



King's College
The British School of Madrid

Soto de Viñuelas

Before and After School Childcare Policy

Aims

To provide flexible, reliable childcare for children attending King's College, in a safe, happy environment, during term time. Before and After School Care is designed to help parents balance work and family commitments. It takes place in the Pre Nursery classroom before school and in different rooms after school depending on the age of the child .

Registration

On joining the school, parents are asked to register their anticipated use of the facility. This may be regular daily use or ad hoc.

Before School Session: 8.00 am to 9.00 am

Children arriving at school between 8.00 and 9.00 are taken by their parents to the Pre Nursery classroom. All children are registered. At 9.00 Foundation Stage children are escorted to their classrooms and Primary age children are escorted to their playground. Secondary age children are expected to wait in the porch area or the playground before the beginning of school.

Primary After School Care: 5pm to 6pm

Primary After School Care operates from 5pm until 6 pm in the afternoon and children are free to choose from a variety of activities, do some homework, chat with friends or watch movies. Children may use the facility on a regular basis or as required.

Children who finish school at 4.30pm but are not collected by 5pm are looked after until a parent/carer arrives. All children are registered. Children are only allowed to be collected by someone other than the authorised parent/carer when written instruction have been received by the office / class teacher or written in the child's contact book.

Secondary age children are expected to wait in the porch area or in the playground. All children should vacate the school grounds by 6.00pm unless involved in school based activities.

Snacks

A snack is provided by the school to children in the After School Care.

Uncollected Children

All children must be collected by 6pm. If we are unable to make contact with a parent or emergency contact after 6pm, the School will follow the Missing Child Policy. A member of the Senior Leadership Team remains onsite until all children have been collected.

Ratios

For children aged 2 to 7 years old, a ratio of 1:8 is maintained. For children aged 8 and above, we aim to have a 1:10 ratio in place.

Qualifications

All members of staff working with the children in the Before and After School Care are Safeguard trained and at least one member of staff is also First Aid Trained.

Created and Reviewed by :	Policy Category:
Dawn Akyurek September 2017	
Approved by KGB:	Next Review: September 2018
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