Parent Help Guide to book After School Club

- Parents can collect their child/children anytime up to 5:30pm for a fixed fee.
- Current cost is £8.00 per day for care including a light snack of vegetable sticks and yogurt and drink.
- OR
- £9.50 per day for care including a cheese sandwich/roll, vegetable sticks pudding and a drink.
- **There will be a late pick up charge of £5 for every 15 minutes after the collection time of 5:30pm.**

After school care will be provided by school staff known to the children. There will be games and craft activities planned daily and plenty of time to play outdoors when the weather allows!

To start ensure you have downloaded the Arbor Parent App from your App Store.

Once you have the App downloaded log into the Parent Portal

- Go to
- Activities
- Clubs
- Select After School Club
- **Before you can book on to a club you must have sufficient funds to cover the booking, if you have not you need to Top up Your Account before you proceed.**
- Once you have sufficient funds go back to:
- Activities, Clubs, and select the club you want.
- Register your child for this club (top right hand side of screen)
- Choose Membership option from the drop down box
- NEXT
- Select Membership period from the drop down box (ie select the day you want)
- NEXT
- Select the session interval from the drop down box
- NEXT
- Register your child for this club

If you have problems with your booking check out the Arbor help notes on the link below:-

https://support.arbor-education.com/hc/en-us/articles/4407797520017-Signing-my-child-up-for-a-Breakfast-or-After-School-Club-on-the-Parent-Portal-or-Arbor-App