

	Under stage/Set up & Circle time Lead for older 3's	Circle time lead for 2's & younger 3's	Snack lead & Clear away	Putting resources away under stage, Turn-take
Monday	Marie H	Mandy	Marie Sm	Marie Sm / Marie H
Tuesday	Mandy	Donna	Esther	Mandy/ Sacha
Wednesday	Julie	Vickie	Esther	Julie / Donna
Thursday	Vickie	Julie	Marie Sm	Vickie / Esther
Friday	Sacha/Donna	Marie H	Esther	Sacha / Marie Sm

Routine of the day

Morning	9.00am	Welcome, wash hands, sign in /settle in, children to self-registration		
	9.20am	Circle time-register & head count, day/weather/snack/activities/golden rules		
	9.30am	Small group time - key groups or within free play		
	9.30/40 am	Free play inside & outside - continuous play		Prep. Snack
	10.00am	Rolling Snack opens - self serving		
	10.30am	Snack closes		
	11.00am	Nappy changes & Dough Disco		
	11.30am	Tidy up		Prep for going home
	11.40am	3/4-year old's Core story & discussions	2-year old's - What's in the bag, - parachute play	
11.50	Children come together on carpet; children use toilet & wash hands. Lunch children sit for lunch, door opens			
12.00 noon - Changeover - children go and come in (Feedback to parents)				
Afternoon	12.05pm	Welcome, settle in, Lunch time. A staff member to Clean and wipe down all surfaces- touch spots/resources/ doors handles & bathrooms		Prep lunch
	12.10pm	Register called at lunch table		
	12.35pm	Children to use toilets & wash hands then play within the two's area/ staff member to lead a meditation session until most children have finished lunch - self-registration, golden rules,		
	12.50pm	Free play inside & outside - continuous play		
	2.00pm	Nappies & Dough disco		Messy play cleared up
	2.15pm	Small group time - key groups or within free play		Sterilize toys
	2.25pm	Tidy up time - x2 staff to put under stage & x2 with children Garden to be tidy before bringing in children		Prep for going home
	2.30pm	Mover & creator activity		
2.40pm	toilets & wash hands			

	2.45pm- 3.00pm	Door to open and managed by Manager/deputy - Circle time large group - singing & stories & Goodbye and sign out (feedback to parents) Clean and wipe down all surfaces- touch spots/resources/ doors handles & bathrooms & vac, mop	All staff
	3.00-3.15	Make sure all tidy and clean, inside and outside and toilets. All preschool things put away and confidential documents locked away. Doors and windows locked and lights off & bins emptied.	All Staff
	3.15- 4.00pm	Office time / double check all areas, windows, doors locked before leaving	Manager/ deputy