



9D

Daily Routine Policy and Procedure

7.45am - The Supervisor arrives and enters from the school entrance and lets another staff member in through the preschool entrance.

7.45am - 8.00am One staff member sets up the outside area and carries out a general check of the area whilst the other member of staff resets the inside area following the evening clean.

8.00am - 9.00am Breakfast club: Children are marked on the register as they arrive, activities begin, and breakfast of toast, cereal and fruit is offered.

8.45am - Children start arriving for the session, are marked on the register. Free flow play inside and out. Outside gate is locked at 9.15am parents arriving after that will need to ring the bell for admittance.

9.30am - Snack bar is in operation.

10.50am - Younger children have a story, songs or activity in the garden room or corridor, while older settled children pack up.

11.00am - Key colour group circle time in two groups on a fortnightly rota.

11.25am - Songs, story, or musical dance on the carpet.

11.30am - Am session children go home, staff open gate and mark children on and off the register.

11.45am - Wash hands, lunch.

12.15pm - DVD or story tape on the carpet.

12.25pm - All day children have a story, game, songs in the corridor.

12.30pm - Staff open gate, am plus lunch children go home, pm session children arrive, staff mark children on and off the register.

12.30pm -2.00pm - Free flow play inside and outside.

1.00pm - Snack bar is in operation.

2.00pm - Younger children who are still settling story, songs or activity in Brian's room or the corridor.

2.15pm - Key colour group circle time in two groups on a fortnightly rota.

2.30pm - Inside slide and climbing frame closed choice of table top activities.

3.00pm - Gate opened for all day and pm session children go home, staff mark children off the register, gate locked at 3.15pm after that parents will need to ring the bell.



9D

3.00 - 4.00pm - After school club activities, staff mark children off the register as they are collected.

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2019

Date to be reviewed: Autumn 2020