

Booking your Lookout places in MCAS using a web browser

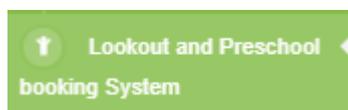
NOTE: You will not be able to see the booking system until you have paid the yearly Family Registration Fee.

Log onto your MCAS account and in the menu select 'Online payments' and then 'Lookout Registration Fee'. Add this to the basket and pay (this fee can not be paid for with childcare vouchers). Please only pay for 1 Registration Fee per family (the app may allow you to buy more)



Once your purchase has been received by the Finance office you will be added to the booking system (please note this is not automatic and may take a few days – you will be sent an email confirming when this registration is complete).

Once you have been added to the system, you can click on 'Lookout and Preschool booking System'



Where you will see the Breakfast club booking system and the Afterschool club booking system.

Available Wraparound Care Clubs (click or tap a club to view more details and sign up)

| Wraparound Care Club Name | Teacher | Next Session | W |
|--|--------------|--------------|----|
| Lookout Breakfast club Autumn 1 2020 | Mrs S Heaton | 14/09/2020 | Et |
| Lookout Afterschool club Autumn 1 2020 | Mrs S Heaton | 14/09/2020 | Et |

Select which club you wish to book on to. You will need to do this for each child if you have more than one child at the school so please check which child's account you are currently in at this point.

First, select the club option, which includes the session your child is being booked into (4.30pm first child, 4.30pm sibling, 5.15pm first child or 5.15pm sibling).

Club Options: Please select the club option below you would like to enrol into sessions with

| |
|--|
| Afterschool club until 4.30pm - Only or Eldest child at the school (430) - £5.00 |
| Afterschool club until 4.30pm - Siblings (430S) - £3.50 |
| Afterschool club until 5.15pm - Only or Eldest child at the school (515) - £7.50 |
| Afterschool club until 5.15pm - Siblings (515S) - £5.50 |

If you have any questions or get stuck please call 01763260143 option 2 or email lookout@meldreth.cambs.sch.uk

Then click on the grid for the days you want to book into those times.

| Week Beginning | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|--------|---------|-----------|----------|--------|
| 20/07 | | | | | |
| 27/07 | | | | | |
| 03/08 | | | | | |
| 10/08 | | | | | |
| 17/08 | | | | | |
| 24/08 | | | | | |
| 31/08 | | | | | |
| 07/09 | | | | | |
| 14/09 | 430 | | | | |
| 21/09 | | | 515 | | |
| 28/09 | 430 | 430 | 515 | | |
| 05/10 | 430 | | 515 | | |
| 12/10 | 430 | | 515 | | |
| 19/10 | 430 | | 515 | | |

When you have finished, and need to book a different time, select the next option and choose the sessions in the grid for that option/time.

Once you have completed all your selections for each child click 'Enrol'. These will then be booked and you can if needed change to another child's account and do the same again.

Once Enrolled you will be able to see the bookings in the top section of the screen where you can add further bookings or pay for your sessions by clicking on 'Add to basket' and pay for your sessions.

| Wraparound Care Club Name | Teacher | Next Session |
|--|--------------|--------------|
| Lookout Afterschool club Autumn 1 2020 | Mrs S Heaton | 14/09/2020 |

If you know you have credit from the club finishing early in March please do not pay at this stage as this will be added to your bookings and your balance will be reduced. (If you are unsure please email lookout@meldreth.cambs.sch.uk or call 01763260143 option 2)

If you plan to use childcare vouchers, you can now pay via your voucher system and these will be recorded against your account once received. When processed this balance will be cleared from your MCAS account.

In the unlikely event that there is an error with your booking, this can be amended by the office. Please bear with us as this is the first time we are using the system.