



King's College School
The British School of Madrid

La Moraleja

Before and After School Childcare Policy

Aims

To provide flexible, reliable childcare for children attending King's College School, La Moraleja in a safe, happy environment, during term time. Before and After School Club is designed to help parents balance work and family commitments and takes place in the Library.

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 registered in the Library. At 9.00 Nursery and Primary age children are escorted to the playground or nursery; Secondary age children are guided to store their coats and bags before the beginning of school.

After School Club: 5pm to 6pm

The After School Club operates from 5pm until 6 pm in the afternoon and children are free to choose from a variety of activities, join the homework table, 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 in the dining room until a parent/carer arrives. All children are registered. Children are only allowed to be signed out by someone other than the authorised parent/carer when written instruction have been received by the office or written in the child's contact book.

Snacks

Children have the option to bring their own afternoon snacks.

Uncollected Children



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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 3 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

At least 1 member of staff working with the EYFS children holds a full and relevant level 3 Safeguarding qualification, with at least half of the other staff holding a full and relevant Level 2 qualification.

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