



## **Daily Routine Procedure**

### **Procedure Prior to Preschool Session**

- On entering the hall, copy the electric meter readings into the register provided
- Switch on the door buzzer and put on appropriate heating.
- Take the milk from the front door and place it into the fridge.
- Complete all Health and Safety checks on form which is stored in the Daily Check List folder, ensuring (Toilet Procedure) and (Kitchen Procedure) are followed fully.
- Set up in large hall and annexe as required ensuring that the layout of the room provides free access to all areas and keeps fire exits clear at all times.
- Take out the register, phone, visitor book and box files.
- Empty Dishwasher in Kitchen
- Prepare as much of the snack as possible, cover prepared food and place in the fridge as necessary.
- Check all emergency exits are clear.

### **Preschool Session**

- Welcome children
- Lock door 15 minutes after the start of the session, close the buzzer door, slide lock and put the door gate in the correct position.
- Mark register and note down any absences on the Children's Absence Register
- Follow planning for the session
- Ensure that all floor areas remain clear of toys or spillages to prevent accidents
- Start snack at around 9.45
- Lunch is served at around 12.00
- Main door to be unlocked at 12.45 and interior door slide lock opened.
- Dismiss each child by name as their parent/carers come in to collect them and record time on register.

### **End of Session**

- Tidy away equipment as necessary
- Complete all Health and Safety checks on form which is stored in the Daily Check List folder, ensuring (Toilet Procedure) and (Kitchen Procedure) are followed fully.
- Record cleaning of resources
- Wipe down any surfaces which are dirty
- Ensure cupboard in annexe is locked
- Take home washing once a week.
- Record Electricity readings.
- On leaving firmly close the front door and lock.