

## **How to make Nursery Payments via MCAS**

### **Log In to your Account**

- **Select Child:** If you have multiple children at the school, select the relevant child's profile from the menu.

### **2. Locate the Extended Services Module**

- **Via the Dashboard:** Look for the **Nursery Payments** on your main dashboard. Use the magnifying glass to open the payment item.

### **3. Select and Add to Basket**

- **Select an item:** You will be shown payments for each week in instalments. Select to pay the date for the next week. Alternatively, you can choose to pay the whole balance in one payment.
- **Add to Basket:** Click the **Add to Basket** or **Pay** button. A red notification number will appear over the shopping trolley icon at the top of the screen.

### **4. Checkout and Pay**

- **Open Basket:** Tap the **Shopping Basket (trolley) icon** in the top-right corner.
- **Review Items:** Check the order details and click the green **Checkout** button.
- **Select Payment Method:** Choose **Card** from the dropdown menu. *(Note: If your school permits Childcare Vouchers or Pupil Premium, select the **Offline Payment** option instead).*
- **Enter Details:** Input your billing address and credit/debit card details. You can check the box to save your card details for faster future payments.
- **Confirm:** Click **Confirm & Pay** to process the transaction through the secure payment system.

Once complete, a payment confirmation message will display, and you can view your digital receipt anytime under **Payment History** within your account details.

If paying via childcare vouchers please contact [sbm@allsaints.merton.sch.uk](mailto:sbm@allsaints.merton.sch.uk)