

## Elmtree Preschool's Daily Routine

Time	Activity	Notes
<b>8.40</b>	<b>Arrival</b> Settle and indoor free play (Child led)	Ensure gate is secure & Elmtree mobile phone is on Parent/carers to leave via main gate by 9.am (or sign in/out via main reception)
<b>9.15</b>	<b>Carpet Time</b> Welcome & Register	Hello song, Register - how many friends are in today? – What's the weather like today? - linked to going outside  Get coats & shoes/boots ready for outdoor play
<b>9.30</b>	<b>Outdoor Play Time</b> Lower Playground available until 10.00	Elmtree enclosed patio Lower playground play time
<b>10.00</b>	<i>Wash hands</i> <b>Morning snack</b>	Check allergies & dietary list Sit with & supervise children, First Aider supervising
<b>10.20</b>	<b>Free Flow Play</b> (Child led) Indoors & Elmtree patio	Ensure there are also opportunities for quiet/rest time 11.00 - Nappies & toilet checks/cleaning
<b>11.30</b>	<b>10-minute Tidy</b>	Encourage all the children to work as a team
<b>11.40</b>	<b>Morning Key Group Time</b> (Adult led)	Activities, stories, songs and focused learning in our small key groups
<b>11.55</b>	<i>Transition from morning session to lunch time/ afternoon</i> <b>Get ready for home time</b> <i>Or share a book with a friend</i>	Remember: Bags, clothes, water bottles, lunch boxes, comfort items (soft toys etc) Walk over to reception for pick up
<b>12.00</b>	<i>Wash hands</i> <b>Lunch time</b> Quiet play whilst our friends finish lunch	Check allergies & dietary list Sit with & supervise children, First Aider supervising Get coats & shoes/boots organised for playground
<b>12.45</b>	<b>Outdoor Play Time</b> Lower Playground available until 1.15	Elmtree enclosed patio Lower playground play time
<b>1.15</b>	<b>Free flow play</b> (Child led) Indoors & Elmtree patio	Ensure there are also opportunities for quiet/rest time 2.00 Nappies & Toilet checks/cleaning
<b>2.10</b>	<b>10-minute Tidy</b>	Encourage all the children to work as a team
<b>2.20</b>	<b>Physical Activity</b> (Adult Led)	Dance and movement, parachute, throwing/catching games/ action songs & games
<b>2.40</b>	<i>Wash hands</i> <b>Afternoon Snack</b>	Check allergies & dietary list Sit with & supervise children, First Aider supervising
<b>3.00</b>	<b>Afternoon Group Time</b> (Adult Led)	Stories, songs, activities & review of our afternoon  Get ready for home time
<b>3.15</b>	<b>Home time</b>	Remember: Bags, clothes, water bottles, lunch boxes, comfort items (soft toys etc)

## Daily Routine Top Tips

- ✓ Plan ahead and be organised to help with smooth transitions i.e. group time and outdoor playtime readiness
- ✓ Ensure a positive and conflict resolution approach to behaviour management
- ✓ Promote team spirit, support each other and 'tag team' when needed
- ✓ Be positive role models
- ✓ Engage in sustained shared thinking – play, deepen understanding, extend learning, conversation, open ended questions, problem solving
- ✓ Use “tickle the ceiling” and transition songs to gain attention of whole group
- ✓ Remember coats/ waterproofs and wellies for outside playtimes. There is an electric drying rack available for wet clothes/shoes (stored by filing cabinet)
- ✓ Hivis jackets for offsite walks and trips (not needed for playground)
- ✓ Supervise toileting, regular toilet checks - including regular flushing of toilets
- ✓ Keep fire door closed (fine to keep open temporarily i.e. whilst supervising children using toilets)
- ✓ Take our lunch breaks – 12.00, 12.30, 1.00