

Booking your child into Wraparound Care Club (Breakfast or After School Club)

You will not be able to book your child onto a wraparound club unless you have funds in their account.

To top up an account

Log into your Arbor account.

Under **ACCOUNTS**, click on the payment section you wish to top up, e.g. Wraparound Care (Breakfast and After School Club), Meals, Clubs and Trips.

On the next page, select **TOP UP ACCOUNT**.

Enter the amount and any comment you wish to make (a comment is not essential). The money goes into one account, so you can use the credit on Breakfast or After School Club.

Press **ADD TO BASKET** (if you have more items you wish to pay for) or **PAY NOW** and you will be taken to the payment page.

From there you need to input your debit/credit card detail.

To book a place at Breakfast or After School Club

Log on to your Arbor account.

Go to the **ACTIVITIES** section, and click on **CLUBS**.

If your child is set up to access Breakfast and/or After School Club, you will see ASC or Breakfast Club – if you can't see the clubs, please contact the office.

Click on the club you wish to make a booking for, this takes you to a new page.

Click on **Register (child's name) for this club**, this will take you to a new screen.

Go to **Choose Membership Option**, click on the down arrow and choose **Summer 2022**.

On the next screen, click on the down arrow next to **DAY** – this will show you the available sessions

Choose the day(s) you require and click **NEXT**.

SELECT **Session Interval** – choose the time from the drop down menu (there is only one choice).

Click **NEXT**, you will see a summary of what you want to book.

Click **Register for club**.

Your booking will then be complete.

If you get the message saying you have insufficient funds, you will need to top up your child's account before booking.

Cancelling a booking

To cancel a booking, please contact the office a minimum of 24 hours before the date of the club. After this time, you will still be charged.