



Daily Routine

Monday to Thursday

Time (am session)	Activity
8.50	Arrival. Self-registration Free-Play
9.00	Doors locked – wall register filled in
9.15	New Starters arrive now. Key person to greet. Small groups to begin after half term.
9.30	Free-Play in and out. One member of staff to prepare snack (Mon & Thurs Music & Movement)
10.00	Start rolling snack Check re toileting
10.00 – 11.10am	Staff breaks
11.10	Give 5 minute warning
11.15	Tidy up time / Book time Check re toileting
11.25	All together time: two groups split according to large group activity and individual child's attention, understanding of subject matter. Letter sound, shape of the week, can be theme related activity, story.
11.40	Large group time: Songs (or Story) (Those staying to have story outside)
11.50	Home time with Good-bye song for those leaving

Time	Children staying for lunch or all day
12:00 – 12:10	All doors locked. Wall register updated. Children to be outside, help to prepare tables, quiet activities (puzzles, books) if wet.

Time (pm session)	Activity
12.10	Arrival. Lunch boxes onto table and self-registration Wash hands and onto carpet squares for songs.
12.20	Doors locked – wall register filled in Lunch
12.40 onwards	story in quiet room.
12.50	Free-Play in and out
1.00	Check re toileting
1.15–2.25	Staff breaks (last one to prepare snack)
2.20	Give 5 minute warning
2.25	Tidy up time Check re toileting
2.35	Quiet time
2.40	Large group time: two groups split according to large group activity and individual child's attention, understanding of subject can be theme related
2.45	Small group time (4 groups). To include snack and feedback/planning
3.00	All together time: Songs (or Story)
3.10	Home time with Good-bye song

Friday

Time (am session)	Activity
8.50	Arrival. Self-registration Free-Play
9.00	Doors locked – wall register filled in
9:10 – 9:30	Small group visit school library (tbc)
9.15	Register (one staff member prepare snack)
9.25	Free-Play in and out
9.55	Group 1 -Balanceability, Group 2- Rolling Snack/free play
10.25	Swap, Group 2 Balanceability
11.00	Free-Play in and out for all
11:10	Five minute “tidy up time” warning
11.15	Tidy up time
11:25	Book time
11:30	Small group time
11.45	Phonics session with sound of week – magic bag
11.45/11.55	Story time/songs, Show and tell
12.05/12.10	Wash hands and Lunch
12.30	Story/ free play
1.00	Cooking with small group
1.15	Breaks
2.15	5 mins
2.20	Tidy Up time (staff member to prepare snack)
2.30	Work Out
2.35	Quiet Time
2.40	Snack in small groups
2.50	Story in small groups
3.00	Large group time / Singing
3.10	Home time

Note: transition activities for school may occur on Fridays in free play sessions