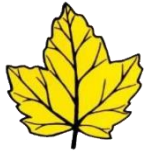




## Sunrise & Sunset Club Key Booking Information



You need to be registered on ParentPay to access this booking system. If you have not registered already please contact the Main Office for an individual access code.

### **Booking cut off times**

<b>Day you would like to book:</b> (Sunrise or Sunset Club)	<b>When to book by:</b>
Monday session	Book by midnight Saturday
Tuesday session	Book by mid night Sunday
Wednesday session	Book by midnight Monday
Thursday session	Book by midnight Tuesday
Friday session	Book by midnight Wednesday

We have set this as a cut of time for the sessions so we can ensure that we are staffed appropriately. We have legal ratios we must adhere to which are enforced by Ofsted and our insurance company. At Sunrise and Sunset Club, we put the safety and wellbeing of the children at the centre of everything we do and these ratios help us to achieve the high standard of care, which we aspire to.

### **What to do if you miss the deadline for booking?**

If you have missed the cut off for booking a session, you can contact Mrs Fielding the Club Manager at [n.fielding@greatwood.lancs.sch.uk](mailto:n.fielding@greatwood.lancs.sch.uk). Please be aware that this method is only to be used as a last resort. We can only take children via this booking method if we still have space, meaning we would still be within ratio. Please be aware that this email is not monitored at all times but will be checked periodically throughout the school day, please be patient and we will get back to you. Please note that bookings must not be made in this way frequently. If bookings are repeatedly made without the notice as set out above, admittance to the club can be refused.

### **How to contact the club during club hours?**

You can contact the club on: **07845924224**

Please be aware, this number is only answered during club hours. For Sunrise club this is: 7.00am – 9.00am, for Sunset Club this is 3.00pm – 5.45pm. Text messages can be left on this phone and they will be picked up during club times.

### **What to do if I need last minute care in an emergency?**

All bookings need to be made via Parent Pay or by contacting the club direct in the ways listed above. However, If it gets towards the end of the school day and you realise you are not going to be at school in time to collect your child, due to an unexpected emergency but it is before 3PM. The best thing to do would be to contact the school office and speak to Mr Beal, who can authorise attendance at the club in this situation.