## DISCOVERERS ROOM ROUTINE

6.30 AM - CENTRE OPEN - FREE PLAY IN DISCOVERERS ROOM

**BREAKFAST UNTIL 7:30 AM** 

MAKE COTS /BEDS ( IF POSSIBLE )

NOTE DOWN ANY MESSAGES FROM FAMILIES IN STAFF COMMUNICATION JOURNAL

7:30 /8:00 - CHECK AND UNPACK BAGS

8.30/8:45 - MAT SESSION

8:45 - PACK AWAY FOR MORNING TEA

GETTING FLANNELS AND BIBS READY

WASHING HANDS FLANNELS / BATHROOM

SITTING DOWN FOR MORNING TEA

CHECKING AND WRITING IN COMMUNICATION BOOKLETS

9:00 - START MORNING TEA

9:30 - INDOOR / OUTDOOR PLAY

PLANNED /SPONTANEOUS ACTIVITIES

NAPPY CHANGES

EARLY SLEEPERS TO BED AND BOTTLES IF NEEDED

10:30 - MAT SESSION INDOOR /OUTDOOR

- TIDY ROOM

- SET UP FOR LUNCH

10:45 - WASHING HANDS FLANNELS / BATHROOM

- SITTING DOWN FOR LUNCH

11:00 - LUNCH TIME

11:20 / 11:30 NAPPY CHANGES

11:30 - SLEEP TIME

COMPLETE BOOKLETS, STORYPARK

LUNCH CLEAN UP / TOYS WASHING

QUIET TIME PLAY FOR NON SLEEPERS

01: 00 PM - NAPPY CHANGES

01:45 - MAT SESSION

TIDY ROOM, VACUUM MATS

**CLEAN BEDS** 

02:00 -WASHING HANDS / AFTERNOON TEA

02:30 - AFTERNOON TEA CLEAN UP

3:00 - INDOOR/OUTDOOR PLAY

GETTING AFTERNOON BOTTLES READY

NAPPY CHANGES

FREE PLAY

04:00/04:30-TIDY ROOM

**CLEAN COTS** 

PACK BAGS

04:45 / 5:00 - LATE SNACKS

5: 00 - NAPPY CHANGES

5:30 -CHECK COTS, WIPING AND DISINFECTING ALL MATTRESSES

ALL BABIES SHEETS GOES HOME

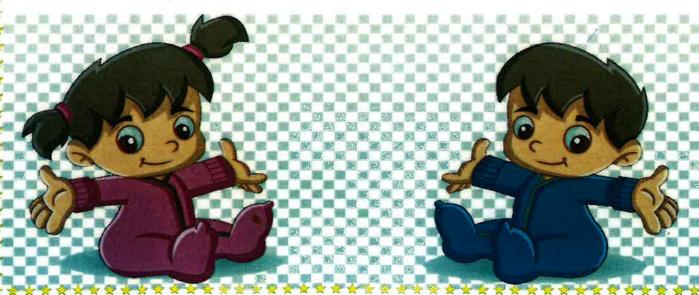
TURN OFF POWER POINT IN ROOM AND COT ROOM IF NO BABIES SLEEPING

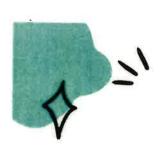
SIGNING INDOOR CHECKLIST

TIDY ROOM AND ORGANISING FOR THE NEXT DAY

TIDY, VACUUM AND MOP COTS (FRIDAY)

6: 30 PM - CENTRE CLOSE





## ADVENTURERS DAILY ROUTINE



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9:00AM MORNING TEA

9:30AM NAPPIES/ TOILETTING

I:30PM
NAPPIES/ TOILETTING

2:00PM
AFTERNOON TEA

3:30PM
NAPPIES/ TOILETTING

ID:40AM MAT SESSION

II:00AM LUNCH

II:30AM REST TIME

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**Explorers room duties** 

Lst Staff	
Checklist Need To do Put Bin Liners in Bin Unpack Bags/Nappies/Make Beds Tidy Room Before the mornings tea 1:30 Nappies (Wake up)	
2nd Staff	
8:00 am Nappies 12:00 pm Nappies before going to bed Morning Tea clean up Tidy up room before lunch/Set beds Bath room Clean up (AM) Milk bottles clean and return to bag Rest Outdoor Environment	
3rd Staff	
Lunch Clean up wash toys and clean doors Putting/Pack away the beds Milk Bottle at Lunch time Pack up children beddings	
4th Staff	
Clean up Afternoon tea Wash milk bottles need to be sent home 3:30 Nappies Bath room Clean up in the Afternoon	
5th Staff	
9:30 Nappies Afternoon clean up 5pm nappies check Sign and upload all the checklist Daily board and Nappy Board	
LAUNDRY is for everyone	