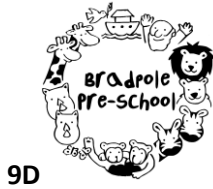


9D

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 – 8.45am Breakfast club: Children are marked on the register as they arrive, activities begin, and breakfast of toast, cereal and fruit is offered.
- 8.45am/9.00am: Flexible dropping off and free flow play - Children start arriving for the session, are marked on the register. Outside gate is locked at 9.00am parents arriving after that will need to ring the bell for admittance.
- 9.30am - Snack bar is in operation.
- 11.00am – Packing up then keyperson/ colour group circle time in two groups on a fortnightly rota.
- 11.25am - Songs, story, or musical dance on the carpet.
- 11.45am - Am session children go home, staff open gate and mark children on and off the register.
- 12.00am - Wash hands, lunch.
- 12.30pm - Story tape and book on the carpet.
- 12.45pm - Staff open gate, am plus lunch children go home, pm session children arrive, staff mark children on and off the register.
- 12.45pm - 2.30pm - Free flow play inside and outside.
- 1.30pm - Snack bar is in operation.
- 1.30pm – 3.15pm on Tue, Wed & Thursday is Forrest School



9D

- 2.30pm – Pack up then keyperson/ colour circle time. Inside slide and climbing frame closed.
- 3.00pm/3.15pm – Flexible going home. 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.
- 3.15 - 4.00pm - After school club activities, staff mark children off the register as they are collected.
- 4.00-4.15pm- Staff cleaning, room set up, lock external gate, door and windows, and ensure paperwork/register is securely locked away.

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

Held during the term: Autumn 2023

Date to be reviewed: Autumn 2024