

STRUCTURE OF THE DAY POLICY

At Worstead Preschool the children are helped to understand and learn the basic structure of their day during their time with us.

Children arrive at the preschool are greeted by staff. They are encouraged to help with hanging up their bags, coats and putting their lunch box on the lunch trolley and water bottle on the drinks trolley.

The preschool will be set out with a variety of different resources which helps to support and develop children's learning and development. Children are able to choose and relax into their play with or without adult encouragement. Once all the children have settled, we will introduce an adult led activities which follows the children's interests. These activities will happen once in the morning and once in the afternoon and will include all the children, if they wish to join in.

Snack time is around the 9.45 am and is delivered to the children in a self-serve manner, where the children are encouraged to choose what they would like to eat and drink from a small healthy selection. Snack time is a social event and children are welcomed and encouraged to share ideas and conversation. It is a great opportunity to extend speech and language.

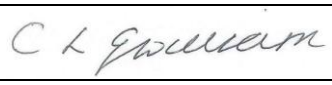
The children involve themselves in self-selection and free play with each other and have the choice to play inside and outside.

During the day the children will be asked to sit on the carpet for stories and rhymes and to share events and special celebrations with the staff and peers.

Lunch time is at 12noon. The children will wash their hands and collect their lunch bags and find their name at the table, again conversations are encouraged and self-help skill are learnt.

During the afternoon we continue with free play and an adult led activity. The statutory guidance states that there should be a balance of adult led and freely chosen or child-initiated play delivered through the day inside and outside.

Before home children have a story, collect their bags and coats then sit until their name is called ready for collection at the gate with a staff member.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1st September 2026
Date for Review:	31st August 2027