



### **Puffin and Penguin Groups**

**Early Morning Session: 8.30am – 8.45am**

**Standard Day: 8.45am – 4pm Penguins will arrive and depart through the front door (door will open at 3.45pm to stagger collection)**

**Puffins will arrive and depart through the rear gate (the gate will open at 3.45pm to stagger collection)**

**After School Club: 'Short' until 4.30pm. 'Long' until 5.30pm – all children attending the after school club will be collected via the front door**

**We request all parents dropping children off and picking up to wear a face covering please – staff will also wear face coverings during these times**

- **All hygiene and cleaning regimes will continue as before: hand washing, cleaning, social distancing as much as possible**
- Each group will continue to have designated storage areas and resources which will move around the nursery with the group during the day and cleaned at the end of day
  - Windows and doors (except the front door) will remain open as much as possible to aid ventilation and air-flow
- Fresh drinking water will be available and offered to the children frequently throughout the day, the same jug and cups will stay with the group and washed after use
- Each area will be cleaned after being used by each group – most resources will not be shared between the groups (excluding some of the large garden equipment, but this will be cleaned after use by each group)
  - The banisters will continue to be cleaned after each group throughout the day
  - The toilets and hand basins will be cleaned after use – children will not go to the toilet unsupervised
    - The groups will spend as much of their day separated, **apart from:**
      - Early Morning session when those children will initially be together in the Big Room

- A small over-lap of children during snack times in the kitchen as one or two children finish eating as the next group begins to come for their snack (Please note – during lunch and rest times the children will be in their separate groups: Puffins in the art and puzzle rooms, Penguins in the kitchen and little room)
- After School Club – children from both groups come together for outside play, snack and brief indoor play

| <b>PUFFIN GROUP</b>   | <b>TIME OF DAY</b>   | <b>PENGUIN GROUP</b>   |
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| These children will be dropped at the front door, taken to the toilet to wash hands and into the Big Room to play   | Early Morning Session: 8.30am – 8.45am                                     | These children will be dropped at the front door, taken to the toilet to wash hands and into the Big Room to play  |
| Children who have been part of the Early Morning Session will now join the Puffin group in the Art and Puzzle Room. Arriving children will be greeted at the rear gate, taken to the toilet to wash hands and then up to the art and puzzle rooms to play | Morning session begins: 8.45am<br><small>(timings are approximate)</small> | Children who have been part of the Early Morning Session will remain in the Big and Little Rooms. Arriving children will be greeted at the front door and taken to the toilet to wash hands and then into the Big and Little Rooms to play                               |
| 2 more minutes message received from Penguin Group, then tidy up time (clean down rooms) and group goes down into Little Room for register and rhymes (nappies changed after register taken)  | 9.35am   | Children are given a '2 more minutes' message and they help tidy up (clean down Little Room) and collect in the Big Room for register and rhyme time. (Nappies changed and snack prepared at this time). After nappies are all changed a message goes up to Puffin Group |
| Once all Penguins have left the Big Room, the Puffins follow on and use the toilet, wash hands and go to the basement kitchen for snack   | 10am   | Children are taken to use the toilet, wash hands and down to the basement kitchen for snack (Penguin staff member to lead snack for both groups)   |
| After snack, Puffins go into the garden for outside play  | 10.15am  | After snack, Penguins go up to the art and puzzle room for free play   |
| Puffins have 2 more minute message, tidy and wash down garden, come in and wash hands (give message to  | 11am   | Receive 2 more minute message from Puffins, tidy and clean room, go to toilet, wash hands and into the garden for  |

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| Penguin group) and go to Big and Little Room for free play   |                                | outside play  |
| Puffins have 2 more minutes message, tidy and clean rooms and go to toilet, wash hands and up to art and puzzle room for lunch   | 11.55am                        | When receive message from Puffin Group, tidy and wash down the garden, bring children in for toilet and hand wash and down to kitchen for lunch   |
| Children will go into the Puzzle room for a sleep, or quiet story time   | LUNCH AND REST TIME            | Children will go into Little room for quiet story time or sleep with one member of staff in attendance. Other staff will continue in the kitchen supporting those finishing their lunches.  |
| Children will have free play in the Art Room and sleepers remain in Puzzle Room until woken at their designated time. Nappies are changed during this time.  | 1.15pm<br>The afternoon begins | Children will have free play in the Big and Little Rooms. Nappies are changed during this time  |
| Receive a 2 more minute message from the Penguin Group, wake up any sleepers, tidy and clean room, and the group goes down to the Big Room for register and rhymes, followed by free play. 2.30pm one staff member goes into the kitchen to prepare snack and lead it until replaced by a Penguin member of staff when they come in from the garden. | 2pm                            | Penguins are given a 2 more minutes message, they tidy and clean the Little Room (all remaining sleepers are woken up) and go into Big Room for register (send message up to Puffin Group) rhymes and then into the toilet, wash hands and to the garden for outside play |
| 2 minute message received from Penguin Group, tidy and clean room as children are taken to the toilet to wash hands and go to the kitchen for snack.   | 2.40pm                         | Receive message that snack is ready; children are brought in to use toilet, wash hands and go to the kitchen for afternoon snack. (Message given to Puffin Group). The garden is cleaned. One member of staff takes over leading snack time.                              |
| After snack, children go to the garden for outside play  | 3pm                            | After snack, children go the art and puzzle room for free play  |
| Children given 2 more minutes message and those not  | 3.35pm                         | Children given 2 more minutes message, tidy up, and go to   |

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| staying for After School Club are collected at the rear of the garden ready for parents to collect from the rear gate (lunchboxes, art work etc is brought out for the children)   |   | Big Room to prepare for home time – those children staying for After School Club are taken to garden for outside play     |
| Children are sent home via rear gate. Once the children have been collected the staff clean rooms and resources used.  | 3.45pm<br>Home time begins                      | Children are sent home through the front door. Once all have been collected the staff clean the rooms and resources used. |
|  | 3.45pm – 4.30pm<br>'SHORT'<br>After School club |   |
| The children will play in the garden for as long as the weather and daylight allows and then into the Big Room for free play until collected – Please ring the front door bell and a member of staff will bring your child out to you. |   |   |
|  | 'LONG After School Club                         |   |
| The children will be given a small snack at approximately 4.45pm and parents are welcome to collect at any time up until 5.30pm – Please ring the front door bell and a member of staff will bring your child out to you.              |   |   |

Routine – at a glance:

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| <b>PUFFINS</b><br>Art and Puzzle Room<br>Snack time<br>Outside Play<br>Big and Little Room<br>Lunch<br>Art and Puzzle Room<br>Big and Little Room<br>Snack<br>Outside Play<br><b>AFTER SCHOOL CLUB</b> | <b>PENGUINS</b><br>Big and Little Room<br>Snack<br>Art and Puzzle Room<br>Outside Play<br>Lunch<br>Big and Little Room<br>Garden<br>Snack<br>Art and Puzzle Room<br><b>AFTER SCHOOL CLUB</b> |
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