

NURSERY ROUTINE

Updated 24/2/11

- 9.20am Children enter with parent/carer and place 'book bag' in tray. Children find their name card (these have pictures on to aid recognition). Children stick name cards onto board underneath the snack of their choice. Parent/carer tops up changing bag etc inside locker. Lunchboxes to be placed on top of lockers ready to be transferred to the fridges. Parent settles child and leaves.
- 9.30am The register is taken by a member of staff and the 'officer of the day' helps to count the name cards and is given the opportunity to write the total number present on the name board. Staff introduce the key activity of the day and discuss the current topic.
- 9.45am **This is 'free-play'**. There will be a 'Key Activity' which is usually adult led, plus a variety of other activities, many of which the children will be able to undertake on their own. During this time, activities on offer will be a selection from the following:
- CRAFT ACTIVITY: cutting and gluing, painting.
CONSTRUCTION: wooden bricks, stickle bricks, magnetic construction, lego, wooden shape building puzzles, etc
SMALL WORLD: train track, cars and garage, dolls house, farm, dinosaurs
DRAWING TABLE: pencils, crayons, felt tip pens, chalks and blackboards, pens and wipe-boards, stencils, selection of paper.
IMAGINATIVE PLAY: kitchen, playfood and utensils, dolls, dressing up, doctors equipment, tent, mirrors, puppets, table and chairs.
SENSORY ACTIVITY: different types of playdough with cutters, rolling pins, scissors, sand and water (lots of interesting items are used in conjunction with these activities; they are often linked to the theme of the term).
MATHEMATICAL/PROBLEM SOLVING ACTIVITY: jigsaws, pattern and/or shape sorters, weighing scales, problem solving resources.
BOOK CORNER: our bookcase is positioned in a quiet corner. The children can look at the books whenever they wish, and an adult will always read stories if a child is in that area. We have a selection of books, some will be linked to the theme of the term, others will be picture books, 'lift the flap' books, storybooks and information books. The books are rotated so unfamiliar books are available each week.
- 9.45 to 10.50am We operate a '**Rolling Snack**' system. The 'officer of the day' helps to prepare the snack with a member of staff. Children are able to choose when they would like snack during this time. Snack consists of fresh fruit or vegetables, a wholesome snack like toast, pitta pockets etc. and a drink of either; organic milk, fruit juice or water (any dietary needs are taken into account). Children always wash their hands beforehand, remove their name card from the board, pass this to the member of staff and help themselves to snack, support is always available if required. Snack time is a social occasion enabling children to extend their language and encourage good social skills.
- 10.50am **Tidy up time**. This is signalled by a piece of classical music being played. All children are encouraged to help tidy away.
- 11.00am **Weather and Date record**. We all sing our weather song and 'Bernie' the monkey will help the children record the weather outside and the day of the week. 'Bernie' has a selection of clothes that are suitable for different types of weather and children take turns each day to dress him appropriately.
- Home Achievement Books**. This is a time where we celebrate the children's achievements at home by reading their parents comments in their books. This special time increases children's self-esteem and confidence. They are rewarded with a sticker and a round of applause from everyone!
- 11.20am **Large physical playtime for 'Penguins'**. Either inside, outside or at the park depending upon the weather. Equipment of offer includes; trikes, tunnel, ball pool, seesaw, bats and balls, trampoline, parachute, prams/pushchairs with dollies. At the park; swings, slide, balancing equipment, climbing beams.

- 11.20am **Small group time for 'Chipmunks'**. Our more able children remain with their keyworker to either play an educational game, develop improved pencil control through stencils, tracing or 'free' drawing or collaborate and choose an activity they would like to do or finish off or even extend the key activity for the day.
- 11.45am **Large physical playtime for 'Chipmunks'**. Either inside, outside or at the park depending upon the weather. Equipment of offer includes; trikes, tunnel, ball pool, seesaw, bats and balls, trampoline, parachute, prams/pushchairs with dollies. At the park; swings, slide, balancing equipment, climbing beams.
- 11.45am **'Penguins' return from physical playtime.**
- 11.45am **Small group time for 'Penguins'**. Our less able children return from outside play and remain with their keyworker to either finish off the key activity of the day or be encouraged to participate in an age and stage appropriate activity that will extend a particular area linked to the Early Years Foundation Stage for example; matching/sorting puzzles, imaginative play or early pencil control skills.
- 12.05pm An adult begins to change all nappies/or sit children on the toilet/potty, wash hands. Others finish their activities and help adults tidy away.
- 12.15pm **'Chipmunks' return from physical playtime.** They join the 'Penguins' once they have hung up their coat.
- 12.15pm Tidy-up time ready for lunch.
- 12.20pm **Toilet and wash hand time.** Those who are able, can use the toilet whenever they need to. All children are shown to wash their hands after every visit to the toilet, even if they have had their nappies changed. Those children who are toilet training can bring in their own potty if they prefer. Please advise staff if toilet training is underway, so we can help! Children who have finished using the bathroom return to the carpet area to listen to the 'story of the week'.
- 12.20pm **Storytime.** These are often linked to the theme, but not always. Children can bring books in from home to be shared if they wish. We encourage all children to sit on individual cushions and listen to the story. With younger children adults will sit on the carpet as well and storytime is kept shorter.
- 12.30pm All children sit at the table for **lunchtime**. They identify their place by finding their own lunchbox. Children are encouraged to eat savoury items before any sweet ones. Children can bring their own drinks if they prefer, we provide water at lunchtime. When they have finished eating they are encouraged to tidy away any mess, wait until everyone else has finished eating then asked to place their lunchbox on top of their bookbag.
- 1.00pm **Music and movement or action songs.** The children are usually ready to let off some steam after sitting for lunchtime. We introduce different types of music and accompany their movements with streamers, musical instruments etc. All music and movement sessions are finished with a warm down song.
- 1.10pm We return to the carpet to allow time for children to share any news with others. We finish off with songs including our 'goodbye' song which is sung to each child individually saying their name as we go.
- 1.20pm The parents/carers are let into the room to collect their children, lunchboxes, coats and any work which is in their 'book bags' to be taken home. Parents have the opportunity to discuss anything about their child's morning, confidentially if need be.
- 1.20pm to 2.20pm Children in receipt of the Nursery Education Grant have the option to join us for our **extended sessions**. Children engage in fun activities that are completely different to the morning session. All of our extended sessions are carefully planned with the children's interest in mind.

Once all children have been collected the staff write up any observations made during the morning, complete session plans, mount any work, organise wall displays and prepare for the following session.