



KING'S COLLEGE SCHOOL
SOTO DE VIÑUELAS

KC Soto 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 (Breakfast Club): 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 on the Astro until they are allowed to enter the building at 9am.

Primary After School Care: 5pm to 6pm

Primary After School Care operates from 5pm until 5:30pm 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 has 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 5:30pm unless involved in school based activities.

Snacks

Children attending the Breakfast Club are provided with breakfast.



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Uncollected Children

All children must be collected by 5:30pm. If we are unable to make contact with a parent or emergency contact after 5:30pm, 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: Paula Parkinson Sally-Anne Banks Paul Crouch November 2022	Policy Category:
Approved by Governing Board: KGB	Next Review: June 2025