
1.8 Routine of the Day

07:45

First member of staff arrives
Signs in
Opens up nursery
Switches on lights, opens blinds, sets up chairs
Risk assessment of nursery carried out and action needed is taken and recorded
Nursery activities set up
Water bottles filled

08:00

Second member of staff arrives
Signs in
Children start to arrive and signed in

08:30

Staff supervise and welcome children
Rest of staff arrive and sign in
Nursery morning session runs according to days activities

11:50

Lunch is set up

12:30

Children leave who do not stay for lunch and are signed out
Staff go on lunch breaks - sign out
Children go through to lunch
Snack equipment put through dishwasher

12:45 (approx.)

Children return from lunch

13:00

Children go home and signed out
Staff return from lunch sign in
Staff going to lunch sign out

14:00

Returning/leaving staff sign in/out
Afternoon session runs according to days activities

15:00

Snack prepared

15:30

Afternoon session finishes and children signed out
Staff leaving/returning signed in/out
Snack equipment washed up

15:30- 18:00

Activity session runs

17:45

Nursery prepares to close

18:00

Toys put away
Blinds closed
Chairs put on tables
Washing up put away
Doors locked
Lights switched off