

How to book clubs on Arbor

Once you have logged into the Parent Portal, please scroll down to the 'Activities' section, where you will find 'Clubs'. Click on the 'Clubs' section. From here you will see a list of clubs to which your child can be registered for.



Breakfast Club

Breakfast Club can be booked on a daily, weekly or termly basis, as long as you have sufficient funds in your account.

You can book a session via the app. Sessions cost £2.50 each and need to be booked more than 24 hours in advance.

Please note that once you have booked a Breakfast Club session, you should contact the office on admin@milford.nottingham.sch.uk to amend or cancel it - giving at least 24 hours notice.

No changes or cancellations can be made after that time.

MOOSE

MOOSE can also be booked on a daily, weekly or termly basis, as long as you have sufficient funds in your account.

You can book a session via the app. Sessions cost £10.00 and need to be booked by 7:00 on the day that childcare is required. **Please note** that once you have booked a MOOSE session, you should contact the office on admin@milford.nottingham.sch.uk to amend or cancel it - giving at least 24 hours notice.

No changes or cancellations can be made after that time.

Via the Arbor App

1. From the app, on the home screen, scroll down to **Activities** select the **Clubs** icon
2. Select the relevant club **Breakfast Club and/or MOOSE** and **Register child for this Club**
3. Choose the membership period (daily, weekly or termly) – tap to pick and select the relevant dates to book – apply. NEXT
4. tap to pick time slot (even though these are fixed times!) NEXT
5. check details – **Register.**

Adding funds to your account

Before you can book a space, you need to ensure that your account has sufficient funds to pay for your booking. To do this:

1. Log into your Arbor account via the app and select **relevant option** from the Account list.
2. Click on the **Top-up Account** button
3. A slide over will load, where you can select the bill payer and payment amount. Please note the minimum payment amount is £10.
4. You can choose to **Pay Now** or **Add Payment to your basket** to pay later
5. When you pay (or check out later), enter your card details and follow the on-screen instructions. Once set up – you can pay with ApplePay.
6. Once payment is confirmed, you will see your new account balance on the home-screen and can proceed to book the session