

## USING ARBOR TO BOOK AND PAY FOR BREAKFAST & AFTER SCHOOL CLUB SESSIONS

### PAYING BY VOUCHERS

***The booking window will open on Thursday 22<sup>nd</sup> October 2020 @ 5.05pm until Thursday 29<sup>th</sup> October 2020 @ 5pm.***

All parents will have been sent an email or text which will enable them to log into Arbor and set up their account. If you have not received your link please contact us

- Log into Arbor using either the link on the school website [prescotprimary.com](http://prescotprimary.com) (link can be found in the Parents and Carers section under Arbor) or you can download the App
- When you have logged in you will see the Dashboard screen
- Go to the Activities section
- Select clubs
- You will then be presented with the range of clubs that are available to your child. If a particular club isn't available for your child and you would like it to be please contact the school admin team who will be able to help you
- Select the club you wish to book sessions on i.e. Breakfast club
- You will see the weeks available to book in the Membership Options section
- Don't forget that each week has a booking window attached to it. The booking window will close on the Thursday of the previous week at 5 p.m.
- In order to book sessions, click Register for Club (highlighted in green)
- Select period in order to select the week you wish to book
- Select the quantity of days you wish to book i.e. you would like to book Monday and Friday and you would select a quantity of two
- Click next
- Choose which days you would like i.e. Monday and Friday (each day needs to be chosen individually)
- Click next
- You will then be given the option to review your membership – these are the sessions you have selected
- Once you are happy with your selection click pay
- You will be presented with a screen which allows you to enter your debit / credit card details
- As you pay by childcare vouchers, payment is not required. Please click the 'x' in the top right hand corner of the payment box. The Arbor system is aware you pay by vouchers and will therefore accept your booking
- If your vouchers will not cover all of the sessions you wish to book please send payment via bank transfer. If you require the school's bank details please contact the school office who will be able to help you
- If you have more than one child you will need to follow this procedure for each child.

To view the bookings you have made go back to the "club" section on your dashboard.

You can find further help and advice about the Arbor system on our school website, under the Arbor tab