##### Daily Timetable 2018/2019

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| 8.15 am | **Staff Arrive**  Set up tables, etc, prepare for activities indoor/outdoor |
| 8. 45 am | **Children Arrive**  Welcome, take messages, settle children in, children hang their tag up. |
| 9.00 am | **Adult directed activity**  Children sit with staff to talk about news, do an activity, then  choose what they do. |
| 9.30 am | **Free Flow**  Open main door - freeflow to commence  Child initiated play  ***Member of staff to be positioned outside at all times when door is open; 1;8 for 3-4 years 1:4 for 2 years.*** |
| 10.00 am | **Snack Time and Hand Washing**  Drink & snack time: milk/water & fruit/veg/other   |  | | --- | | Children learn to pour own drinks . | |
| 11.20 am | **Tidy up/music signal**  Children & staff help to do this |
| 11.30am | **Adult led story/ singing phonics –children going home**  Song / rhyme –children staying for lunch |
| 11.45 am | **Home-time or lunch club**  Staff supervise lunch club/ quiet room activity |
| 12.45pm | **Manager greet pm children.** |
| 12.50 | **Children split into small groups with key person for activity.** |
| 2.45pm  3.05p.m | **Children tidy up**  Staff member on door to let early leavers out. |
| 3.15p.m | **All children home.** |
| 3.15p.m – 5.45p.m | **After School Club –**  **Options to stay by the hour with tea.** |