

The Daily Routine

Breakfast Club

7.15 am

Early staff arrive at The Den to set up (8am for late breakfast staff)

7.30am onwards –

Arrival and sign in to The Den

Breakfast set up and free-play in the Millennium Rooms

8.00am –

Wash hands and prepare own breakfasts/with support

Tidy away breakfast

8.20am –

Free-play

8.40am –

Tidy up and Transfer to school/signed out

After School Club

2.30 - 15.00pm –

Arrive and risk assess, complete set up form

15.10pm –

Collection of pupils as per the **Dropping Off and Collecting Children** procedure

Register on school site

Register on The Den site

Tidy away coats/bags onto hooks

Wash hands

Prepare food and drink for snack time/refill drinks bottles

Chat about the day together

16.00pm –

(no later than)

Toilet stops

Free-flow outdoor play, Outdoor activity, child led and initiated activities, according to planning sheets

16.30-18.00pm –

Dependent on weather/light – return to The Den for indoor activity, free-play child led and initiated activities, according to planning sheets

5.30 OR 18.00pm –

Close