

Friday 23rd September 2016

Dear Parents/Carers,

As from the 3rd October 2016 **Sunrise and Sundown** clubs will no longer be held in the Children's Centre. They will be held in Times Square, which is the hall in the old infant side of the building. In order to access the club you will need to enter the school via foot through the Lighthouse Centre footpath, which is located on Snakes Lane. When you arrive at the building to drop off or pick up your child you will need to ring the door bell and a member of staff will come to assist you.

All payments and bookings must now be arranged through the school office. From now on **no payments or bookings will be accepted by the Sunrise or Sundown staff, everything must go through the school office.**

The timings of the clubs are:

Sunrise: 7:40am-8:35am

Sundown: 3:00pm-5:30 pm

Please remember that Sundown closes at 5:30 pm. If you are late to collect your child, there will be a £5 fine for every 15 minutes that you are late. In addition to this, a phone call may be made to social care to collect your child from the premises.

If you know you are going to be late you need to call the club on 07871065148 to make us aware of the situation. You will still incur the fine. It is your responsibility to ensure that your child is collected on time. If you are continually late, you will no longer be able to use the facilities.

For all financial or bookings enquires you will need to speak to Mrs Woodgate at the school office. She can be contacted on 01702 525137 or via email office@eastwoodprimary.southend.sch.uk

For any other enquiries related to Sunrise or Sundown clubs you will need to contact Mrs Bellfield who is now the Extended Schools Manager, either through making an appointment through the school office.

As from Monday 31st October 2016 all payments and bookings must be taken and paid a month in advance. From this date onwards the bulk payment discount will no longer be applicable. Can I also take this opportunity to remind you that only one discount can be applied per payment (sibling or Pupil Premium) and those sessions cannot be rolled over.

Yours Faithfully

Mrs Bellfield

EYFS Manager and Extended Schools Manager



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