User Manual

For booking the service at childcare centers or private schools

Booking the service at childcare centers or private schools

Move to (Childcare Centers) at the top of the screen.

Select the appropriate center

Select the appropriate center that has HADAF logo
The beneficiary can browse and select the childcare
centers. To choose a center, the beneficiary click on Qurrah
Center as shown:

View Center Information

The system will display to the beneficiary all relevant information about the childcare center such as (center type, contact information, and images), as shown:
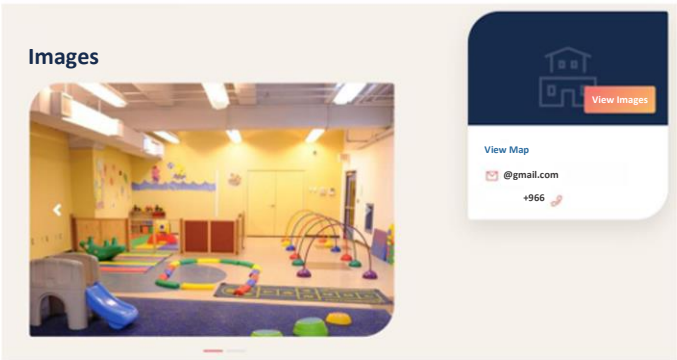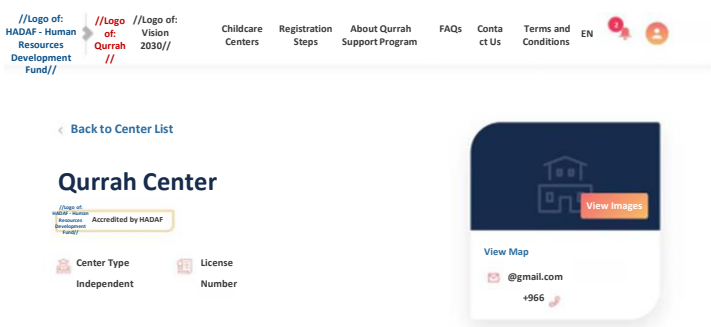
Select the Appropriate Service

The system will display to the beneficiary the services provided by the Childcare Center.
Beneficiary female can apply for the "Daycare - Preschool - Kindergarten - Nursery" service provided by the Childcare Center. The beneficiary clicks on "Daycare" as shown:
"Note: All services include the same booking procedure as outlined below"

Services

This price includes VAT if the establishment is subject to VAT under the VAT Law issued by Royal Decree No. M/113 dated 02/11/1438 AH

View Images

View Map

✉ @gmail.com

📞 +966

Service Type	Booking Type	Age Group	RESET
⬍	⬍	⬍	

Kindergarten	Preschool	Daycare	Nursery
3-6 years	3-6 years	0-2 years	0-2 years
6:30 AM - 1:30 PM	6:00 AM - 01:00 PM	9:00 AM - 04:30 PM	9:00 AM - 04:30 PM

Booking the Service

The system will display the beneficiary female the details for the "Daycare" service, including (curriculum- course cost- working hours), and other fields.

To proceed booking, the beneficiary female shall click "Start Booking" as shown below:

Child's Age Suitable for the Service Provided

If the child status is "Not Eligible" due to the child age mismatch with the selected service, the beneficiary female cannot proceed with booking at the childcare center, as shown below:

New Booking

Booking Information   Confirmation   Terms and Conditions

Daycare
Qurrah Center

Select Child

◯ Khalid

ⓘ **Child's Age Does Not Match the Service Provided**

Child Not Eligible for Support

Select the Child to Register

The child to be registered at the Childcare Center is selected as shown below, and select "Booking Type - Number of Months - Start Date"

Daycare
Qurrah Center

Select Child

⚪ Khalid	Child is Eligible for Support
ⓘ **Child's Age Does Not Match the Service Provided**	
⚪	Child is Eligible for Support
🔴 **Khalid**	Child is Eligible for Support

Booking Type

Monthly ⬍

SAR 1000.00 Monthly

Months

2 ⬍

Start Date

11/ 07/ 2023 🗓

Services

Required Documents

Vaccination Certificate	✓ Added
Child's Birth Certificate	✓ Added
Child's Photo	✓ Added
Health Report	✓ Added

Booking Completion

After completing all required fields, the beneficiary female can proceed with the booking at the childcare center by clicking "Next", as shown:

Services

Required Documents

Vaccination Certificate	✓ Added
Child's Birth Certificate	✓ Added
Child's Photo	✓ Added
Health Report	✓ Added

Cancel   Next

Booking Completion

After completing all required fields, the system will display the "Booking Information - Payment Information" details for the beneficiary female to complete the booking at the childcare center. The beneficiary clicks "Next" as shown:

New Booking

| Booking Information | Confirmation | Terms and Conditions |
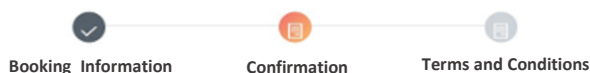
Booking Information

Child
Khalid

Service Type
Daycare

Services

Center Name
Qurrah Center

Booking Period
07/11/2023-06/12/2023

Payment Information

Price	SAR 1000
Services	SAR 0
Support Amount	500
Total Price	SAR 500

Back   Cancel   Next

Terms and Conditions Approval

The system will display the "Terms and Conditions" to the beneficiary female upon which the same shall agree to.

To accept and submit, click "Accept and Submit" as shown:

New Booking

Terms and Conditions   Confirmation   Booking Information

Terms and Conditions

For any losses or damages resulting from any delay after due diligence.

8. The portal may contain links and advertisers' links to other websites. Therefore, the service developer assumes no responsibility for the materials, services, or product offers appearing on such websites, nor does it guarantee that any of the websites are free of viruses, malware, or other harmful programs.
The subscriber acknowledges and agrees that the service developer is not responsible for the content or quality of any such websites.

9. If the subscriber has any dispute with any third party or any related entity, he/she acknowledges and agrees that the service developer will not interfere.

10. The subscriber agrees to hold the service provider harmless for any disruptions caused by telecom service providers, such as connection failures affecting portal access.

Accept and Submit   Cancel   Back

Booking Completed

The system will display to the beneficiary female that "Booking for your child has been successfully submitted"
As shown:

Booking for your child, Khalid Al-Ahmadi, has been submitted.

Booking Number:	ⓘ Awaiting approval from the Center. If the Center does not accept the booking request within 48 hours, the booking request will be automatically cancelled.
893C3DBE48	

View Bookings

Go to Homepage

View Bookings

The beneficiary female can view bookings by clicking on "Bookings," as shown

View Bookings

The system will display all bookings for the beneficiary.

The beneficiary can view the booking and pay the booking value by clicking on

the arrow (<)

As shown:

Bookings

View Profile

- Control Panel
- My Children
- Bookings
- Support

Search

| Enter the mother's or child's national ID | 🔍 |

Booking	Child	Center Name	Booking Type	Date	Status	
2D9E7C97DC		SILA Center	Supported	06/11/2023	Pending Payment ●	⊙
E2016C70D7		Qurrah Center	Not Supported	06/11/2023	Withdrawn ●	⊙

Booking Details

The system will display the booking details for the beneficiary female, such as (center name - child's name) and other fields. The system will display "Payment Information" for the beneficiary, displaying the cost payable by the mother.

| Childcare Centers | Registration Steps | About Qurrah Support Program | FAQs | Contact Us | Terms and Conditions | EN |

‹ **Back to Bookings**

Booking Number:
2D9E7C97DC

Status
Pending Payment ●

Booking Information

Center Name	**Child**
SILA Center	
Service Type	**Booking Date**
Kindergarten (3-6 years)	06/12/2023
Booking Type	**Booking Period Type**
Supported	Monthly
Booking Period	**Services**
07/11/2023-06/12/2023	—

View Profile

● Control Panel
● My Children
● Bookings
● Support

Payment Information

Price	SAR 3000
Services	SAR +0
Support Amount	SAR -1500
Total Price After Deducting the Support Amount	SAR 1500

Payment

Payment and Booking Confirmation

 The beneficiary can pay booking value by clicking on "Payment," a
shown:

| Childcare Centers | Registration Steps | About Qurrah Support Program | FAQs | Contact Us | Terms and Conditions | EN |

View Profile

- Control Panel
- My Children
- Bookings
- Support

‹ Back to Bookings

Booking Number:
2D9E7C97DC

Status
Pending Payment ●

Booking Information

Center Name
SILA Center

Child

Service Type
Kindergarten (3-6 years)

Booking Date
06/12/2023

Booking Type
Supported

Booking Period Type
Monthly

Booking Period
07/11/2023-06/12/2023

Services
—

Payment Information

Price	SAR 3000
Services	SAR +0
Support Amount	SAR -1500

| Total Price After Deducting the Support Amount | SAR 1500 |

Payment

Payment and Booking Confirmation

The beneficiary female shall fill out the "Bank Account Data" to pay the booking fee by adding "Card Number - Expiration Date - Cardholder Name - Verification Code"

Then, click on "Pay Now".

The system will display to the beneficiary female that "Payment was Successful" as shown:

Enter Payment Information ✕

		//Logo of: Mada//
Card Type	mada ⌄	
Card Type	Card Number	
Expiration Date	Month/Year	
Cardholder Name	Cardholder Name	
Verification Code (CVV)	Verification Code CVV))	

Pay Now

Payment was Successful

Booking Amount Number 337dd321-588-4391-8533-2601bb138cd0 was successfully paid.

View Bookings

Cancel Booking

The beneficiary female can cancel the booking by clicking on the arrow (<)

Bookings

View Profile

- Control Panel
- My Children
- Bookings
- Support

Search

Enter the mother's or child's national ID

Booking	Child	Center Name	Booking Type	Date	Status		
E2016C70D7		Qurrah Center	Not Supported	06/11/2023	Awaiting Center Acceptance	●	⊙

« ‹ 1 › »

Cancel Booking

The beneficiary can cancel the booking by clicking on "Cancel Booking".

Note: The beneficiary female cannot "Cancel the Booking" after it has been accepted by the Childcare Center.

Childcare Centers | Registration Steps | About Qurrah Support Program | FAQs | Contact Us | Terms and Conditions | EN

View Profile

Control Panel
My Children
Bookings
Support

‹ Back to Bookings

Booking Number:
E2016C70D7

Status
Awaiting Center Acceptance

Booking Information

Center Name
Qurrah Center

Child

Service Type
Daycare (2-6 years)

Booking Date
06/12/2023

Booking Type
Not Supported

Booking Period Type
Monthly

Booking Period
07/11/2023-06/12/2023

Services
—

Payment Information

Price | SAR 2000
Services | SAR +0
Support Amount | SAR -0

Total Price | SAR 2000

Under Review

Cancel Booking

Booking Cancellation Confirmation

To confirm the "Booking Cancellation" by the beneficiary female, click "Yes" as shown:

Cancel Booking   ✕

Do you want to cancel the booking?

No

Yes

Change Booking status to (Withdrawn)

After confirming the "Booking Cancellation," the booking status will change to "Withdrawn" as shown.

Bookings

Search

Enter the mother's or child's national ID	🔍

Booking	Child	Center Name	Booking Type	Date	Status	
E2016C70D7	Khalid Al-Ahmadi	Qurrah Center	Not Supported	11/06/2023	Withdrawn	⊙

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