

Arbor Guide

Please note: parents make their own bookings; we (club or school staff including the school office) are unable to make bookings or cancellations or to swap dates or sessions or to move funds between accounts for you.

How to book on Arbor (Booking Policy)

Please be assured that once you have received your confirmation email from the manager your child is registered with Explorers Club for the academic year. However Arbor uses the term “Register for Sessions” (meaning book for sessions) each time you book and pay for dates.

- go to the School Club section and then select the section entitled ‘CHILD’S NAME’ can be registered for these clubs
- click the session you wish to book e.g. After school 5.15 or Breakfast Club
- go to ‘Register CHILD’S NAME’ for this Club’ and choose a membership option ‘Explorers Daily’ or ‘Explorers Weekly’ or ‘Explorers Termly’ (you cannot choose termly if term has already started)
- go into Select Membership period; this shows all the days of the week and you can select the days you wish to book (please always double check your dates as cancellations can not be made after this step). You will then be asked to select the time of the club (there will only be one option)
- once you have booked the days required, click the button to register and check out, the system will show your booked sessions and will automatically deduct the charges from your balance. Please make sure there are sufficient funds in your account at the time of booking or Arbor will cancel the booking and your child will not have a place at the session

To see Confirmation of your bookings

- go to Quick Actions, Clubs
- at the top of this page there is a box called ‘CHILD’S NAME is registered for these clubs 2026/27’
- there are up to three boxes (depending on how many clubs you use), ‘Breakfast’, ‘After School 5.15pm’ and ‘After School 6pm’
- here you will be able to see the dates you have booked under ‘Club Membership Dates’

How to add funds

Please add funds to your Arbor account using the ‘top up’ function

- go to Quick Actions
- go to Clubs
- select the club you wish to top up and press the green Top up button.

Alternatively you can go to Quick actions, ‘Payments’ and top up the accounts you use.

- go to Payments and please top up the accounts you use (‘Breakfast’, ‘After School 5.15pm’ and ‘After School 6pm’)

Balance

To see your account balances

- go to Quick actions
- go to Payments