

## **ORGANISATION – Daily Routines**

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### ***OPENING HOURS AND SESSIONS***

The Spanish Nursery and Children's Centre for Culture and Language is open from 8:30am to 5:30pm and can be booked on a part time and/or full time basis for children age 2 to 5 years old. In addition, we offer an Out of Hours Programme with after school classes for children age 5 to 8 years old and we are currently developing a holiday scheme. Please ask the Childcare Manager for a copy of the fees.

### ***DAILY ROUTINE FOR 2-3 YEAR OLDS***

This routine is flexible for all age groups to take into account individual care routines.

8:30am - The children arrive and take part in free play activities which have been set up in advance to encourage symbolic play, fine and gross motor skills play, stories, etc. This session may include garden play. *All children are encouraged to bring one fruit a day to the nursery.* This will be shared around 10:30am by all the children.

9:30am – 10:30am Registrar (using the pictures). Various activities (sand, water, painting, kitchen, cut papers, counting, nursery rhymes, songs)

10:30 – Toilet use, nappy change and healthy snack

10:45 – 11:45 Scheduled activities: during this time the children have access to both adult structured activities and free choice activities following the 'Early Years Foundation Stage' curriculum. This session may include group circle time and garden play, caring for the plants, watering, slides, balls, swings, bicycles, cars, trampoline, climbing...

11:45 – 12:00 Washing hands, nappy change

12:00 – Lunch time

12:45 – Toilet time and nappy change

13:00 – 14:00 (approx.) Sleep/quiet rest period. (Staff break)

14:30 – Collection of the foldable beds, blankets

15:00 - Toilet time, nappy change

15:30 – Merienda/Tea time

16:00 – 17:00 The groups come together for joint play, videos, dance. During this time the children have access to both adult structured activities and free choice. This session may include garden play. The children take part in free choice activities encouraging social learning, role play, matching and sorting, music and winding down for the end of the day.

17:00 – 17:15 Tidy up time. Children are encouraged to learn age appropriate skills in this area.

17:15 – 17:30 Children are collected from the Centre.

### **DAILY ROUTINE FOR 3 to 5 YEAR OLDS**

8:30am - The children arrive and take part in free play activities which have been set up in advance to encourage symbolic play, fine and gross motor skills play, stories, etc. *All children are encouraged to bring one fruit a day in the nursery.* This will be shared around 10:30am by all the children.

9.30am – 10.30am Registrar (using the pictures). Various activities (sand, water, painting, kitchen, cut papers, counting, nursery rhymes, songs)

10:30 – Toilet use and snack

10:45 – 11:45 Scheduled activities: during this time the children have access to both adult structured activities and free choice activities following the 'Early Years Foundation Stage' curriculum. This session includes group circle time and garden play, caring for the plants, watering, slides, balls, swings, bicycles, cars, trampoline, climbing...

11:45 – 12:00 Washing hands and preparation for lunch. The children are encouraged to help with the setting of the lunch.

12:00 – Lunch time

12:50 – Toilet time and brushing teeth

13:00 – 14:00 (approx.) Sleep/quiet rest period. (Staff break)

14:30 – Collection of the foldable beds, blankets

15:00 - Toilet time, brushing hair

15:30 – Merienda/Tea time

16:00 – 17:00 The groups come together for joint play, videos, dance. During this time the children have access to both adult structured activities and free choice. This session may include garden play. The children take part in free choice activities encouraging social learning, role play, matching and sorting, music and winding down for the end of the day. (The 5-8 year old children who join for the after school club can get engaged in Art, drama, manners workshops)

17:00 – 17:15 Tidy up time. Children are encouraged to learn age appropriate skills in this area.

17:15 – 17:30 Children are collected from the Centre.