



## @ Whitby Heath

At S4YC, we specialise in child care, preschool, sporting activities, and wrap-around care, including school holidays, for children aged 2 - 11 years of age.

Through all of our activities we help children realise their capabilities, improve social skills and boost fitness levels.

You will find all the information you need about our exciting and fun range of activities as well as our online booking system by visiting our website:

[www.s4yc.co.uk](http://www.s4yc.co.uk)

but, if you would like to speak with us directly please don't hesitate to get in touch.

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POWERED BY CES



**CHILDCARE & SPORT EDUCATION**

# Online registration and booking instructions

To register your child/children please follow the instructions below:

1. Visit [www.s4yc.co.uk](http://www.s4yc.co.uk)
2. On the home page, scroll down to the middle and click "Bookings".
3. If registering your child/children for the first time, complete the "New Parent Registration" filling in ALL details.
4. Once you have registered, you will then need to add your child/children.

To make bookings

5. Once you are logged in, select the "Make Bookings" tab at the top of the page then select your activity.
6. Find your school and click "View Info".
7. Select the dates you require then click "Select Time/Sessions".
8. Select your times by ticking the box/boxes for the sessions required.
9. Nominate the child/children you are making the booking for by ticking the box/boxes next to the child's name.
10. Course Summary—you can either "Book More" courses or "Proceed to Payment".
11. Finalise your booking using your desired method of payment. If you are paying via childcare vouchers you will also need to log onto your voucher provider's account and make the payment manually to S4YC. Voucher payments can take up to 10 days to be verified.
12. You will receive a confirmation e-mail. Should this e-mail go to your junk mail please mark it as safe for future confirmation e-mails and bookings.

Additional

13. To check that your booking has been successful click "My Bookings". You can also look at your booking in more confirmation e-mails and bookings.
14. While in the "Invoice" tab you can also cancel and amend any bookings (within the cancellation period).
15. The system will also allow you to book courses for the entire year and pay monthly, add money to your online wallet, leave notes for staff, and track usage and times you sign in/out and much more...