

Our Daily Programme

1. 09:00 Arrival.

All the children and their carers are welcomed into the building when they arrive, each parent/carer is asked to sign their child in on the form available in the entrance area and the children have their own sign in sheet they can use. Children take their name card from the board and place it on a coat hook. To help with settling in the children will then join a small group in a specific area of Pre-school, this will allow children to build relationships with other children and support their listening skills.

Please pass on any important information at this time such as who will pick the child up, any injuries from home etc to the child's keyperson.

2. Activity/Learning time.

The children are free to play and learn throughout the session. The staff will help the children to set up and organize the activities they want to take part in and during this time they will interact with the children, observing them as they play and will support if and when appropriate. They facilitate the children's learning by guiding them through purposeful activities, conversation, encouraging skills and promoting positive attitudes.

During the sessions children may join a 'group time' planned by the staff e.g. Toddler talk, Early Talk Boost, Letters and sounds, Maths activities, listening walks. Children take part in varied activities (see website), we also use Interactive Learning Diary (ILD) for sharing records at home and welcome parents contributions.

3. Snack Time

A healthy snack and drink will be provided between 9.45-10.15 within a small group with a member of staff. A typical snack menu is available in the foyer. Children are provided with milk or water to drink. Drinking water is always accessible in the playroom for the children.

4. Tidy-up. 11.20

When the triangle sounds the children are encouraged to stop what they are doing and then asked to tidy up the toys.

5. Review time & Story/rhyme time. 11.30

We spend time towards the end of the session talking with the children about what they have learnt, tried or experienced during that day. This gives them time to reflect on what they have been doing during the session and encourages good listening and communication skills. At the end of the session children are encouraged to join in with songs and action rhymes and listen to stories.

6. Home time.

For the children who are going home at 12:00 they are asked to go to our 'meeting room' with staff members and will join in with singing until home time. Any letters or creations are given out once all the children are ready (these can also be found in the parent communication files). A member of staff will call each child one at a time and see them out of the building to the safety of an adult that they know. If you have any questions or queries you want to ask the staff at the end of the session could you please wait until all the children have left. It is important that we ensure the safety of all our children and that the member of staff is able to sign the children leaving out and not distracted during this time. Once all the children have gone home all the staff members will be able to then give you their undivided attention. **Please let a member of staff know if you are not collecting your child. It is also important that staff know if there is anyone who is never permitted to collect your child.**

1. 12:00 Arrival.

The children arriving at 12:00 will be welcomed into the group and each parent/carer asked to sign them in and the children can sign in on their sheet (as at 09:00). Children take their name card from the board and place it on a coat hook. The children are encouraged to wash their hands before sitting at their table to eat their lunch. During this time the Keypersons will plan with their children what activities they would like to do when they have finished, listen to their news etc.

Please pass on any important information at this time such as who will pick the child up, any injuries from home etc to the child's Keyperson.

2. Activity/Learning time.

After lunch the children are free to play and learn throughout the session in the same way as happens in the morning. During this time children will be offered a drink of milk or water during the afternoon or when required, there is always water available in the playroom for children to help themselves.

4. Tidy-up. 2.20

As in the morning, when the triangle sounds the children are encouraged to stop what they are doing and then asked to tidy up the toys they are playing with.

5. Review time & Story/rhyme time.

We spend time towards the end of the session reviewing with the children's what they have learnt, tried or experienced during that day allowing for reflection and encouraging good listening and communication skills. The remainder of the session is taken with reading a story and/or singing action rhymes and songs with the children. Sometimes celebrating children's birthdays by singing Happy Birthday to them or joining in with ring games.

6. Home time.

15:00 is home time for all the children and the routine is the same as at 12:00.