



Breakfast Club

Booking instructions:

1. Go to your Arbor app and log in
2. Look at the accounts list and select the account named **Breakfast Club**.
3. Click on the green button which says '**Top up account**' and follow the process to add money to your Arbor account which will enable you to book the breakfast club sessions. You need £3 per session in your account **before you book the session(s)**.
4. **If you want to pay with Tax Free Childcare or Childcare Vouchers you need to contact the school office with your reference number so they can edit your child's account to reflect this**
5. Once you have money in your child's account please go back to the clubs section.
6. You will see **Broadway Breakfast Club**.
7. Select the club.
8. Click on the green button '**Register NAME for this club**'
9. Go to '**Choose Membership**' box and click on '**Tap to Pick**' – select **Term 1** then press '**Next**'.
10. Go to '**Select Membership Periods**' click on '**Tap to Pick**'
11. Select the sessions that you need. Then click **Apply**. Then press '**Next**'.
12. An overview of what you have selected will come on the next page – please look at the '**Select Session Interval**' section and select 7.45-8.45. Then click '**Next**'.
13. On the next page click on the button '**Register NAME for this club**' which completes your booking.
14. You will only be able to complete this registration if you have sufficient funds in your account or you have told the office you are paying by Tax Free Childcare / Childcare Vouchers.
15. The final page confirms your booking.