Sheringdale Lighthouse Club

Parent’s Handbook

Sept 2017
**Sheringdale Lighthouse** club is open from 3.20pm-6.00pm on weekdays during term time.

The club is based in the school dining hall and children have access to the outside play areas.

**Aims/Mission Statement**

At Lighthouse club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

**Lighthouse club aims to:**

- Ensure each child feels happy, safe and secure allowing them to develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a range of resources and equipment that can be used under safe and supervised conditions.
- Keep parents and carers informed about changes to Lighthouse club and respond to their views and concerns.

**What we offer**

Our club follows the Play work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources including craft, board games, construction, physical play, reading and in addition on certain days themed activities such as cookery.

**What we provide**

The schools catering company Absolutely! Catering provide children at Lighthouse Club with a healthy snack. Please let us know if your child has any food allergies or specific dietary requirements.

We aim to promote independence, by encouraging the children to help set up and clear away after themselves.

Fresh drinking water is available at all times and we recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.
General Information

Behaviour – Children

Children and staff at Sheringdale have created school rules for acceptable behaviour and the Lighthouse club follows the school’s Behaviour Policy. A copy of the Behaviour Policy is available on the School Website.

The club promotes an atmosphere of care, consideration and respect for everyone attending.

We encourage appropriate behaviour though: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The club has procedures for dealing with unacceptable behaviour; including verbal warnings and communicating incidents to parents/carers. We recognise that poor behaviour can occur from time to time for reasons that are not always evident. If such occurrences become problematic to the running of the Club, then the school may decide to permanently end the child’s registration at Lighthouse Club. If your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately.

Behaviour - Adults

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to exclude anyone exhibiting inappropriate behaviour from our premises.

Staffing

Sheringdale Lighthouse club is staffed by 3 staff on a daily basis including 2 of the school’s teaching assistants. We aim to provide a smooth transition between school and club. All our staff have significant experience working with children and are DBS checked.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the club of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not sent him/her to the club for 48hrs after the illness has ceased. If you child is not at school due to an illness they cannot attend Lighthouse club on those days.
Booking and cancellations

Booking Procedure:

Step 1: Fill in the Registration Form (available on the school website). Please be aware that all children, including those coming on an ad-hoc basis, must complete a registration form in order to attend Lighthouse Club.

Step 2: Fill in the booking form (available on the school website) and pay by Sims Agora, cheque or cash at the office. Payments will not be accepted by Lighthouse staff.

Fee structure:

Advance Booking (Monday – Thursday): £13 and £10 for siblings

Ad hoc on the day (Monday – Thursday): £16 and £13 for siblings (subject to space availability).

Advance Booking (Friday): £18 and £15 for siblings

Ad hoc on the day (Friday): £21 and £18 for siblings (subject to space availability).

If you cancel your child’s place less than 48 hours in advance then 50% will be charged.

Arrivals and Departures

A register is taken when children arrive in our care.

We expect that your child will normally be collected by the people you have already named to the school. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child in the care of a person unknown to us without your authorisation. Parents/carers must sign out on the club register when they are collecting children for their protection and safety.

The club finished at 6.00pm, if you are delayed for any reason please telephone the club and let us know. Persistent late arrivals (more than 3 times) may result in your child’s place being withdrawn. If your child remains uncollected after 6.15pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, the school will contact the Social Care team.

Child Protection

We are committed to building a culture of safety in which children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and
appropriately responded to. We comply with local and nations child protection procedures. For more details see our Sheringdale Primary School Safeguarding and Child Protection Policy on the school website.

**Equal opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi ethnic society so that each child is valued as an individual without racial or gender stereotyping.

- We will challenge inappropriate attitudes and practices

- We will not tolerate any form of racial harassment.

**Special needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child’s specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club’s limitations. Each case will be considered individually and risk-assessed to ensure everyone’s safety.

**Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Lighthouse Club staff and/or contact the school office.

**CONTACT INFORMATION**

Lighthouse Club  
Sheringdale School  
Standen Road  
London SW18 5TR

**Lighthouse numbers:** 07913547567  
**School number:** 020 8874 7340  
**School email:** info@sheringdale.wandsworth.co.uk