

# Preschool Procedure

## Daily Operating Procedure



Reviewed - Term 1 2020

Next Review - Term 1 2021

Daily Operating Procedure Terms 1 & 4			
TIME	ROUTINE	EDUCATOR 1	EDUCATOR 2
8:30-9:00	Preparation	Conduct indoor and outdoor daily inspections Set up indoor environment/ prepare paints & glue	Conduct indoor and outdoor daily inspections Prepare sign in sheets Set up outdoor environment Uncover and rake sandpit
9:00-9:30	Arrival, Children hand wash & table activities	Welcome children & parents Start Pack away	Welcome children & parents
9:30-9:40	Morning greeting	Lead morning circle	Finish pack away begin set up Join in morning circle
9:40-10:45	Outdoor play	Supervise & interact with children, actively moving around room as needed. Encourage children to pack away transition to next activity	Supervise & interact with children, actively moving around room as needed. Encourage children to pack away transition to next activity
10:45-11:00	Circle time	Lead group time	Set up tables and join group time
11:00-11:30	First eating break	Supervise and interact with children, ensuring they have eaten & had a drink. As children finish eating: <ul style="list-style-type: none"> <li>educators to send children to put drinks in esky, lunchbox in locker</li> <li>one educator to support children placing items in bags</li> </ul> wipe table tops/ empty small bins & wash out	
11:30-12:45	Indoor play	Supervise children walking into class & sitting on the mat Lead Circle time	Supervise children packing away hats Prepare lunch tables
1:00-1:30	Second eating break	Supervise children, ensuring they have eaten & had a drink. When $\frac{3}{4}$ have finished eating <ul style="list-style-type: none"> <li>one educator to send children to pack away drink bottles and lunch boxes into bags</li> <li>one educator to supervise children at lockers ensuring all items have been packed away &amp; assisting children who need help</li> </ul>	
1:30-2:15	Quiet play & big book/story	<ul style="list-style-type: none"> <li>one educator to supervise children</li> <li>one educator to wipe tables, empty and wash small bins and sweep the floor</li> </ul>	
2:40-3:00	Table activities/Home	Supervise children & farewell families, be available to speak to parents as needed.	
3:00-3:30	Pack away	Pack away toys/ chairs on table/ change sign in sheets Cover Sandpit	

# Preschool Procedure

## Daily Operating Procedure



Reviewed - Term 1 2020

Next Review - Term 1 2021

Daily Operating Procedure Terms 2 & 3			
TIME	ROUTINE	EDUCATOR 1	EDUCATOR 2
8:30-9:00	Preparation	Conduct indoor and outdoor daily inspections Set up indoor environment/ prepare paints & glue	Conduct indoor and outdoor daily inspections Prepare sign in sheets Set up outdoor environment Uncover and rake sandpit
9:00-9:30	Arrival, Children hand wash & table activities	Welcome children & parents Start Pack away	Welcome children & parents
9:30-9:40	Morning greeting	Lead morning circle	Finish pack away begin set up Join in morning circle
9:40-10:45	Indoor play	Supervise & interact with children, actively moving around room as needed. Encourage children to pack away transition to next activity	Supervise & interact with children, actively moving around room as needed. Encourage children to pack away transition to next activity
10:45-11:00	Circle time	Lead group time	Set up tables and join group time
11:00-11:30	First eating break	Supervise and interact with children, ensuring they have eaten & had a drink. As children finish eating: <ul style="list-style-type: none"> <li>educators to send children to put drinks in esky, lunchbox in locker</li> <li>one educator to support children placing items in bags</li> </ul> wipe table tops/ empty small bins & wash out	
11:30-12:45	Outdoor play (winter)	Supervise children walking into class & sitting on the mat Lead Circle time	Supervise children packing away hats Prepare lunch tables
1:00-1:30	Second eating break	Supervise children, ensuring they have eaten & had a drink. When $\frac{3}{4}$ have finished eating <ul style="list-style-type: none"> <li>one educator to send children to pack away drink bottles and lunch boxes into bags</li> <li>one educator to supervise children at lockers ensuring all items have been packed away &amp; assisting children who need help</li> </ul>	
1:30-2:15	Quiet play & big book/story	<ul style="list-style-type: none"> <li>one educator to supervise children</li> <li>one educator to wipe tables, empty and wash small bins and sweep the floor</li> </ul>	
2:40-3:00	Table activities/Home	Supervise children & farewell families, be available to speak to parents as needed.	
3:00-3:30	Pack away	Pack away toys/ chairs on table/ change sign in sheets Cover Sandpit	