##### 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, thenchoose what they do.  |
| 9.30 am | **Free Flow**Open main door - freeflow to commenceChild 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

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| Children learn to pour own drinks .  |

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| 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.** |
|  2.45pm3.05p.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.** |