

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

9:00AM
MORNING TEA

9:30AM
NAPPIES/ TOILETTING

10:40AM
MAT SESSION

11:00AM
LUNCH

11:30AM
REST TIME

1:30PM
NAPPIES/ TOILETTING

2:00PM
AFTERNOON TEA

3:30PM
NAPPIES/ TOILETTING

5:00PM
LATE SNACK

5:30PM
NAPPIES/ TOILETTING

Explorers room duties

4th Staff Duties	5th Staff Duties
1st Staff	1st 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) Clean up morning tea	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	2nd Staff
8:00 am Nappies 12:00 pm Nappies before going to bed Afternoon Room clean up Do milk Bottles Putting/Pack away the beds Milk bottles clean and return to bag	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	3rd Staff
3:30 Nappies Bathroom Clean up (Lunch & Afternoon) Refill toilet supplies Soiled clothe to go home Clean afternoon tea Tidy up room before lunch	3:30 Nappies Lunch Clean up wash toys and clean doors Putting/Pack away the beds Milk Bottle at Lunch time Pack up children beddings
4th staff	4th Staff
9:30 Nappies Lunch clean up Water bottle clean and refill Sign and upload all the checklist Daily board and Nappy Board 5 pm Nappies check	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	