

Parent Guide: Booking Breakfast & Afterschool Club via Arbor

You can access Arbor in two ways:

- **Parent Portal:** Visit <https://login.arbor.sc> or follow the link on your school's website.
 - **Parent App:** Download the Arbor App from your device's app store.
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Booking Wraparound Care

1. Log In

- Open the **Parent Portal** or **App** and log in using your credentials.

2. Navigate to Clubs

- On the **Parent Portal**, scroll down to the **Activities** section.
- On the **App**, tap the **menu icon** (bottom left) and select **Clubs**.

3. Select the Club

- Choose either **Breakfast Club** or **After School Club**.
- Click on the club name to view details including session times and availability.

4. Register Your Child

- Click **Register for this Club** (usually top right).
- Choose a **membership period**:
 - **Daily**
 - **Weekly**
 - **Termly**
 - **Academic Year**
- Select the **days** your child will attend.
 - If a date is unavailable, the session may be full or past the booking cut-off (48 hours before).

5. Review & Confirm

- Review your selections.
 - Click **Register** to complete the booking.
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Step 4: Make Payment

Option A: Pay by Card

- Follow the prompts to enter payment details.
- You can pay immediately or add sessions to your basket and pay later.
- ***Bookings are confirmed once payment is made.***

Option B: Pay via Childcare Vouchers or Tax-Free Childcare

- Select sessions and add them to your basket without paying.
- Notify the school office that you'll be paying via vouchers or the Tax-Free scheme.

Important:

Parents using these schemes must be proactive in booking and arranging payment.

Payments can take up to 10 days to reach our account and be processed.

Bookings will only be confirmed once payment has cleared.

Step 5: Switching Between Children

- On the Portal: Click the arrow next to your child's name to switch.
- On the App: Tap the profile icon → Switch Student.