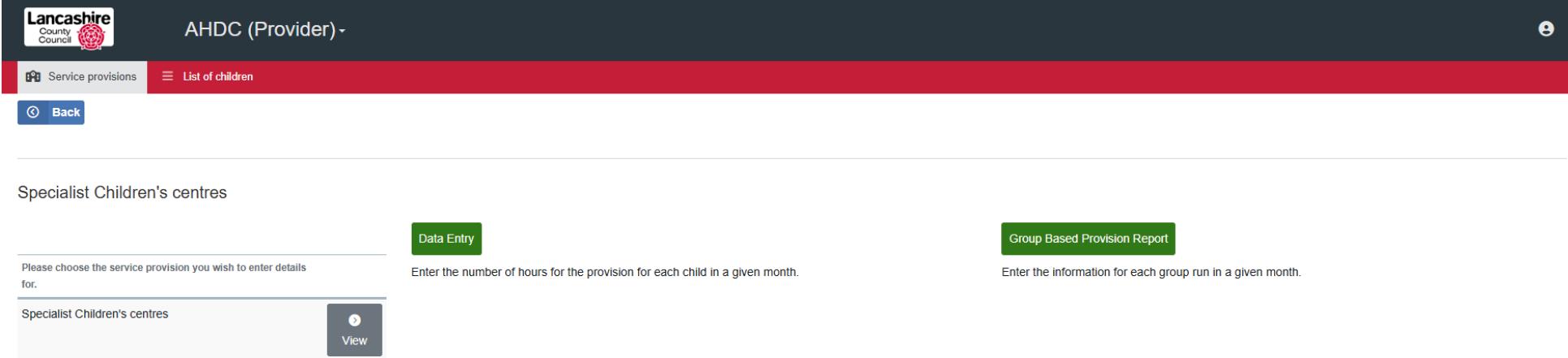
- ❖ Term time weekday/after school clubs – select either
 - Specialist extended school (schools)
 - Specialist other (other providers)
- ❖ Term time weekend provision – select Specialist Saturday or Sunday schemes
- ❖ School holiday provision – select Specialist school holiday schemes



The screenshot shows a web interface for service provisions. At the top, the Lancashire County Council logo is on the left, and 'AHDC (Provider)' is on the right. Below the header, there are two red buttons: 'Service provisions' and 'List of children'. The main content area has a light grey background. It displays the text 'Service provisions' and 'AHDC Test School'. Below this, a message says 'Please choose the service provision you wish to enter details for.' followed by three options: 'Specialist Extended school', 'Specialist Saturday or Sunday schemes', and 'Specialist School holiday schemes', each with a 'View' button to its right.



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

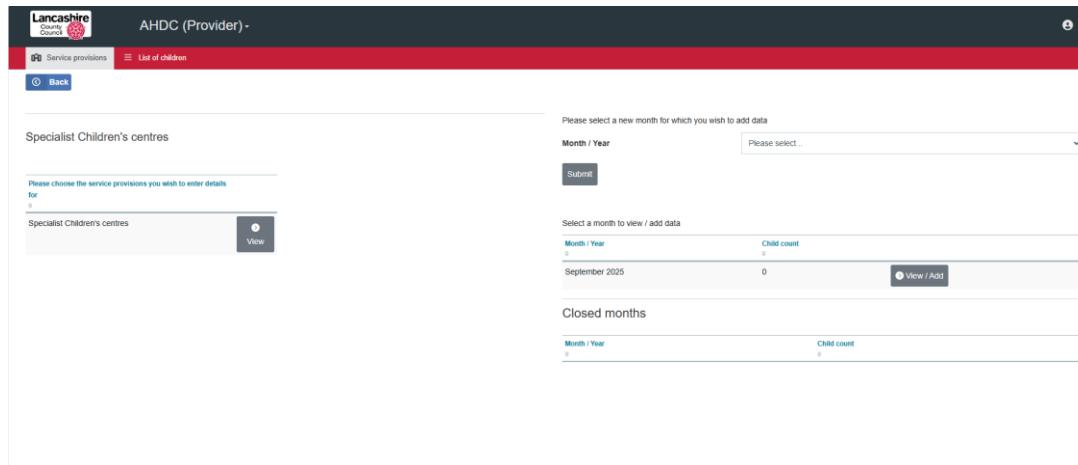


The screenshot shows a web-based application for data entry. At the top, there is a dark header with the Lancashire County Council logo and the text "AHDC (Provider) -". Below the header, a red navigation bar contains links for "Service provisions" (with a service icon) and "List of children" (with a list icon). A "Back" button is also present in this bar. The main content area is titled "Specialist Children's centres". It contains three main sections: "Data Entry" (with a green button), "Enter the number of hours for the provision for each child in a given month.", "Group Based Provision Report" (with a green button), and "Enter the information for each group run in a given month.". On the left, there is a sidebar with the text "Please choose the service provision you wish to enter details for." and a list item "Specialist Children's centres" with a "View" button.



1. Data Entry

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



AHDC (Provider) -

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

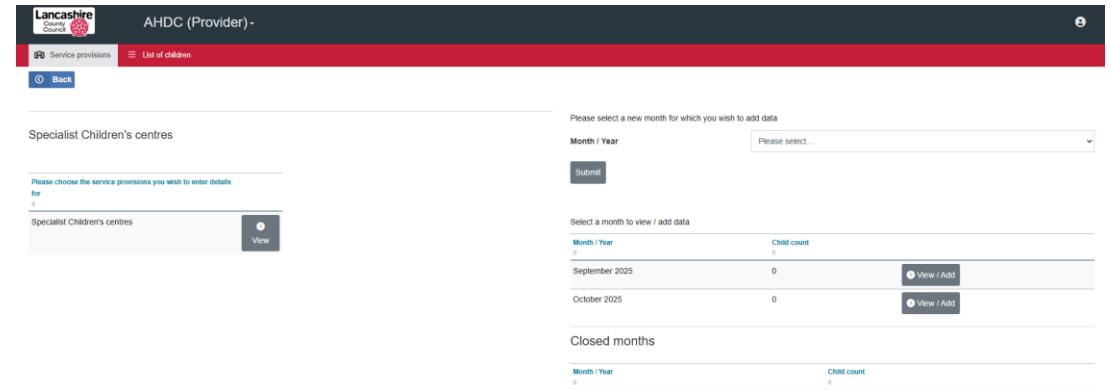
Month / Year	Child count
September 2025	0

View / Add

Closed months

Month / Year	Child count
	0

Next to the selected month, click View/Add



AHDC (Provider) -

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
October 2025	0

View / Add

View / Add

Closed months

Month / Year	Child count
	0

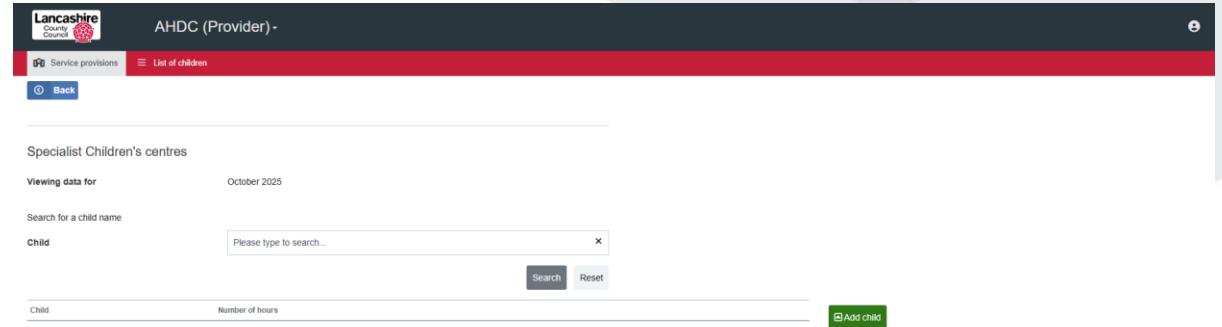


Add children that have attended during the month

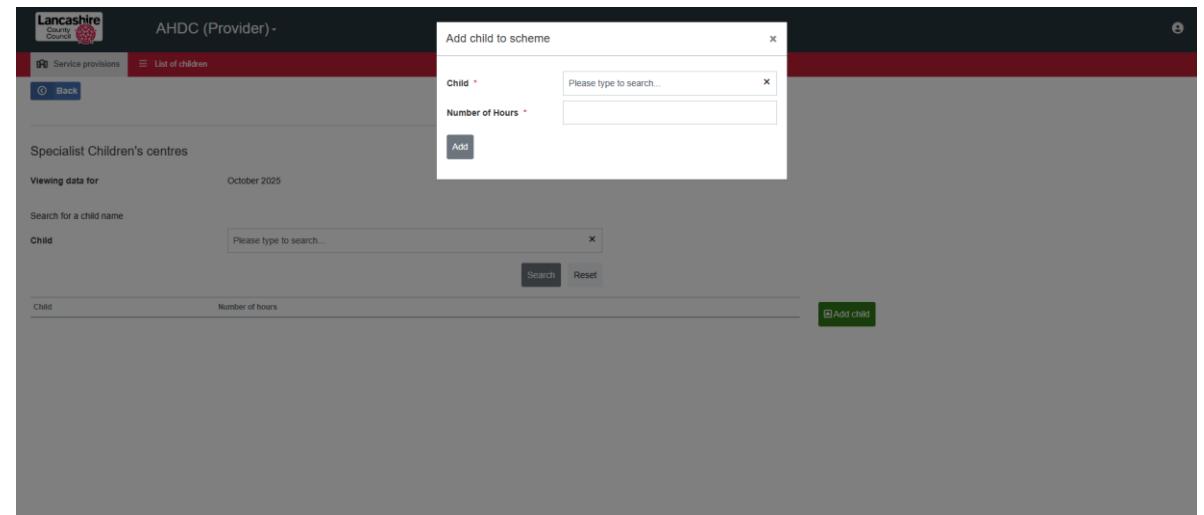
Click the green Add Child button to open the pop-up

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 AHDC (Provider) interface for adding children to a service provision. The 'Add child' button is highlighted in green. The interface includes a search bar for child names and a table for entering child details.



The screenshot shows the AHDC (Provider) interface with a 'Add child to scheme' pop-up window. The window contains fields for 'Child' and 'Number of Hours', and an 'Add' button. The main interface background is dimmed.



Add the hours attended

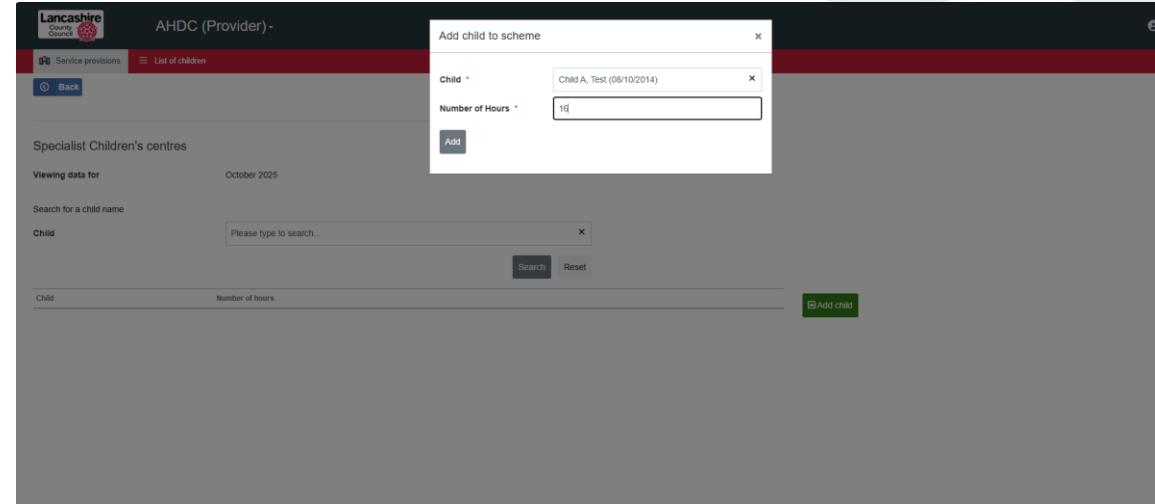
In the pop-up, add the number of hours the child has attended and click Add

The child now appears in the list for the month

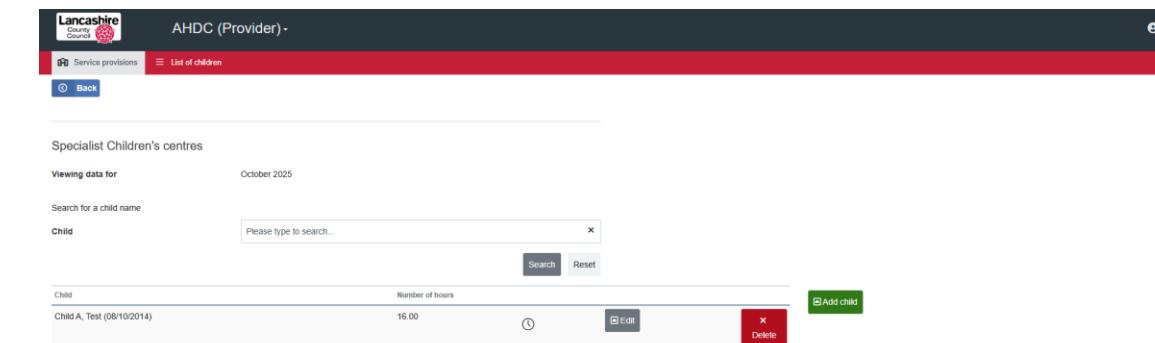
Edit button can be used to amend the number of hours

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



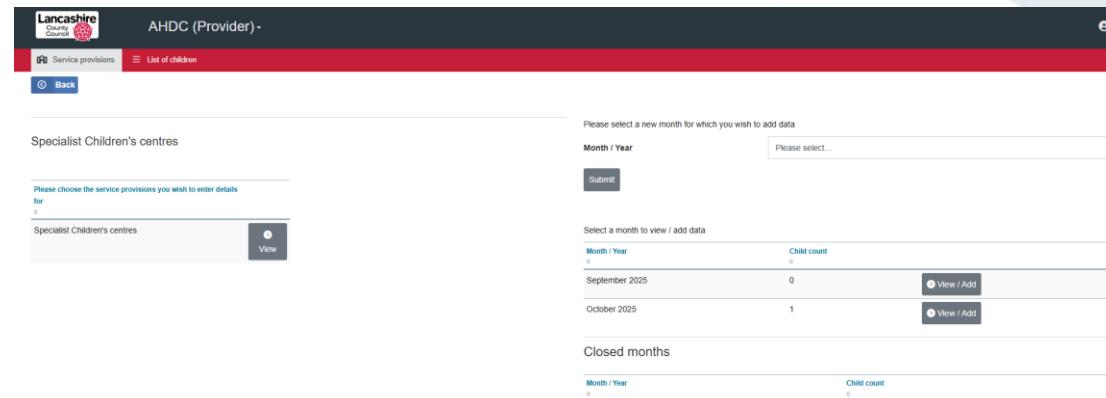
The screenshot shows a 'Add child to scheme' pop-up window. Inside the window, a child record is displayed: 'Child A. Test (08/10/2014)' and '16' hours. The 'Add' button is at the bottom of the window.



The screenshot shows the 'List of children' page. A child record is listed: 'Child A. Test (08/10/2014)' with '16.00' hours. To the right of the record are 'Edit' and 'Delete' buttons.

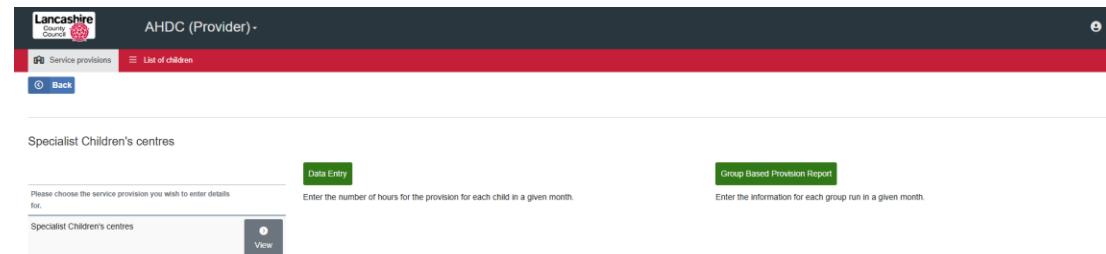
Return to the provision page

As before, select the type of provision



The screenshot shows the 'AHDC (Provider)' interface. At the top, there are navigation links for 'Service provisions' and 'List of children', and a 'Back' button. The main content area is titled 'Specialist Children's centres' and contains a sub-instruction 'Please choose the service provisions you wish to enter details for'. Below this is a table with a single row for 'Specialist Children's centres' and a 'View' button. To the right, there is a section for adding data: 'Please select a new month for which you wish to add data' with a dropdown menu, a 'Submit' button, and a table for 'Select a month to view / add data' showing data for September 2025 (0 children) and October 2025 (1 child). Below these are sections for 'Closed months' and another table for 'Month / Year' and 'Child count'.

Next, select Group Based Provision Report



This screenshot shows the same 'AHDC (Provider)' interface as the previous one, but with a different focus. The 'Data Entry' section is highlighted in green and contains the instruction 'Enter the number of hours for the provision for each child in a given month.' The 'Group Based Provision Report' section is also highlighted in green and contains the instruction 'Enter the information for each group run in a given month.' The rest of the page is identical to the first screenshot, including the 'Specialist Children's centres' table and the data entry table.



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 * 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
0	0	0	0	0	0

No sessions added yet

Closed months

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
0	0	0	0	0	0

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 * 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	0	0	0.00

Closed months

Month	Year	District	Number of sessions	Total children delivered to	Sum of Total Hours for Session
0	0	0	0	0	0

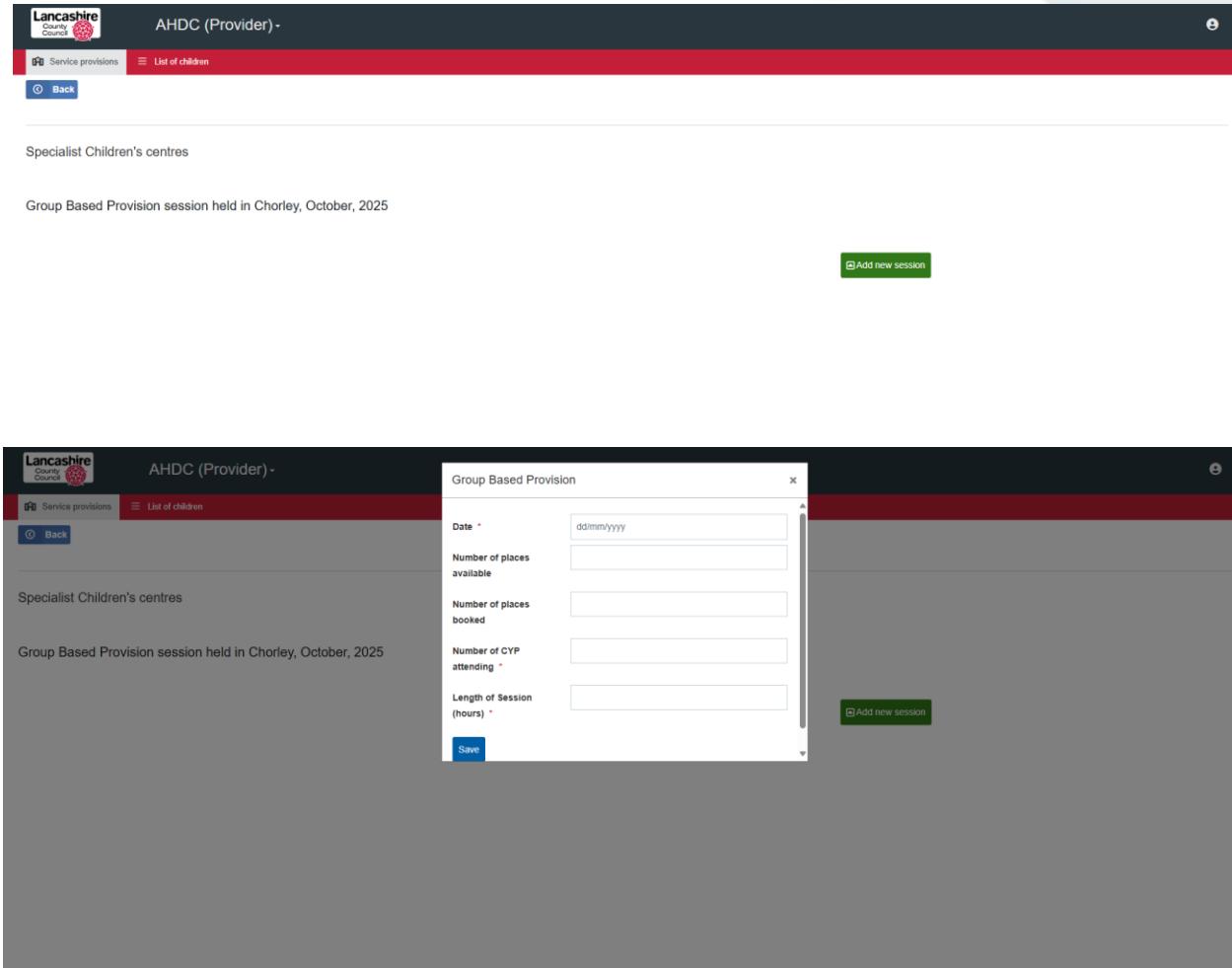
No sessions added yet

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 AHDC (Provider) software interface. At the top, there is a red header bar with the Lancashire County Council logo and the text 'AHDC (Provider)'. Below the header, there are navigation links for 'Service provisions' and 'List of children', and a 'Back' button. The main content area displays 'Specialist Children's centres' and 'Group Based Provision session held in Chorley, October, 2025'. A green button labeled 'Add new session' is visible on the right. A modal window titled 'Group Based Provision' is open in the foreground, containing fields for 'Date' (dd/mm/yyyy), 'Number of places available', 'Number of places booked', 'Number of CYP attending', and 'Length of Session (hours)'. A 'Save' button is located at the bottom of the modal.



Add sessions, continued

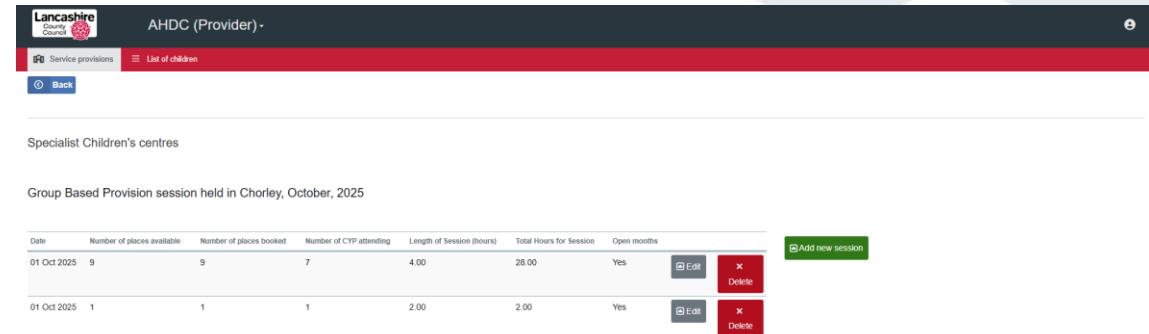
Add further sessions as needed

Use Edit and Delete buttons to make any changes

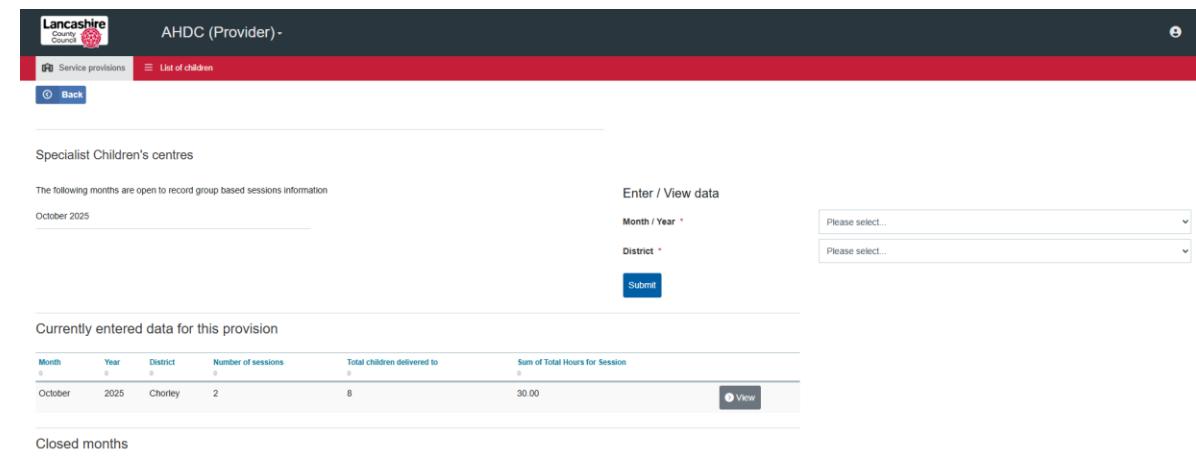
NB - where one or more children attended for only part of the session, you will need to add a separate line for the same date

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)



Date	Number of places available	Number of places booked	Number of CYP attending	Length of Session (hours)	Total Hours for Session	Open months	Actions
01 Oct 2025	9	9	7	4.00	28.00	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
01 Oct 2025	1	1	1	2.00	2.00	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



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

List of children area

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

Lancashire County Council AHDC (Provider) -

Service provisions List of children

Children Archived children Imports

First name

Surname

Break time membership number

Date of birth dd/mm/yyyy

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	Aaaaabbb	Child F	30/03/2014	

Lancashire County Council AHDC (Provider) -

Service provisions List of children

Children Archived children Imports

First name Test

Surname Child

Break time membership number

Date of birth dd/mm/yyyy

Children

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



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

Lancashire County Council AHDC (Provider)

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 *

Please select... 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
October	2025	Hyndburn	0	0	0.00

View

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
LCCIvoices@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

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For other queries including planned changes to delivery

Sarah Ready

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