



Lee Brigg Infant & Nursery School

Executive Headteacher: Mrs Clare Holloway

Chair of Governors: Mr Andrew Emms

Lee Brigg, Altofts, Wakefield WF6 2LN Telephone: 01924 893829

<https://leebrigginfants.org/> Email: leebriggadmin@watertonacademytrust.org

Tuesday 28th March 2023

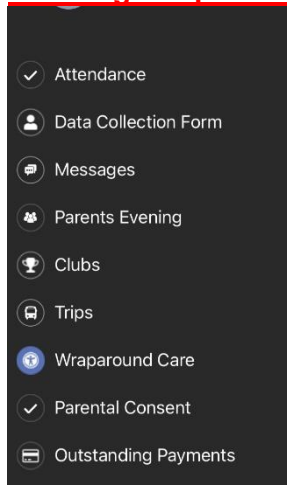
Paying for Wraparound Care (Breakfast Club) on MCAS


Parents / carers are now able to pay for wraparound care (breakfast club) via MCAS.

We have created a step-by-step guide to help families complete bookings and payments.

If you are experiencing any difficulties in booking or paying for wraparound care please contact Mrs Dixon-Child (leebriggadmin@watertonacademytrust.org / 01924 893829).

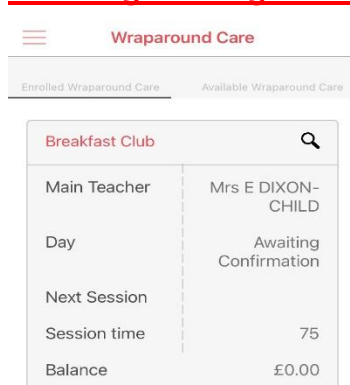
Locating Wraparound Care on MCAS:



Log in to MCAS and select the menu option (three horizontal lines) at top left of your screen 

A side toolbar will open with a list of options. Select 'wraparound care' towards the bottom of the list

Checking Bookings and Viewing Balances



Selecting 'wraparound care' as above will open a page showing wraparound care / clubs your child has been offered.

Selecting the magnifying glass icon will take you to a page which will show the number of session booked, total cost and payment received.

A 'top up' button should appear allowing funds to be added to your MCAS account to pay for wraparound care sessions. **Please Note** : breakfast club sessions will need to be pre-paid in advance and we will be unable to offer refunds unless there are exceptional circumstances.



Designated Safeguarding Lead: Mrs C Holloway - Deputy DSL: Miss L Kilkenny - Safeguarding Governor: Mr A Emms
If you are worried a child is at risk of harm please contact either of the above or **Social Care Direct on 03458 503 503.**

Copies of the Safeguarding and Child Protection policy can be obtained from the school office or downloaded from the website.



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< Breakfast Club

Club Name
Breakfast Club

Number of Sessions
0

Total Cost
£0.00

Payment Received
£0.00

Current Balances
£0.00 Top Up

Club Schedule
Select the dates you would like your child to attend

1. Select 'top up'
2. Select the amount you wish to top up (wraparound care is £3 a session) and 'submit'
3. Select 'checkout'
4. Enter card details (there is the option to save these to MCAS)
5. Select 'confirm and pay'

You will now be able to book a place on dates for wraparound care – click back and select dates on calendar – message enrol sessions – email receipt



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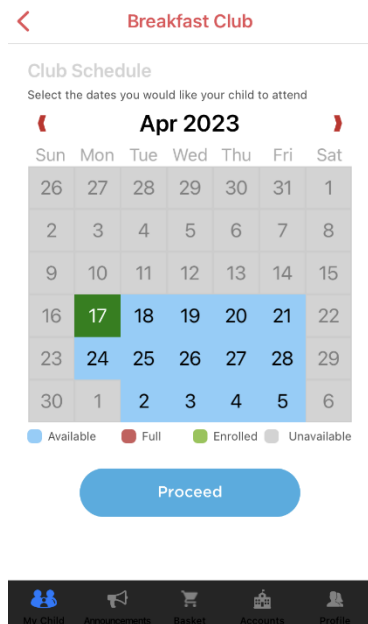
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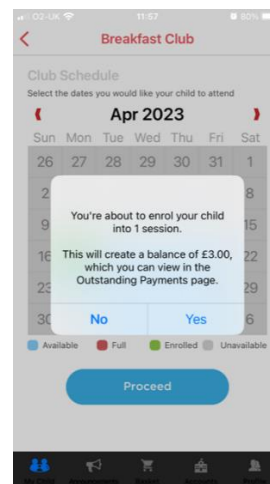
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Booking Dates for Wraparound Care



You can now select the date(s) you would like your child to attend wraparound care (breakfast club) **Please Note:** Dates must be pre-paid to allow bookings to be made.

Once date(s) have been selected, select 'proceed' and a confirmation message (below) should appear – select 'yes' to continue

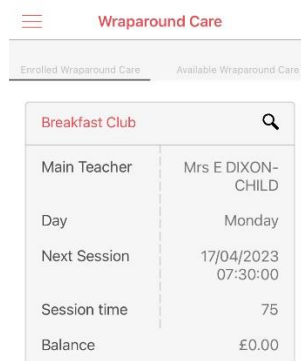


Checking Wraparound Care (breakfast club) bookings

Login to MCAS and select the menu option (three horizontal lines) at top left of your screen.

A side toolbar will open with a list of options. Select 'wraparound care' towards the bottom of the list.

A listing showing 'next session' should now appear detailing booking(s)



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