

Sunlights breakfast is optional. At Twilights all children are provided with a drink and range of healthy snacks.

REGULAR USER

If you wish to use Sunlights/Twilights you will need to complete an enrolment form along with other documents. This gives, along with other information, emergency contact numbers so staff can reach you. A further form is sent home each month so parents/carers can book children in when they require our service. It is very important that parents fill this in accurately and return all forms and payments **promptly** so adequate staffing can be arranged.

If a session is booked and for some reason it is not used without informing me, then you will be charged for that session.

HOW TO CONTACT US

Our mobile phone number is **07932 494 706**. The phone is held by a member of staff and is checked regularly up to 2.45pm. All messages are replied to via text. After this time all staff are on the school premises and unfortunately mobile phone signals in Whitegate are poor.

Alternatively you may wish to make use of our message book which is situated in the main entrance at the front of school. This is checked at lunchtime and 3.00pm. Our email address is twilightsasc@mail.com. All emails are read and replied to every evening when our working day is over. Please **ONLY** contact us via the school telephone number in an emergency. All staff are friendly and welcoming and we would hope that all parents/carers feel able to approach us with any issues.

We have also introduced a parent/carer suggestion and comment book which is situated next to the register. Please feel free to use this when dropping you child off at Sunlights or collecting from Twilights.

CHARGES

Sunlights

7.45am-8.50am-£3.75 per hour optional breakfast for 50p extra.

Twilights

3.15pm-4.15pm- £3.75

4.15pm-5.15pm-£3.75

3.15pm-6.00pm-£10.00