



Arbor- A quick guide to booking Wrap Around Care.



Quick Guide: Adding funds to your account:

Adding money to your child's Arbor account is simple and secure. Follow the steps below to top up for meals, trips, clubs, or other school-related payments.

- **Log in to Arbor**
 - Go to <https://login.arbor.sc>
 - Enter your email and password.
 - If you're using the app, open it and sign in with the same details.
- **Go to the Payments Section**
 - On the main dashboard, look for **"Accounts"** or **"Payments"**.
 - Select the type of account you want to top up (e.g. Meal, Trip, Club).
- **Add Funds**
 - Click **"Top Up"** or **"Add Money"**.
 - Choose the amount you'd like to add.
 - Follow the instructions to pay using your card or saved payment method.
- **Confirm Payment**
 - Once the payment is successful, you'll see the updated balance instantly.
 - You'll also receive a confirmation email.

Quick Guide: How to Book Wraparound Care on Arbor

(Breakfast Club / After School Club)

- **Log in to Arbor**
 - Visit: <https://login.arbor.sc>
 - Or open the **Arbor Parent App** on your phone.
- **Navigate to 'Clubs' or 'Wraparound Care'**
 - From your dashboard, tap or click **"Clubs"** (sometimes shown under "Activities" or "Bookings").
 - Select the relevant club (e.g. **Breakfast Club** or **After School Club**).
- **Choose Sessions to Book**
 - Tap **"Browse Sessions"** or **" + Book"**.
 - Select the dates and times you'd like your child to attend.
 - Confirm your selection.
- **Make a Payment (if required)**
 - If there's a cost, you'll be prompted to pay.
 - Choose your payment method and complete the transaction.
- **Check Your Booking**
 - You'll receive a confirmation once your booking is complete.

Notes:

- Bookings close 30 minutes before the session begins.
 - Breakfast club: 7am (7.30am start)
 - After School Club: 2.40pm (3.10pm start)
- All clubs require payment upfront to confirm a place.
- Clubs can be booked on a daily, weekly or termly basis, as long as you have sufficient funds in your account.
- If you need to cancel or make changes, please contact the school office or the wraparound care team on wraparoundcare@newvalleyprimary.com
- Cancellations and changes must be requested in writing - giving at least 24 hours notice. No changes or cancellations can be made after this time.

Need Help?

Contact the school office if:

- You don't see the club listed
- You're unable to book future dates
- You need support using the Arbor platform