

09 Early years practice procedures

09.15 Prime times – daily routine

- At the beginning of the session, two members of staff, either the manager, deputy or a senior room leader go to the red gate outside in the car park. One of those members of staff will sign in the children as the parent/carer says 'Goodbye' to their child. The second member of staff takes the child from the parent/carer at the gate into the pre-school room. Please see 09.06 Prime times arrivals and departures for more details.
- Once the child is inside, they find their name and face on the designated labelled chair and put their coat, bag and any outside boots on the chair.
- The session commences at 9.15am.
- Children place their water bottle on the trolley.
- When there are no more parents/carers at the gate the inside door is locked. One lobby door remains open for any late arrivals.
- Children are able to engage in free play and settle into the session.
- Registration should take place before 10am. The tambourine is sounded at which the children stop, place their hands upon their heads and listen for the instruction to be given for everyone to go to the rug for the register. Focus, interest table, show and tell, counting, days of the week, weather or the alphabet are some of the topics which may be shared with the children at this time.
- Free play - where the children are allowed to choose the activity in which they wish to engage in, a mixture of child and adult led activities will be available involving the seven areas of learning. Staff may direct a planned activity during this time for some or all of the children or observations of the children may be taken.
- Free flow access to outside play is available and encouraged at all times providing the conditions outside are not hazardous. Please see 01.06 Outdoors for more details.
- Planned activities run alongside free play such as arts and craft, science experiments and cooking. All the children are encouraged to take part in these in small groups or on one-to-one at times.
- A rolling snack bar is provided which is available from 10am. The children are asked to wash hands before having snack. The children find their named place mats, put it on an available space on the table and then choose the food they would like to eat. Healthy food options are offered with milk (or a milk alternative) or water to accompany it. Please see 09.07 Prime times Snack-times and lunchtimes for more details.



- At approx. 11.55am the tambourine is sounded and a member of staff will announce that it is 'Tidy up time'. The children help the staff tidy up the toys and activities that are out.
- Story and circle time begins at approx. 12pm. Small groups are sometimes taken out into the outside play area for stories which may require interaction from the children. All the children are encouraged to join in with games, singing, musical instruments or movement to music during this time.
- Free play continues for some as story and circle time takes place.
- Staff are aware which child will be going home at 12.15pm and so from that time a member of staff monitors the window to check if any are parents/carers are outside. When the children are collected at other times other than the main collection times, the parents/carers look through the window or knock on the door at the main entrance of the building to alert staff of their presence. A staff member helps the leaving child collect together their coat, bag etc and escorts the child out to the waiting parent/carer. The staff member signs the child out.

This is a general account of the routine at Little Doves Christian Pre-school. There are changes that vary from day to day, topic to topic and season to season. Many of these changes are child initiated and led. Children will initiate their own games and preferred play and the staff will try to facilitate this as much as possible.

On Friday the external educator Shining Stars visits for 60 mins.