**After School Care**

**Sunlight and Twilight**

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&docid=33k6dDKabMy6WM&tbnid=1T-0Gpreqr5QRM:&ved=0CAUQjRw&url=http://www.vectorstock.com/royalty-free-vector/team-hand-shake-logo-vector-1156971&ei=2nePUtLLA8a_0QWvnID4Dw&bvm=bv.56988011,d.ZG4&psig=AFQjCNFif414o-69MswIaOfQZQdU01ElVA&ust=1385220308163283)

**Parent and School Partnership**

**Handbook**

**2017-18**

**Summary of Key Points**

**Medicines**

If a child has a diagnosed specific medical need, e.g. EpiPen, inhaler and/or other prescribed medicines, it is the responsibility of the parent/carer to provide Sunlight/Twilight with a complete set of medicines.  These will be in addition to those held in the School Office.

**Fees**

Fees are due monthly **in advance** when submitting your completed booking request form. If sessions are not paid for in advance, they will be cancelled immediately to ensure the smooth running of the club.

24 hours notice will be required to cancel any booked sessions. Failure to do so will result in full fee payment being charged to the account.

**Sunlight Charges**

|  |  |
| --- | --- |
| Morning session (A) from 7:30am to 8:45am (Breakfast included) | £4 |
| Morning session (B) from 8:00am to 8:45am (No food provided) | £2.50 |

**Twilight Charges**

|  |  |
| --- | --- |
| Afternoon session (A) from 3:30pm to 4:30pm (Small snack included) | £4 |
| Afternoon session (B) from 4:30pm to 6:00pm (Light meal included) | £5 |
| Afternoon session (C) from 3:30pm to 6:00pm (Light meal included) | £7 |

**Penalty Charges**

The fine for late collection after 6pm is £15; this will be in addition to the session charge.  If you are frequently collecting your child later than expected, we will issue a warning and if this continues, a fine of £20 per child will be applied, and you risk losing your place on Twilight.

**Discounts Available**

We are able to offer the following: either a 10% sibling discount to any booking or, if you prefer to pay for a full term in advance, there will be a pre-payment discount of 10%. These discounts are not available together. Please indicate on your booking form if you would like to take advantage of either of these.

**Collecting from Twilight**

Children must be collected before Twilight closes at 6pm. If the parent/carer is going to be late, they must call the extended service mobile on **07419.829478**. Before a child leaves Twilight with their responsible adult, the child must wait to be called by a staff member. This ensures Twilight staff can say goodbye to each child and the responsible adult **must** sign and record the time the child is leaving. This ensures a clear, visual record of all the children still in the care of the Twilight staff is maintained.

Staff cannot allow children to be collected by someone, about whom we have not been notified prior to the session, unless that person is able to give the designated password stated on the registration form. If there were any doubts about the collection arrangements, the child’s parents would be contacted.

**Partnership Terms**

**Sunlight and Twilight will:**

* Provide high quality childcare
* Maintain confidentiality at all times
* Inform you of any accidents/incidents concerning your child
* Not tolerate any verbal or physical abuse

**Parents/Carers will:**

* Sign child/ren in/out of Sunlight/Twilight every session
* Ensure fees are paid advance; cheque or cash payments should be sent in a clearly marked envelope
* Make cheques payable to St Swithun’s School
* Notify Twilight if somebody else is collecting my child to aid safeguarding; families must set up a password
* Ensure prompt collection your child; if you are going to be late please telephone the Twilight Emergency number, **07419.829478**, so that we are able to reassure your child
* Notify Twilight of any change in arrangements for the collection of your child at any time
* Keep Twilight informed of any changes to contact numbers and addresses.
* Notify Twilight 24 in advance of any single session cancellation
* Notify Twilight in writing 4 weeks in advance for a permanent cancellation of session(s)
* Pay for emergency bookings on the same day

**Introduction**

**Our Purpose**

Sunlight and Twilight exists to provide out of school wraparound extended day care for families of children attending St. Swithun’s Catholic Primary School. This means the school offers provision from 7:30 am to 6:00pm during term time only. Sunlight and Twilight offers a safe, child-centred environment where youngsters can explore and enjoy play and leisure activities in the company of their peers; children are involved in decisions as much as possible.

**Our Intention**

Our intention is to care for children and support their physical, emotional, social and intellectual development through a wide range of planned activities, providing a range of relaxing and stimulating situations, which reflect the opportunities parents would provide for their children in the home environment.

**Opening Hours**

**Sunlight**

There is a choice of two morning sessions for Sunlight as stated on Page 1. At 8:45am, the children are escorted to the playground.

**Twilight**

There is a choice of three afternoon sessions for Twilight as stated on Page 1. Sessions starting at 3:30pm will include a light snack. Children, who are joining us from an after school club at 4.30pm, will be collected by a Twilight team member and walked across to the Hut. Collections may involve several pick-ups from different locations within the school boundaries, so we will operate a walking bus style approach.

**Payment Information**

Sunlight and Twilight has to be entirely self-funded. It is not permitted for money from the school budget to be used to finance services provided through the extended service. Fees are paid **in advance** upon confirmation of your booking request form. If sessions are not paid for in advance, they will be cancelled immediately to ensure the smooth running of the club. This will be rigidly adhered to.

**How to Pay**

Payments can be taken in the form of cash, card, cheque; we also accept payment through the childcare vouchers scheme. For further details of the extended service operations, please feel free to contact the school directly.

**Securing your place**

If booking forms are not returned we cannot guarantee places.

**Cancellations**

24 hours notice is required to cancel a booked session for Sunlight or Twilight. Failure to do so will incur full fee payment. Absences due to illness will not be charged but credited. However, you must instruct the school office to inform us.

**OFSTED**

Sunlight and Twilight is OFSTED registered. This means you may be able to use a childcare voucher or tax-free childcare scheme for payment, or claim back your childcare costs through the Tax Credit system. Please ask at the School Office for further details.

**Drop Off and Collection Procedures**

**Sunlight**

When a child is dropped off at Sunlight, the adult **must** sign their child in and record their child’s arrival time.

**Twilight**

Before a child leaves Twilight with their responsible adult, the child must wait to be called by a staff member. This ensures Twilight staff can say goodbye to each child and the responsible adult **must** sign and record the time the child is leaving. This ensures a clear, visual record of all the children still in the care of the Twilight staff is maintained.

Twilight has a copy of every child’s contact information, which parents can update at any time through the School Office. This provides us with a list of adults who are authorised to collect a child. If any other adult attempts to collect the child, staff would call the parents for confirmation. Staff cannot allow children to be collected by someone, about whom we have not been notified prior to the session, unless that person is able to give the designated password stated on the registration form.

Parents are reminded that whilst we wish to develop and maintain good relationships, staff are responsible for the supervision and care of the children even when there are only a small number in the group. Collection time is a particularly important time when staff need to be totally vigilant and aware of all that is happening.

**Changes to Normal Routine**

Please alert the Twilight/ School Office if there are any changes to the normal collection arrangements; this will avoid any embarrassing situations and anxious moments whilst we contact you for permission to allow your child to leave with somebody else. If there were any doubts at all about the collection arrangements, the child’s parents would be contacted.

**Non-collection Procedures**

Children must be collected before Twilight closes at 6pm. If the parent/carer is going to be late, they must call the extended service mobile on **07419.829478**.

If a child is not collected, staff will make several attempts to contact the parent, carer or designated adult. Failure to make contact with the parent/carer/designated adult will result in the Twilight leader calling Mr Olive, Headteacher or Mrs Verhiest, Acting Deputy Headteacher. Social services department may also be called for advice.

**Organisation**

Sunlight and Twilight caters for children from Year R to Year 6. Our team cares for all children using familiar routines and activities from which the children can choose. The team ensures all children’s health, safety and security remain paramount.

**Our Team**

Claire Hoskins

I have worked at St. Swithun’s Catholic Primary School since October 2015, as a teaching assistant in Years 3 and 4. I have many years experience working with children and young people, previously running play settings and parent toddler groups. I have Food Hygiene, Paediatric First Aid, Safeguarding and EpiPen training. I am passionate about the extended hours care, and enjoy co-ordinating the creative crafts we offer. Outside St. Swithun’s, if I am not busy with my own four children, I find relaxation in crocheting and cross-stitch.

Matt McDonald-Woods

I began working at St. Swithun’s Catholic Primary School as a lunchtime supervisor in 2014. I joined the Sunlight/Twilight team in September 2017, having previously worked in an after school play scheme. I have completed my Food Hygiene and Safeguarding training. Outside St. Swithun’s, I am a Cub leader and help with other groups within the Portsmouth District; you may also spot me cycling around Portsmouth as a food courier! My hobbies include photography and skateboarding.

Josephine Paul

I have previously volunteered at St Swithun’s Catholic Primary School and been involved in the school for 7 years as my children currently are in Year 6 and 1 and am excited about working with the team. I have completed my Safeguarding training.

Justyna Waszak

I have worked at St. Swithun’s Catholic Primary School since September 2015, as a teaching assistant in Years 5 and 6. As my native language is Polish, I also assist pupils who have English as an additional language. I have many years experience working alongside children and young people, in nurseries, Sure Start Centres, afterschool clubs and play schemes. My Safeguarding training is up to date. Outside St. Swithun’s I enjoy knitting, reading and cycling. Most recently, I have adopted an orphaned cat.

**Running of the Sessions**

**Sunlight**

The morning session starts at 7:30am and breakfast is available between 7:30am and 8:00am. There are a variety of activities including construction, create, games and a reading area. We also have a weekly film morning where a U certificate film is shown, voted for by the children. At 8:35am, children help to clear away the activities. Each week there are named monitors selected at random to assist with the putting away and tidying tables. At 8:45am, the children collect their belongings and leave the club to go to their appropriate playgrounds. In the first half term of the autumn term, a member of Sunlight will escort Early Years, Key Stage 1 and Year 3 children to their relevant playgrounds.

**Twilight**

In the afternoon, the Twilight children starting at 3:30pm meet in Library area. Early Years and Key Stage 1 children are collected from class by a member of Twilight and escorted to the library area. Once assembled in the Library, a register is taken before proceeding to the Hut. On arrival in the Hut, the children have a snack and we discuss the activities available.

Weather permitting there will be a physical activity in the Key Stage 1 playground, where an adult will involve children in games or allow the children to explore a variety of outdoor equipment.

In the main indoor area, children can be involved in any free play activity they independently choose: a selection of art and craft projects, construction apparatus, jigsaws or table games. We focus two nights on play and two on creation; this allows the children to explore opportunities and experiences they may be familiar with at home. We also have a weekly rotational film night, linked to the term’s theme and selected by the children.

A light tea is served at 5pm. After tea, children return to the main play area to quieter tabletop activities: colouring, quizzes and reading books.

There is a creative activity every week linked to the term’s theme, allowing the children to explore their artistic side and learn new skills. This can include cooking, sewing, modelling or painting. As part of the calendar, we also observe and plan special handmade gifts for family members, giving the children an opportunity to make something for a loved one at a celebratory occasion.

We are continually reviewing our activities, and where appropriate differentiate according to age and ability, whilst ensuring we cater for a range of different interests.

**Programme of Activities**

Children are encouraged to take an active part in the activities offered and careful planning and co-ordination with reference to the Whole School Planning Themes and recognition of awareness days within the calendar year achieve this.

We do ask children, as they participate in the activities, for their feedback and suggestions.

The activities change weekly and the plan is published on the noticeboard and website.

Not all children want the same activities and it may happen there appears less choice on some occasions. Please bring any concerns to the attention of the staff who will consider suggestions.

Children may, if they choose to, complete homework; in this event there will be a table set aside for them to work without distraction and staff will be available to assist if possible.

**Special Needs**

We believe all children, regardless of their ability/disability, have the right to share in the Sunlight and Twilight environment and activities. We will do our best to accommodate all children within our group, providing support as required ad preparing staff. However, we cannot guarantee to be able to offer a place to all our pupils. Should there be concerns about ensuring the safety of individual children, parents will be contacted.

Some staff know the children because of their involvement with them in school but we do ask parents to inform us of any additional needs their child may.

**Health and Safety**

**First Aid**

One member of the extended service team is fully trained in paediatric first aid, which is renewed every 3 years. The procedure for dealing with an accident, illness or injury is the same as in the school and the children are familiar with the system.

There is a first aid box in the hut. The accident will be recorded on the system for the parent/s to see in accordance with the school procedures. If it is a more severe accident, emergency contacts will be called.

If one member of staff is needed to deal with an unwell child, other staff will share the responsibility for supervising all the children who are left, although there are usually additional members of staff on site who could be called on in an emergency.

**Medicines**

Parents/carers have the prime responsibility for their child’s health and medical needs and should provide the extended service provision with information about their child’s medical condition. This should be done upon admission, or when their child first develops a medical need.

Where a child has a long-term medical need; EpiPen, asthma and/ or other medicines, it is the responsibility of the parent/carer to provide the extended service provision with an additional supply separate to that held in the School Office. These medicines will be stored in a locked cupboard within the Hut.

A record will be made in accordance with the school procedures when medicines are dispensed.

Parents/ carers should make arrangements to collect the medicines from the extended service provision at the end of the Academic Year. Medicines will not be handed to a child to bring home.

**Snacks and Food**

**Sunlight**

In the early morning session, 7.30am-8am, Sunlight children can have breakfast. We provide a choice of 3-4 cereals and milk, or toast on alternate days. Fresh fruit, fruit juice, tea and water are also provided daily. On special occasions, a different breakfast may be provided. Parents will be informed of this.

**Twilight**

At the beginning of the afternoon session, children are offered a drink and some fruit and/or yogurt. This is just a little boost to keep them going!

At 5pm, those children who are attending for the longer session also have a light tea. There are 5 menus; Twilight staff are careful about how much food is given to the children and it is recommended they have a snack when they get home. If parents do not wish for their child to have tea, please let a member of the School Office know, who will pass this onto the Twilight staff. The tea menus are reviewed half termly and updated regularly; children are asked to contribute and share feedback about the selection and share ideas about food they would like to see available on the tea menu.

We try to keep the meals as nutritious as possible, in line with the food standards, but must also consider preparation times.

Where possible children will help to prepare the tea and clear away afterwards. They are taught about the rules of hygiene and all children are asked to wash their hands before sitting down at the table. Children are expected to respect others, share food, pass items to one another and eat politely. Children are encouraged to have a small taste of the foods they may not have eaten before, but no one is made to eat anything. Children help to clean away after having tea and help by washing up their plates, cups and cutlery.

Any information about food allergies or special dietary requirements must be shared with the extended schools service on the booking form. The staff will try to cater for allergies or special dietary requirements where possible.

Children will not be permitted to eat their own snacks at Twilight. Children can access water at all times during their sessions at Sunlight or Twilight.

**Behaviour**

The extended service provision operates in conjunction with the relevant policies from St. Swithun’s Primary School. All members of the Sunlight and Twilight community, will be expected to say ‘please’ and ‘thank you’ and to demonstrate a courteous and respectful manner to everyone at all times.

In order to enable the children to become responsible and caring members of Sunlight and Twilight and the community, we aim to:

* Act as positive role models
* Promote good manners
* Encourage respect for self, others and property
* Instil self-discipline
* Develop opportunities for children to have a voice

We will encourage good and positive behaviour through public recognition and praise. We have our behaviour buddies to help support us through promoting preferred behaviour: tough turtle, collaborative crab, reflective ray, and solver snail.

Children are expected to play, learn, and behave in a way that allows everyone to have an enjoyable time at Sunlight and/or Twilight. Everyone is expected to show respect for themselves and offering activities, which encourage turn taking, will support this. Children will be encouraged to share equipment and treat it correctly, carefully and with respect. All children are encouraged to talk to a member of staff if someone is exhibiting behaviour they find difficult to cope with.

At all times, members of staff will address inappropriate behaviour by talking with the child/children, to establish with them why the behaviour was unacceptable and explaining how it needs to change. Staff will ensure the child/children are aware it is inappropriate behaviour they do not like, not the child.

In most cases, non-verbal signals or a calm verbal reprimand will suffice as an appropriate sanction. However, more formal sanctions may be applied if this isn’t effective or the behaviour persists or more serious. After a warning, the child may have a 5-minute ‘time out’ to consider the effects of their behaviour on other people. If persistent behaviour continues, the parents will be notified.

The attitudes of the staff and children are key to the smooth and effective running of the club. We actively encourage the children to generate their own values. Through all our activities we encourage mutual respect between all members of the community to ensure that the children’s time with us is both memorable and enjoyable.

In the event a child is reprimanded, or staff recognises notable change in behaviour, we will liaise with class teachers to ensure everyone is working together and monitoring can take place where appropriate. Should poor behaviour continue over a period of time with no improvement, a child may be refused attendance at Sunlight and/or Twilight.

**Communication**

Parents must make sure the extended service staff have information about variations in collection routines whenever possible. Please contact the mobile for any communications and we will respond as soon as possible.

In the event of a child not arriving at the library when they are due to attend a Twilight session, a nominated member of staff would be informed and the following procedure would take place:

1. The school would be searched to see if the child is still on site, including after school clubs
2. A telephone call will be made to the child’s parents/school contacts
3. The police will be notified by the Twilight team if the parents do not know the whereabouts of the child

Parents must ensure they contact the school office if their child is not attending Twilight.

Where no notice has been given, a child will be escorted to Twilight where the named adult or agreed named adult can collect in accordance with the normal collection procedures.

The extended service provision can be contacted via the email [sunandtwilight@st-swithuns.portsmouth.sch.uk](mailto:sunandtwilight@st-swithuns.portsmouth.sch.uk), the main school number 023.9282.9339 during school hours or the mobile contact number **07419.829478**. This mobile contact number is available from 7am-8.45am and to 3.30pm-6:15pm term time only.

**Pupil Information**

Within the documentation, we are asking for a lot of information, but this will help us provide the best care for your child, so please complete all forms. All information is kept confidential and used only when needed. The Children’s Act (1989) requires us to keep and maintain this information.

**Complaints**

Our aim is to provide an outstanding service for your child. However, should there be any problems that arise, please speak in the first instance to a member of the Twilight staff. If you wish to take it further, we can then advise you on how to follow the school’s complaints procedure.

**Details of Sunlight and Twilight Club**

Postal Address: St. Swithun’s Catholic Primary School

Taswell Road

Southsea

Hampshire

PO5 2RG

Telephone: 023.9382.9339 (8.30-4.30pm term time only)

Mobile Number: **07419.829478** (7am-8.45am and to 3.30pm-6:15pm term time only)

Email: [sunandtwilight@st-swithuns.portsmouth.sch.uk](mailto:sunandtwilight@st-swithuns.portsmouth.sch.uk)

Staff: Mrs C Hoskins

Mr M McDonald-Woods

Mrs J Paul

Mrs J Waszak

Thank you for choosing Sunlight and Twilight. We look forward to welcoming your child.