



Daily Routine Policy and Procedure

Policy Statement

Bradpole Preschool provides a consistent daily routine that supports children's emotional wellbeing, learning and development. Our routine is designed to provide a balance of adult-led activities, child-initiated play, indoor and outdoor experiences, rest, nutrition and social interaction.

A predictable routine helps children feel safe and secure, supports independence and self-confidence, and enables them to make the most of the learning opportunities available throughout the day. While the routine provides structure, flexibility is maintained to respond to children's interests, needs and individual stages of development.

Procedures

Times are approximate and may vary slightly according to the needs of the children, staffing levels, visits, special events, or weather conditions.

7.45am - The preschool leads/deputy arrive and enter through the main school entrance; they sign in on the school iPad.

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 list is completed)

8.00am - 8.45am Breakfast club:

Children are marked on the register as they arrive, activities begin, a breakfast of toast, cereal and fruit is offered. Other staff members arrive and enter through the main school entrance and sign in on school iPad.

8.45 - 11.45am Morning session

8.45am/9.00am: Flexible dropping off and free flow play - Children who are not using breakfast club start arriving for the session, they are marked on the register. The outside school gates and barriers are locked at 9.00am. Parents arriving after that need to ring the bell for admittance.

9.15am Preschool gate is locked

9.25am – Music is played to make the children aware that packing up is next, before morning circle commences.

9:30am – Children come together for morning circle where we sing a greeting song and do the register.

9:40am – Literacy session. Children are split into 3 groups to do small adult led literacy activities appropriate for their age and stage of development. Snack bar is opened where we offer cereal or toast on a fortnightly cycle.

(some days we may do a whole group activity).

9:50am/10am – Free flow play resumes.

11.20am – Music is played to make the children aware that packing up is next.

11.30am – Children all come together on the mats to sing number songs

11.45am - Am session children go home, one staff member opens the gate and marks children on and off the register.



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11.45pm - Lunch club

11.45am – Handwashing and lunchtime. A member of staff sits at each table.

12.30pm-2.20pm – Free flow play resumes once most children have finished their lunch. One member of staff sits with those still eating.

12.45pm - Afternoon session

12.45pm – One staff member opens the gate, am plus lunch children go home, pm session children arrive, staff mark children on and off the register.

2.00pm – Adult on rota gradually starts to pack up outside.

2.20pm – Music is played to make the children aware that packing up is next.

2.25pm – Packing away time.

2.30pm – Handwashing and snack time, we offer fruit and all sit together, older children take turns to take responsibility to ensure all the children on their table have a cup and a bowl.

2.45pm – Music and movement/physical activity

3pm- 3.15pm – Flexible going home. Children sit for a story on the mats. Gate opened for all day and pm session children to go home, one staff member marks the children off the register,

3.15 - 4.00pm - After school club:

After school club activities, 2 adults play with those children in the corridor, one staff member marks the children off the register as they are collected.

4.00-4.15pm- Staff cleaning, room set up. Staff ensure closing checklist complete.

Monitoring and Review

The daily routine is reviewed regularly to ensure that it continues to meet the needs of the children, families and staff and remains consistent with the Early Years Foundation Stage (EYFS) framework.

Minor adjustments may be made throughout the year in response to children's interests, developmental needs, staffing arrangements, weather conditions or special events.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027