

Aftercare Routine/Procedure

- 4:00 Transition arrive from Pre Prep. Check handover list before Pre prep staff leave. The children may then join nursery children in Swan quiet room for story or video or outside play if weather permits. Write their names in the aftercare book.
- 4:05 Write names of Nursery children in aftercare book. Prepare tea, if it has not already been done previously by the kitchen staff. Use correct chopping board for preparing sandwiches and toast.
- 4:10 Children are seated at the table for tea. Babies in nest remain upstairs for their tea.
- 4:40 Toilet and wash hands. Children to be supervised in front classroom or playground while middle room is being cleared up after tea
- 4:50 Free play/toys/art/creative play. Transition to do homework i.e. reading then join the others for free play.
- 5:30 Tidy up, put toys away, clear up art area ready for cleaners to wash floor.
- 5:40 Quiet activities in Swan front classroom i.e. story, puzzles, board games, TV.
- 6:00 All children should have been collected by this time. If a child has not been collected by six o'clock, telephone the parent or guardian. Nursery children's numbers are in their individual files in the filing cabinet, Pre prep and Junior children's numbers should be in the aftercare book. If you cannot contact a parent and it is after 6:10, telephone either Mrs King or Mrs Owens for a decision to be made whether or not to contact Social Services.

Before leaving the nursery make sure the kitchen is left clean and tidy, work Tops clear, nothing left in the sink, used tea towels in laundry, milk bottles out. Make sure all cash is locked away. Check that all outside doors are locked, and return all keys to their correct places in the kitchen. Make sure all windows and fire doors are shut. Turn off lights if you last to leave. Fill in check list form. Close both front doors, it is not necessary to set the alarms unless you are Asked to do so.