

HOW TO BOOK BREAKFAST CLUB, AFTER SCHOOL CLUB & PLAYScheme USING M.C.A.S

(MY CHILD AT SCHOOL)



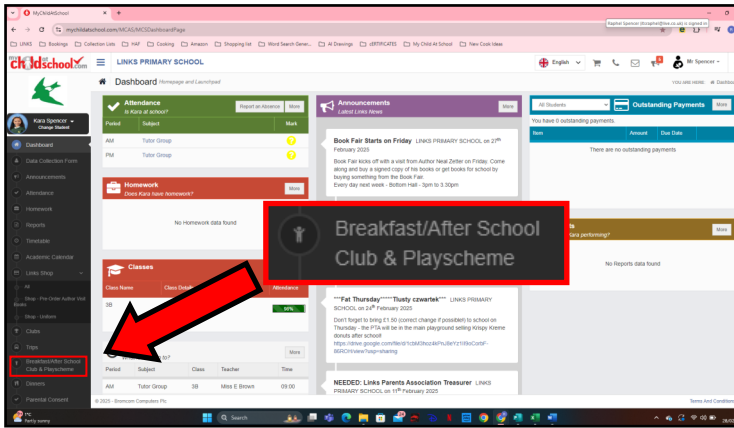
PAGE 2: HOW TO BOOK VIA WEBSITE

WEBSITE: <https://www.mychildatschool.com/MCAS/MCSParentLogin>

PAGE 3: HOW TO BOOK VIA APP



HOW TO BOOK VIA WEBSITE



1

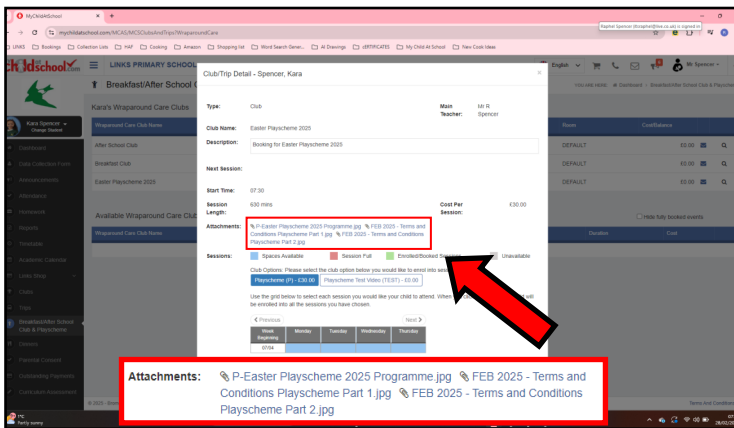
ONCE YOU ARE ON THE 'MY CHILD AT SCHOOL' WEBSITE. CLICK ON THE BUTTON ' BREAKFAST/AFTER SCHOOL CLUB & PLAYScheme', LOCATED ON THE LEFT LONG GREY SIDE BAR.

THIS WILL TAKE YOU TO THE BOOKING PAGE.



2

NOW PICK WHICH CLUB OR PLAYScheme YOU'D LIKE TO BOOK YOUR CHILD IN FOR.

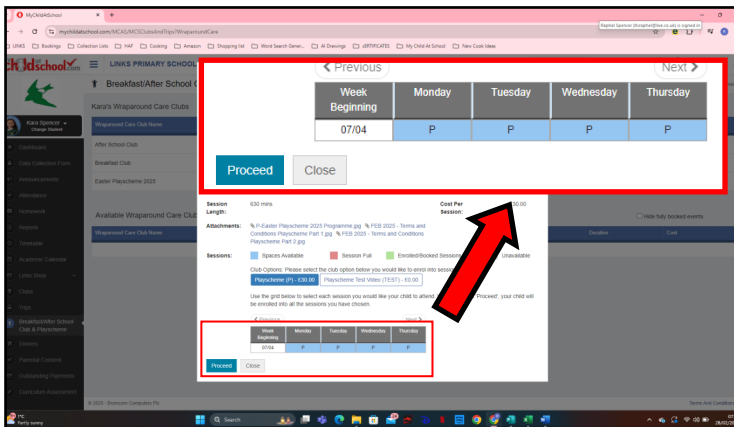


3

YOU WILL THEN BE TAKEN TO A SCREEN THAT LOOKS LIKE THIS.

YOU CAN FIND THE TERMS AND CONDITIONS HERE. PLEASE MAKE SURE YOU READ THIS, AS ONCE YOU'VE BOOKED IN, YOU WOULD HAVE AGREED TO FOLLOW.

WHERE APPLICABLE, YOU CAN FIND THE PROGRAMME FOR PLAYScheme WITH ALL THE ACTIVITIES HERE TOO.



4

THE BLUE BOXES AT THE BOTTOM ARE THE DAYS WE ARE OPEN.

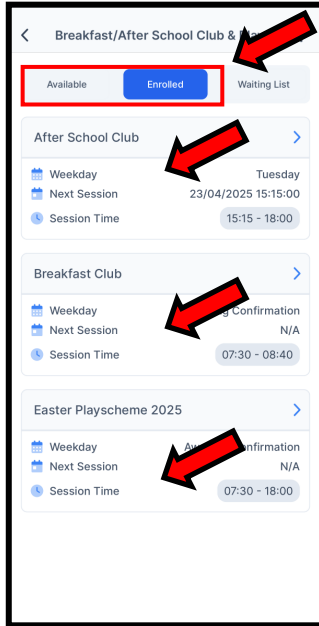
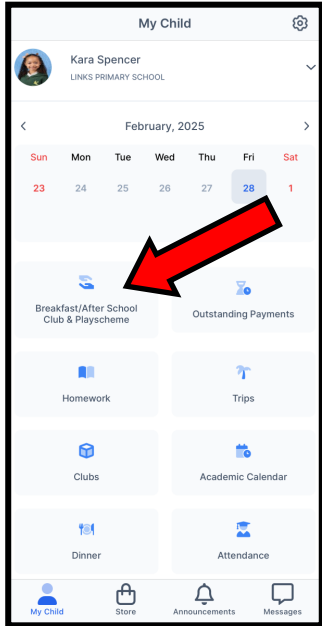
CLICK ON THE BLUE BOXES TO SELECT THE DAYS YOU WOULD LIKE YOUR CHILD TO ATTEND. ONCE SELECTED, THEY WILL HAVE A LETTER IN THEM.

THEN PRESS 'PROCEED' AND FOLLOW THE ON SCREEN INSTRUCTIONS TO COMPLETE THE BOOKING FORM.

YOU WILL NEED TO PAY IN ADVANCE TO BOOK YOU SESSIONS.

PLEASE NOTE: IF YOU HAVE TO TOP UP, YOU WILL NEED TO REPEAT STEPS 4

HOW TO BOOK VIA. APP



1

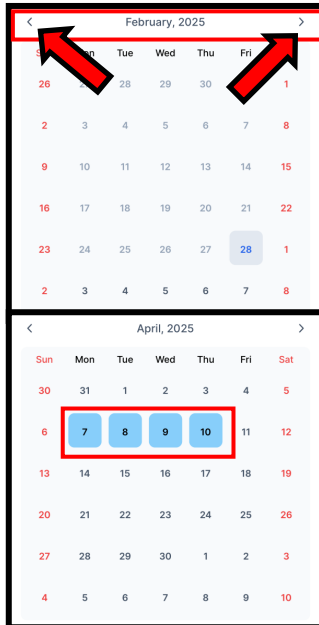
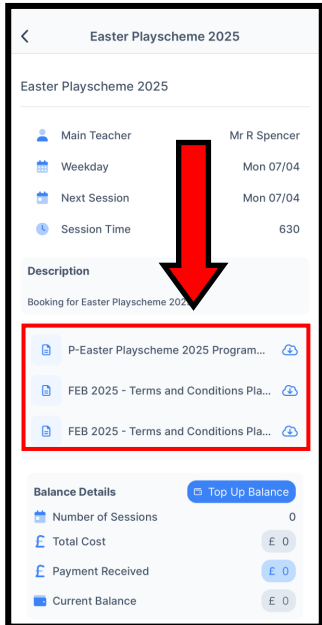
ONCE YOU ARE ON THE 'MY CHILD AT SCHOOL' APP.

CLICK ON THE BUTTON 'BREAKFAST/AFTER SCHOOL CLUB & PLAY-SCHEME'. LOCATED ON THE LEFT LONG GREY SIDE BAR.

THIS WILL TAKE YOU TO THE BOOKING PAGE.

ONCE AT THE BOOKING PAGE YOU WILL NEED TO SELECT EITHER 'AVAILABLE' OR 'ENROLLED' TO FIND YOUR DESIRED CLUB OR PLAY-SCHEME.

NOW PICK WHICH CLUB OR PLAYScheme YOU'D LIKE TO BOOK YOUR CHILD IN FOR.



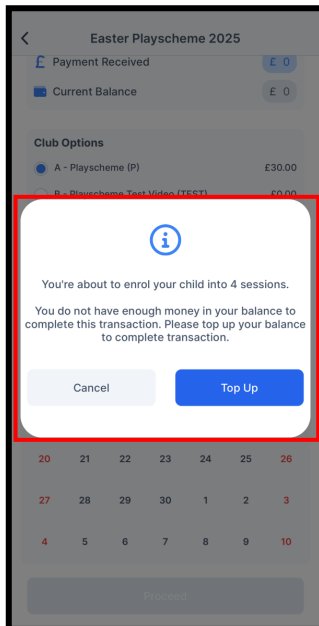
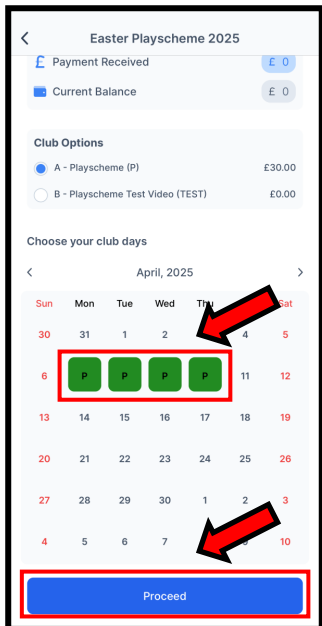
2

YOU WILL THEN BE TAKEN TO A SCREEN THAT LOOKS LIKE THIS.

YOU CAN FIND THE TERMS AND CONDITIONS HERE. PLEASE MAKE SURE YOU READ THIS, AS ONCE YOU'VE BOOKED IN, YOU WOULD HAVE AGREED TO FOLLOW.

WHERE APPLICABLE, YOU CAN FIND THE PROGRAMME FOR PLAY-SCHEME WITH ALL THE ACTIVITIES HERE TOO.

YOU WILL THEN HAVE TO SCROLL USING THE CALENDER TO FIND THE DATE YOU WISH TO BOOK THE SESSIONS FOR. THEY WILL BE HIGHLIGHTED IN SQUARE BLUE BOXES. THESE ARE THE DAYS WE'RE OPEN.



3

CLICK ON THE BLUE BOXES TO SELECT THE DAYS YOU WOULD LIKE YOUR CHILD TO ATTEND. ONCE SELECTED THEY WILL TURN GREEN AND HAVE A LETTER IN THEM.

THEN PRESS 'PROCCED' AND FOLLOW THE ON SCREEN INSTRUCTIONS TO COMPLETE THE BOOKING FORM.

YOU WILL NEED TO PAY IN ADVANCE TO BOOK YOU SESSIONS.

PLEASE NOTE: IF YOU HAVE TO TOP UP, YOU WILL NEED TO REPEAT STEPS 2-3.