



## @ Bishop Wilson

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 new 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.

[kaye@s4yc.co.uk](mailto:kaye@s4yc.co.uk)

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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 bottom 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 "Book Courses" tab at the top of the page then select your activity.
6. Find your school and click "More Info".
7. Select the dates you require then click "select time / proceed".
8. On the next page you will be able to select your times (if applicable) then click "Update".
9. Nominate the child/children you are making the booking for and click "Select Children".
10. Click "Confirm Booking".
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).

To access a helpful step-by-step video demonstrating all of the above please follow the link below:

[https://www.youtube.com/embed/Gx8ol70MI\\_4?rel=0](https://www.youtube.com/embed/Gx8ol70MI_4?rel=0)