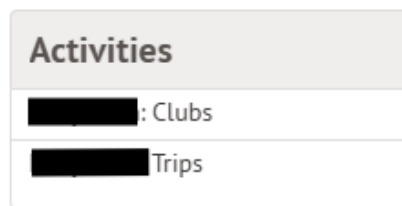




User Guide for Booking EMC/RCC

1. If you wish to use Tax-free childcare or Childcare vouchers to pay for EMC/RCC, you must first notify the School Office so that we can register this against your account.
2. Log in to your Arbor Parent Portal
3. Select > Clubs



4. Select which club you would like to book

Can be Registered For These Clubs (2025/2026)	
Early Morning Club (EMC) (2025/2026)	Club description: Early Morning Club (EMC) Timetable: Mondays: 07:45 - 08:45 (01 Sep 2025 - 31 Aug 2026, term-time only) Tuesdays: 07:45 - 08:45 (01 Sep 2025 - 31 Aug 2026, term-time only) Wednesdays: 07:45 - 08:45 (01 Sep 2025 - 31 Aug 2026, term-time only) Thursdays: 07:45 - 08:45 (01 Sep 2025 - 31 Aug 2026, term-time only) Fridays: 07:45 - 08:45 (01 Sep 2025 - 31 Aug 2026, term-time only)
Redbourn Childcare Club (RCC) (2025/2026)	Club description: Redbourn Childcare Club (RCC) Timetable: Mondays: 15:15 - 18:00 (01 Sep 2025 - 31 Aug 2026, term-time only) Tuesdays: 15:15 - 18:00 (01 Sep 2025 - 31 Aug 2026, term-time only) Wednesdays: 15:15 - 18:00 (01 Sep 2025 - 31 Aug 2026, term-time only) Thursdays: 15:15 - 18:00 (01 Sep 2025 - 31 Aug 2026, term-time only) Fridays: 15:15 - 18:00 (01 Sep 2025 - 31 Aug 2026, term-time only)

If your balance is low, you won't be able to sign-up, and you'll get an error message.

You can credit your account with any amount.

5. You must top-up your account with credit before you can book any sessions (this step is not necessary if using tax-free childcare/childcare vouchers, ship to step 6)
6. Select > Top-up account

7. Once a payment has been made, go to > Register (child's name) for this club. A list of all the options available to book with the cost will appear.

Club Overview	
Name	Redbourn Childcare Club (RCC)
Description	Redbourn Childcare Club (RCC)
Club price per session	Monday: £14.00 for 15:15-17:30 session interval Monday: £17.00 for 15:15-18:00 session interval Monday: £7.00 for 15:15-16:30 session interval Monday: £7.00 for 16:30-17:30 session interval Monday: £10.00 for 16:30-18:00 session interval Tuesday: £7.00 for 15:15-16:30 session interval Tuesday: £14.00 for 15:15-17:30 session interval Tuesday: £17.00 for 15:15-18:00 session interval Tuesday: £13.00 for 16:00-18:00 session interval Tuesday: £10.50 for 16:00-17:30 session interval Tuesday: £3.50 for 16:00-16:30 session interval Tuesday: £7.00 for 16:30-17:30 session interval Tuesday: £10.00 for 16:30-18:00 session interval Wednesday: £17.00 for 15:15-18:00 session interval Wednesday: £7.00 for 15:15-16:30 session interval Wednesday: £14.00 for 15:15-17:30 session interval Wednesday: £10.00 for 16:30-18:00 session interval Wednesday: £7.00 for 16:30-17:30 session interval Thursday: £7.00 for 15:15-16:30 session interval Thursday: £14.00 for 15:15-17:30 session interval Thursday: £17.00 for 15:15-18:00 session interval Thursday: £7.00 for 16:30-17:30 session interval Thursday: £10.00 for 16:30-18:00 session interval Friday: £7.00 for 15:15-16:30 session interval Friday: £14.00 for 15:15-17:30 session interval Friday: £17.00 for 15:15-18:00 session interval Friday: £7.00 for 16:30-17:30 session interval Friday: £10.00 for 16:30-18:00 session interval

Choose Membership	
Choose membership option*	<input type="text"/>

8. Select Membership Option > Day is currently the only option to choose. This is because we allow parents the flexibility to book daily and ad-hoc

9. Select all the days that you wish to book for

Select Membership Periods	
Day*	<input type="text" value="Mon, 19 Jan 2026 x Wed, 21 Jan 2026 x Thu, 29 Jan 2026 x Mon, 02 Feb 2026 x"/>

10. Select which session you would like to book for each required day

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Register [REDACTED] for Club

Club Overview

Name	Redbourn Childcare Club (RCC)
Description	Redbourn Childcare Club (RCC)
Selected membership periods	19 Jan 2026, 21 Jan 2026, 29 Jan 2026, 02 Feb 2026

Select Session Interval

Monday*	<input type="text" value="15:15 - 18:00"/>	<input type="button" value="x"/>	<input type="button" value="v"/>
Wednesday*	<input type="text" value="15:15 - 16:30"/>	<input type="button" value="x"/>	<input type="button" value="v"/>
Thursday*	<input type="text" value="16:30 - 17:30"/>	<input type="button" value="x"/>	<input type="button" value="v"/>

Review Sign-Up Details

Number of sessions	3
Session interval	Monday: 15:15-18:00 session interval Wednesday: 15:15-16:30 session interval Thursday: 16:30-17:30 session interval
Total price	£31.00

Please note that if you need to make a change to any sessions, you cannot do this yourself. Please email the School Office and we will action this for you. If you wish to cancel a session the deadline is 12pm the previous school day.

If your child is absent from school, for example due to ill health, and unable to attend RCC and therefore parents cannot cancel by 12pm the previous day, unfortunately we will only be able to credit the session if we are notified that the child is booked to attend RCC at the same time as the school is notified of their illness.