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

[info@s4yc.co.uk](mailto:info@s4yc.co.uk) / 07734 705559 / 07814 389469

## Welcome to S4YC Pre-School and Nurseries 2020/2021

Thank you for your interest in our setting.

To request a place at your chosen setting please complete the below steps:

1. Register on our booking and payment platform, iPAL

Our Bespoke online booking and payment platform is available 24 hours a day 7 days a week, if you require any emergency childcare you can book more sessions at the click of a button when sessions are available. Please note that preschool and nursery settings may not be able to take emergency childcare bookings as adult to child ratios need to be considered to ensure there are enough staff.

The iPAL platform is used also for your child's medical records, contact information and is a way for you to inform the staff of any relevant information and you provide as many details as possible in case we need to contact you in an emergency.

### How to register on iPAL

1. Log onto [www.s4yc.co.uk](http://www.s4yc.co.uk)
2. On the homepage click on the "Booking" tab
3. Click on "Parent Login"
4. Click on "Register as a parent"
5. Complete the "New Parent Registration" fill in ALL details. You will then need to add your child/ren details.

### Already registered?

1. Log on to [www.s4yc.co.uk](http://www.s4yc.co.uk)
  2. On the homepage click on the "Bookings" tab
  3. Click on "Parent Log in"
  4. Enter your log in details you set up when registering.
2. Arrange a settling in session with your setting (contact details below).
  3. Prior to your settling in session fill in our online form via your iPAL account:  
Click "Make A Booking"  
Select option for "Pre-School/Nursery Set Day Registration"  
Fill in the form once you have finished please ensure you click "complete"  
You will receive an automated email to confirm it has been received.
  4. Attend your child's settling in session. During the settling in session you will need to bring with you:
    - Red Health Record Book
    - Child's Birth Certificate
    - All About Me Document
    - Funding contract (if applicable)

The pre-school manager will go through some checklists whilst your child is having some time with other children and their Key Worker.

5. Once all checks have been completed your pre-set/funded hours will be booked on your behalf by our admin team, within 48 hours (excluding weekends) once booked in these places are guaranteed and you will receive an automated email to confirm once this has been done.

It is particularly important to check your selected sessions are correct as these sessions cannot be changed after 14 working days of them being added to the system, this will also confirm your child's start date with us.

To check your sessions, log onto your iPAL account there you will have 2 options:

1. Click "My Bookings" select your invoice and click "View Dates" this will bring up a pop-up window with all dates/sessions reserved for your child.
2. Or click "My Calendar" which gives you an easy to read day by day split of sessions.

Your pre-set funded hours can only be changed if needed on a termly basis and you need to submit these changes via the online form with at least 1 month's notice of any change.

**Making your Monthly Payments.**

Your monthly split bill, if applicable, will be deducted from your wallet each month. Please follow the below steps to make a payment.

1. Log on to [www.s4yc.co.uk](http://www.s4yc.co.uk)
2. On the homepage click on the "Bookings" tab
3. Enter your log in details you set up upon registration
4. Click "My Wallet"
5. Click "Add Money to Wallet"
6. Select either "Childcare vouchers" or the amount you wish to pay.
7. Follow the onscreen instructions dependant on your choice of how to pay.

All payments are payable upfront, your monthly bill will be deducted from your wallet on the 1<sup>st</sup> of every month and is required to be paid within 7 days. If this bill is not paid then your child/ren will not be accepted into our care, until the bill is paid. Any sessions missed due to non-payment will still require payment as per your parent contract. For Childcare Voucher Payments, it is important to provide us with all the information including the provider name to help us locate and verify your voucher payment. You will also need to log on to your voucher provider's account and make the payment manually to S4YC which can take up to 5 working days to be verified.

### **Additional Bookings**

If you require any adhoc additional sessions, providing you are all up to date with any payments and there are spaces available on the date you require, you can easily log into your iPAL account and follow the below steps to book:

1. Click "Book Courses"
2. Select what course you want example "Nursery & Pre-school"
3. Follow the easy 1 Click options to book your child in
4. Payment for these are required to be made at the time of booking, if paying by Childcare Vouchers you will also need to log onto your voucher provider's account and make the payment manually to S4YC which can take up to 5 working days to be verified.
5. These sessions cannot be cancelled.

### **Lunches (where applicable)**

The lunch offered differs across settings. All Day Centre Nurseries & Christchurch Pre-School are only bookings only. This can be discussed in more detail with the setting manager.

All hot lunches must be booked and pre-paid online a minimum of 24 hours before the date of the required hot lunches, alternatively you can provide a healthy packed lunch for your child/ren.

If you would like any further information, please do not hesitate in contacting: -

Michelle Goodall – Compliance Manager on 07495 836613, e-mail [michelle@s4yc.co.uk](mailto:michelle@s4yc.co.uk) or Lianne Sewell – email [lianne@s4yc.co.uk](mailto:lianne@s4yc.co.uk)

For further useful information please visit the following web addresses:

- Policies and procedures: <http://www.s4yc.co.uk/page/policies-procedures/36886>
- Parent Handbook: <http://www.s4yc.co.uk/page/parent-handbook/36977>
- Recent Ofsted reports: <http://www.s4yc.co.uk/page/ofsted-reports/36866>
- Up & Coming Holiday Clubs: <http://www.s4yc.co.uk/page/upcoming-courses/6394>

**We look forward to welcoming you soon!**

<b>S4YC Nursery/Pre-School Contact Details</b>		
<b>Blacon</b>	01244 637977	<a href="mailto:blacon@s4yc.co.uk">blacon@s4yc.co.uk</a>
<b>Bishop Wilson</b>	07940 956871	<a href="mailto:bishopwilson@s4yc.co.uk">bishopwilson@s4yc.co.uk</a>
<b>Christ Church</b>	07399 155059	<a href="mailto:christchurch@s4yc.co.uk">christchurch@s4yc.co.uk</a>
<b>Helsby</b>	07375 397174	<a href="mailto:helsby@s4yc.co.uk">helsby@s4yc.co.uk</a>
<b>Hoole</b>	TBC	<a href="mailto:hoole@s4yc.co.uk">hoole@s4yc.co.uk</a>
<b>Parklands</b>	0151 3065006	<a href="mailto:parklands@s4yc.co.uk">parklands@s4yc.co.uk</a>
<b>Portside</b>	0151 3189920	<a href="mailto:portside@s4yc.co.uk">portside@s4yc.co.uk</a>
<b>Stanlaw Abbey</b>	0151 3189920	<a href="mailto:stanlaw@s4yc.co.uk">stanlaw@s4yc.co.uk</a>
<b>St Luke's</b>	07940 956911	<a href="mailto:stlukes@s4yc.co.uk">stlukes@s4yc.co.uk</a>
<b>Sutton Green</b>	07376 302662	<a href="mailto:suttongreen@s4yc.co.uk">suttongreen@s4yc.co.uk</a>
<b>Whitby Heath Chester Road</b>	0151 3554891	<a href="mailto:chesterroad@s4yc.co.uk">chesterroad@s4yc.co.uk</a>
<b>Whitby Heath</b>	07340 334493	<a href="mailto:whitbyheath@s4yc.co.uk">whitbyheath@s4yc.co.uk</a>
<b>Willaston</b>	07951 861296	<a href="mailto:willaston@s4yc.co.uk">willaston@s4yc.co.uk</a>
<b>Woodlands</b>	07940 956827	<a href="mailto:woodlands@s4yc.co.uk">woodlands@s4yc.co.uk</a>