

# CREATORS ROUTINE AND DUTIES

Time	1 <sup>st</sup> staff	2 <sup>nd</sup> staff	3 <sup>rd</sup> staff
7.30	Indoor opportunities in both rooms Spontaneous & Intentional Teaching moment. Unpack bags. Make beds.		
8.45	Tidy up/reset and set up morning tea and supervising handwashing	Optional Mat Time – Intentional teaching, Storytime, game, songs.	
9.00	Supervise morning teatime	Supervise morning teatime	Supervise morning teatime
9.30	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities	MORNING TEA CLEAN UP (by 9.45am)	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities
9.45	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities	FIRST NAPPIES (by 10am)	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities
10.00	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities	Indoor/Outdoor Supervisions, outdoor checklist, Interact, engage children in planned activities
10.40	Reset indoors/outdoors	Reset indoors/outdoors	Reset indoors/outdoors
10.45	Optional Mat Time – Intentional teaching, Storytime, game, songs	Support mat time	Make bottles, Lunchtime setup, supervising handwashing
11.00	Set out beds and supervise lunch time	Supervise lunchtime	Supervise lunchtime
11.30	Supervise rest & quiet play/patting sleeping children. Complete daybook/observations	Supervise rest & quiet play /patting sleeping children. Complete daybook/observations	LUNCH CLEAN UP and Bathroom clean (by 12.00pm)
12.00	LUNCH	Supervise rest & quiet play /patting sleeping children. Complete reflections/observations/ bottles	Supervise rest & quiet play/patting sleeping children. Complete reflections/observations/bottles
12.30	Supervise quiet play	LUNCH	Toy washing and door cleaning
1.00	Pack up beds and supervise quiet play SECOND NAPPIES (by 1.30pm)	Supervising quiet play	LUNCH
1.45	Supporting mat time supervising handwashing	Room reset and set up afternoon tea	Optional Mat Time – Intentional teaching, Storytime, game, songs
2.00	Supervise afternoon tea	Supervise afternoon tea	Supervise afternoon tea
2.30	AFTEROON TEA CLEAN UP – room reset/ vacuum (by 3pm)	transition to Indoor/Outdoors, Supervise, Interact, engage children	transition to Indoor/Outdoors, Supervise, Interact, engage children
3.30	Outdoor Supervision and handover	Outdoors Supervisions, Interact, engage children	THIRD NAPPIES Bathroom clean (by 4.15pm)
4.00		Outdoors Supervisions, Interact, engage children	Outdoors Supervisions, Interact, engage children
4.45		LATE NAPPY CHECKS Supervising late snack	
5.00		Supervise and handover	Supervise indoor/outdoor play
5.30			Pack up equipment/sweep sand/cover sandpit/clear lockers. completes end of day check list/ boards/ communication book/ wash out water bottles, clean trolley, charge iPad/speaker
5.45			Transition to Discoverers room and handover
Friday	(Friday – upload checklists onto story park, empty and wash all bins, brooms and dustpans, insect spray)		

**IF YOU NEED TO LEAVE THE ROOM AT ANY POINT, MAINTAIN RATIOS BY TAKING CHILDREN WITH YOU AND RETURN AS SOON AS POSSIBLE!**

**Maintain continuous communication with other educators in the room.**