

Step-by-Step: Booking School Dinners via MCAS

1. Log In to Your MCAS Account

- Open the **MyChildAtSchool (MCAS)** app on your phone **or** go to the web portal at <https://mychildatschool.com/MCAS/MCSParentLogin>.
 - Sign in using the **email and password** associated with your child's account.
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2. Go to the Dinner Section

Once you're logged in:

- Look for the **Dinner** widget or a tab labelled **Dinner / Dinner Menu**.
 - Click or tap it to open.
 - This is where you'll find a **list of dates** you can book meals for.
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3. Select the Meal Dates

Inside the Dinner Detail section:

- Find the **date(s)** you want to book meals for your child.
 - Click "**More**" (or similar) next to a date to **see the menu and choices** (e.g., meal options).
 - Tap/select the meal choice
 - You will need to do this for each date you want to book.
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4. Pay for Meals (if required)

- After selecting the **first meal choice** and clicking **Submit**, a **warning message** will appear if your dinner balance is low, asking you to **top up**.
 - Enter the amount you want to add to your child's dinner balance.
Please note: you must add **enough funds to cover all the meals you are booking**.
 - 1 day = **£2.70**
 - 5 days = **£13.50**
 - Click **Add to Basket**, then **Checkout**, and pay using your card.
 - It is recommended to **top up in advance**, as you will **not be able to book meals without sufficient credit**.
 - You can top up at any time by clicking the **blue money icon** in the top-right corner of the app.
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6. Meal Balance Deduction

- After your child has taken a dinner, **£2.70 will be deducted from your account balance** for that day.
 - Your remaining balance will update automatically in the app so you can see how much credit is left.
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5. Cancel or Change a Booking

If you need to cancel a booked meal:

- Go back to **Dinner Detail** and click **More**.
 - Find the date you want to change and **clear the selection** (or unselect the meal).
 - You can cancel up until the **school's cut-off time** — typically 1 day before the lunch date.
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Quick Tips & Troubleshooting

App vs Web:

Some parents find it easier to book meals on a **desktop web browser** at www.mychildatschool.com — it often shows menu calendars more clearly than the phone app.

Multiple Children:

If you have more than one child linked to your account, make sure you **select the correct child's profile** before booking dinner for that child.

Summary: What You'll Do in MCAS

1. Log in to the **MCAS** app or web portal.
2. Open **Dinner Detail** (or Dinner Menu).
3. Select the **meal choice(s) and dates**.
4. Add **Dinner Money** credit and checkout if needed.
5. Cancel or edit bookings before the school's deadline.