

# Preschool Procedure

## Daily Operating Procedure



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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
9:00-9:15	Arrival & table activities	Welcome children & parents Start Pack away	Welcome children & parents
9:15-9:30	Morning Circle	Lead morning circle	Finish pack away begin set up Join in morning circle
9:30-10:40	Indoor Play	Supervise & interact with children, actively moving around room as needed	Supervise & interact with children, actively moving around room as needed
10:40-11:00	Circle Time	Lead learning circle (Mon, Wed & Fri) Set up lunch tables (Tue & Thur)	Lead Learning Circle (Tues, & Thur) Set up lunch tables (Mon, Wed & Fri)
11:00-11:20	Fruit 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> <li>wipe table tops/ empty small bins &amp; wash out</li> </ul> <b>Tatiana on duty: Tue &amp; Fri</b>	
11:20-12:30	Outdoor Play	Supervise & interact with children Pack away outdoor equipment	11:20-12:00: Lunch break 12:00: Supervise & interact with children Pack away outdoor
12:30-1:00	Circle Time	Supervise children walking into class & sitting on the mat Lead Circle time	Supervise children packing away hats Prepare lunch tables
1:00-1:30	Lunch	Supervise children, ensuring they have eaten & had a drink. When ¾ 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>	
1:30-2:10	Quiet play & Relaxation	<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> <b>Tatiana on duty in room Wed &amp; Thu</b>	
2:10-2:40	Circle Time	Tue & Thu: Lead Circle Mon/Wed/Fri: Sort & fold art works ready for going home	Mon/Wed/Fri: Lead Circle time Tue & Thu: Sort & fold art works ready for going home
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	