

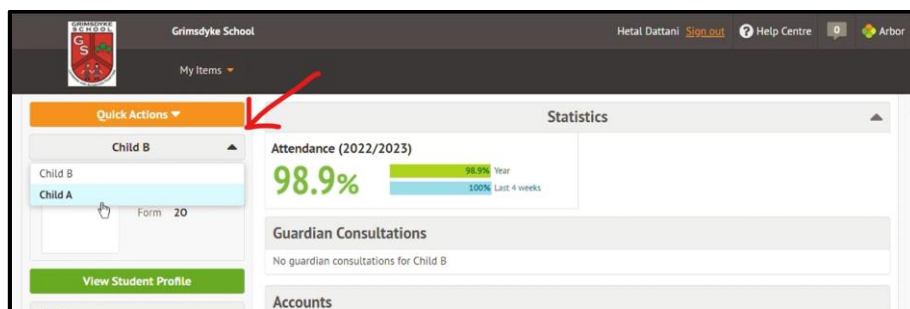


## How To Book Wrap Around Care Clubs on Arbor using the Parent Portal

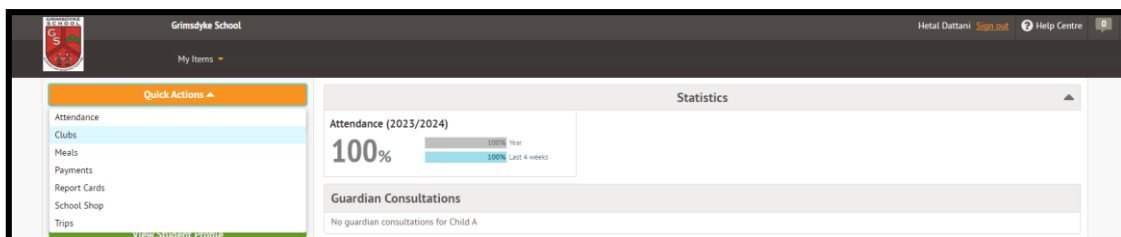
Follow the steps below to book both **Breakfast Club** and **After School Club**

### How to register your child's sessions -

1. Log on to Arbor on your computer
2. Select child - *if you have more than one child at the school you need to repeat the following steps for each child attending the club.*



3. Select 'Quick Actions' (orange) to view the drop down menu. Select the 'Clubs' options



4. If your child has been allocated a space on the club, it will be available on this screen. Click the required club.

5. Select

**Register Child for this club**

- A pop up menu will appear and you need to click on **'Choose Membership Option'** and select **'session'**

« Back Register Child for Club

**Club Overview**

Name	ASC - Autumn 2023
Description	Dear Parent Please read the attached Terms and Conditions for the Afterschool Club. By registering your child to take part, you are agreeing to the attached Terms and Conditions.
Club price per session	Monday: £0.00 for 15:30-18:00 session interval Tuesday: £0.00 for 15:30-18:00 session interval Wednesday: £0.00 for 15:30-18:00 session interval Thursday: £0.00 for 15:30-18:00 session interval Friday: £0.00 for 15:30-18:00 session interval

**Choose Membership**

Choose membership option\*  
Session

Cancel Next »

- Click **'Next'**

- The next pop up screen will give you the option to select days you require.

« Back Register Child for Club

**Club Overview**

Name	ASC - Autumn 2023
Description	Tue, 26 Sep 2023 Wed, 27 Sep 2023 Thu, 28 Sep 2023 Fri, 29 Sep 2023
Selected membership option	Mon, 02 Oct 2023
Club price per session	Tue, 03 Oct 2023 Wed, 04 Oct 2023 Thu, 05 Oct 2023 Fri, 06 Oct 2023 Mon, 09 Oct 2023 Tue, 10 Oct 2023 Wed, 11 Oct 2023 Thu, 12 Oct 2023

**Select Membership Per**

Day\*  
Thu, 12 Oct 2023

Cancel Next »

- Click on all the dates required

« Back Register Child for Club

**Club Overview**

Name	ASC - Autumn 2023
Description	Tue, 26 Sep 2023 Wed, 27 Sep 2023 Thu, 28 Sep 2023 Fri, 29 Sep 2023 ✓
Selected membership option	Mon, 02 Oct 2023
Club price per session	Tue, 03 Oct 2023 ✓ Wed, 04 Oct 2023 Thu, 05 Oct 2023 ✓ Fri, 06 Oct 2023 Mon, 09 Oct 2023 Tue, 10 Oct 2023 Wed, 11 Oct 2023 Thu, 12 Oct 2023

**Select Membership Per**

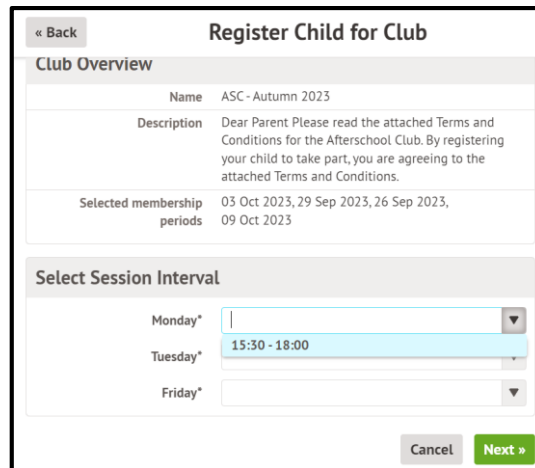
Day\*  
Tue, 03 Oct 2023 ✓ Thu, 05 Oct 2023 ✓  
Fri, 29 Sep 2023 ✓

**If a date is not available to select that indicates that the club has reached capacity and cannot take anymore bookings.**

10. Click **'Next'**

11. Then select the session interval for the days required

*Please note Breakfast Club sessions are from 7.45-8.30am and After School Club sessions are from 3.30-6.00pm.*



The screenshot shows a web form titled "Register Child for Club". At the top left is a "« Back" button. Below the title is a "Club Overview" section with a table containing the following information:

Name	ASC - Autumn 2023
Description	Dear Parent Please read the attached Terms and Conditions for the Afterschool Club. By registering your child to take part, you are agreeing to the attached Terms and Conditions.
Selected membership periods	03 Oct 2023, 29 Sep 2023, 26 Sep 2023, 09 Oct 2023

Below the overview is the "Select Session Interval" section, which contains three dropdown menus for "Monday\*", "Tuesday\*", and "Friday\*". The "Tuesday\*" dropdown is currently open, showing the selected interval "15:30 - 18:00". At the bottom right of the form are "Cancel" and "Next »" buttons.

12. Click **'Next'**

13. Click **Register Child for club** .

***If you need to cancel any booked sessions, please contact the manager of the relevant club (emails below). Cancellations will be subject to the terms and conditions of the club.***

## How to make payments for sessions –

We accept payments for Breakfast club and After School Club using -

- Bank Card payment on Arbor
- Tax free Childcare Vouchers - *After the payment debits the school bank account the finance office will reflect the amount on Arbor. These payments are processed once a month so there may be a delay in the payment showing on Arbor.*

Please ensure you top-up enough money to cover the cost of all your sessions booked;

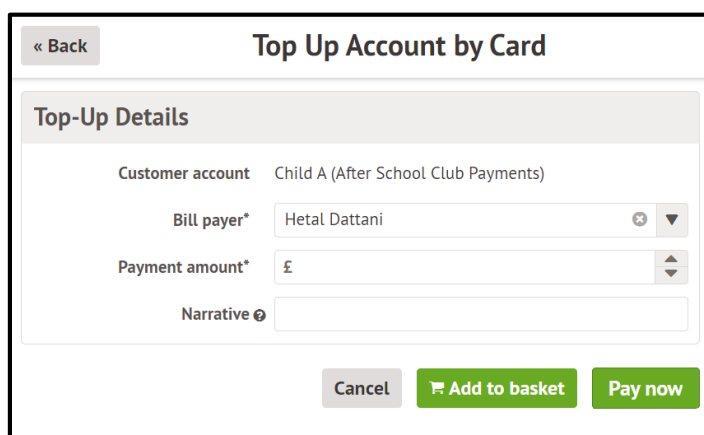
For example: After School Club costs £10 per session so if you have booked 10 session top up £100

Breakfast Club costs £5 per session so if you have booked 10 session top up £50

The money you top up will remain as a credit in your club account until your child attends the session.

### Follow these steps ONLY for payments made by bank card:

1. Select **Top up account**.
2. Add the payment amount



The screenshot shows a web form titled "Top Up Account by Card". At the top left is a "« Back" button. The form is divided into a "Top-Up Details" section. Inside this section, there are four fields: "Customer account" with the value "Child A (After School Club Payments)", "Bill payer\*" with a dropdown menu showing "Hetal Dattani", "Payment amount\*" with a dropdown menu showing "£", and "Narrative" with an empty text box. At the bottom of the form, there are three buttons: "Cancel", "Add to basket" (with a shopping basket icon), and "Pay now".

3. Select **Pay now**
4. Add card details and select **Pay £100.00**

### Make Payment ✕

Card number

Expiration date

Name on card

Security code (CVV/CVC)

Thank you.

- [bc@grimsdyke.harrow.sch.uk](mailto:bc@grimsdyke.harrow.sch.uk) – contact Mrs Zafar for general Breakfast Club queries
- [asc@grimsdyke.harrow.sch.uk](mailto:asc@grimsdyke.harrow.sch.uk) – contact Mrs Vaswani for general After School Club queries
- [finance@grimsdyke.harrow.sch.uk](mailto:finance@grimsdyke.harrow.sch.uk) – contact the finance office for payment queries