



## Daily Routine Procedure

### Procedure Prior to Playgroup Session

- On entering the hall, copy the electric meter readings into the register provided
- Switch on door buzzer and put on appropriate heating.
- Take the milk from the front door and place into fridge.
- Complete all Health and Safety checks on form (ORP-001-05) which is stored in the Health and Safety folder, ensuring (40-Toilet Procedure) and (39-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 register, phone, visitor book and box files.
- Put out water and cups at snack table
- Prepare as much of the snack as possible, cover prepared food and place in the fridge as necessary.

### Playgroup Session

- Welcome children
- Lock door 15 minutes after start of session, close buzzer door, slide lock and put door gate in correct position.
- Mark register and note down any absences on the Children's Absence Register (ORP-001-07)
- Follow planning for the session
- Ensure that all floor areas remain clear of toys or spillages to prevent accidents
- Start snack at 10.30
- Tidy up at 12.30, unless end of session activity requires extra time.
- Main door to be unlocked at least 5 minutes prior to end of session and interior door slide lock opened.
- Dismiss each child by name as their parent/carers come in to collect them.

### End of Session

- Tidy away equipment as necessary
- Complete all Health and Safety checks on form ORP-001-05 which is stored in Health and Safety folder, ensuring (40-Toilet Procedure) and (39-Kitchen Procedure) are followed fully.
- Wipe down any surfaces which are dirty
- Ensure cupboard in annexe is locked
- On leaving firmly close front door and lock.