



Nursery Fees (Arbor)

Guidance on How to Pay your child's Nursery Fees

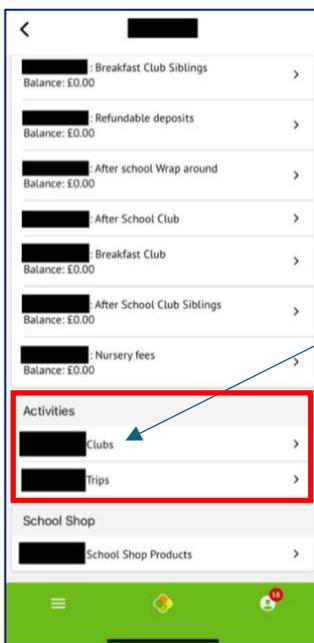
Thank you for choosing Bowes as your child's 30-hour nursery provision. To make managing nursery payments simple, secure and convenient, we use an online system called **Arbor**. This platform allows you to make payments anytime, anywhere and track payment history.

If you are eligible for [Tax Free Childcare](#), our school accepts payments via their system. The funds are received and then added by the school to your child's nursery fee account. Once the fees have been added to your child's account, **it remains your responsibility to ensure that the payment is correctly allocated and attached to your nursery fee account.**

Below is a step-by-step guide to help you make your payment and settle your child's nursery fees, whether by childcare vouchers or any other method. If you have any questions, please contact Cleo via the school email office@bowesprimary.org

Step 1

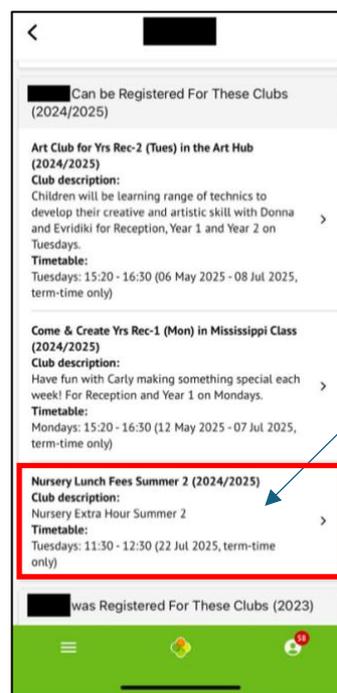
On the main dashboard within your child's profile, navigate to the **Activities** section and select **Clubs**:



Select **Clubs**

Step 2

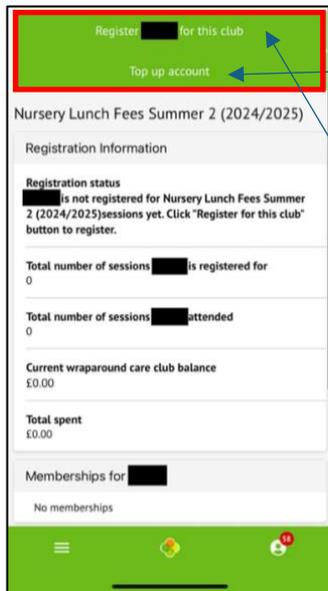
On this page you will find all current and outstanding Nursery fees.



Select
**Nursery
(Lunch)
Fees**

Step 3

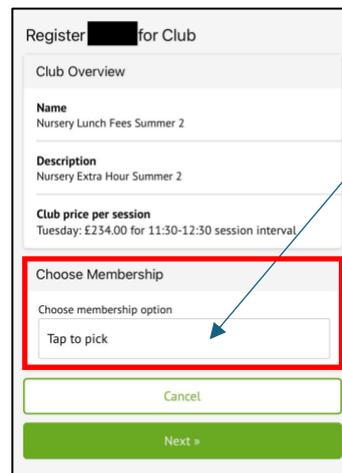
Here you will need to select the **Top Up Account** button to add the funds to your nursery club account. Once your account has been topped up with the required funds, click **Register (child) for this club**:



Select **Top Up Account** to pay fees and then **Register (child) for this club**

Step 4

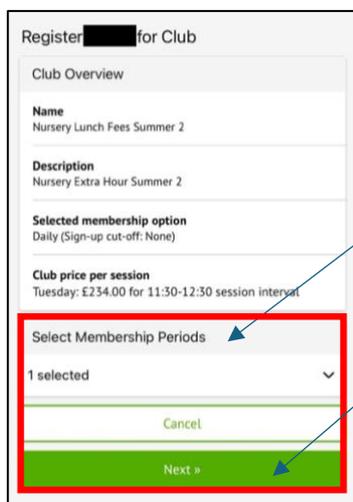
Within the **Choose Membership** section click **Tap to Pick** and select the only option available (daily).



Select **Tap to pick**, then click **'daily'** from the dropdown menu.

Step 5

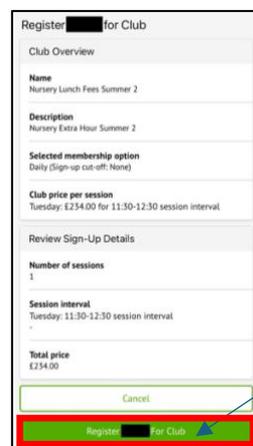
Here you will find the **Membership Period**. Once again, you will find only one 'date' option to select. Once this has been selected, press next and then select the **Session Interval**. Press **next** again.



Select **Membership Period** and press next.

Step 6

Once you have selected all of the options in the dropdown menu's you will find the green **Register for this Club** button. Once you have pressed this your fees will have been allocated and settled.



Select **Register for this Club**

This process will need to be repeated every **half termly**. A letter with our Nursery Fees will be sent out to all of our parents.