



9D

Daily Routine Policy and Procedure

- 7.45am - The Supervisor arrives
- 7.45am - 8.00am One staff member sets up the outside area and any others set up the inside area ready for the day. (Staff ensure the health and safety daily check is completed)
- 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.
- 9.25am – A 5 minute warning is given before morning circle commences.
- 9:30am – Children come together for morning circle where we sing greeting songs, songs about the weather and the days of the week.
- 9:40am – Communication/early literacy sessions held during morning free play. Children are split into 2/3 groups based on age to do small adult led literacy activity appropriate for age and stage of development.
- 9:40/50am – Free flow play resumes and snack bar opens.
- 11.20am – 5 minute warning given before tidy up time
- 11.30am – Singing number songs/story
- 11.45am - Am session children go home, staff open gate and mark children on and off the register.
- 11.45am - Wash hands and Lunchtime.
- 12.30pm-2.20pm – Free flow play resumes once most children have finished their lunch
- 12.45pm - Staff open gate, am plus lunch children go home, pm session children arrive, staff mark children on and off the register.
- 2.20pm – 5 minute warning given to tidy up
- 2.25pm – Movement activity
- 2.40pm – Wash hands and Snack time
- 3pm- Story, singing or educational clip on screen
- 3.15pm – Flexible going home. Gate opened for all day and pm session children go home, staff mark children off the register.



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- 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. Staff ensure closing check complete.

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

Held during the term: Autumn 2025

Date to be reviewed: Autumn 2026