



September 2021

Dear Parents, Carers & Guardians,

Due to the increased demand for our transport services Ray of Sunshine have now put the following procedures in place when making a Late Booking:

We require that if you are booking transport for the following week, please ensure your booking is submitted as soon as possible for scheduling purposes. Our Booking Forms opens every Tuesday at 9am and closes on the Friday at 9am. After this time our Late Booking form opens.

When making a Late Booking and transport is required for the following Monday, please ensure you submit your booking no later than 3pm on the Friday, otherwise we cannot guarantee our transport service will be available for the time you are booking for.

Please note: Emails/calls or texts will not be answered from Friday afternoon at 5pm until Monday morning at 8.30am

When submitting a Late Booking Form, please give a minimum of 24 hours notice if you require transport.

if you require urgent transport within 24 hours please call our office on 087 272 4881 during our office hours to check our availability before placing a late booking.

Many thanks

Ray Of Sunshine Team

ADMIN OFFICE:

UNIT 39, THE VILLAGE MILL ENTERPRISE PARK, RATHNEW, CO. WICKLOW, A67 VE22

TEL: 087 272 4881