

## Childcare Voucher payments and booking Wraparound Care sessions on Arbor

Notify the school which childcare voucher scheme you wish to use.

Work out how many sessions you need to book and pay for e.g.

Afterschool Club 7 x sessions Breakfast Club 5x sessions- calculate the cost.

Log onto your childcare voucher provider, request the amount for the sessions you need to transfer to Somerdale Educate Together.

Send the remittance/receipt as evidence of the payment from your childcare voucher provider to [wraparoundcare@somerdalet.org.uk](mailto:wraparoundcare@somerdalet.org.uk)

Once the payment evidence has been sent, please allow 48 hours for this to be processed by the school office.

The School Office Team will email to confirm when the payment has been added on to your child/ren's Arbor account.

Please log on to your child's Arbor account

Select the Activities tab (left-hand side of the profile page.)

In the drop-down menu- (Select All Clubs)

Select either the Breakfast or Afterschool Club tabs

Select the Green Tab- **register for this club** (top right-hand side of the page.)

**Choose membership**- select either Afterschool or Breakfast Club and select Next

Select the days you wish to book in the drop down menu. You can select multiple dates at a time.

Select the time e.g. 15:00- 17:30 then select Next

Select register for this Club.