



Ballygawley Early Years Playgroup

Daily Routine Policy

At Ballygawley Early Years Playgroup we aim to provide the best possible care for the children in our setting. An essential element of this care is to provide a consistent daily routine that promotes the child's feeling of security while allowing the child to experience new things.

Procedures

1. Staff will establish a consistent daily routine/sequence of events. Children and parents/guardians are made aware of the routine (e.g. children name parts of the session, move on their own to the next activity, talk about what activity comes next).
2. The daily routine includes arrival, greeting time, planning time, work time, break time, outside time, tidy up time, recall time and home time.
3. The daily sequence of events is on display for staff, parents/guardians and children. The poster for children will be in a form understandable to children (e.g. pictures or words for each part of the session) and at a level they can see.
4. An appropriate amount of time is allocated for each part of the daily session so that children are enabled to fully engage in each part.
5. There is a daily time set aside for children to make plans or indicate their plans to adults. Staff use a range of ways to support children's planning (e.g. signs, photographs, individually, in groups). Staff encourage children to plan in ways consistent with their developmental level (e.g. pointing, moving toward the chosen area, making a drawing, acting out what they want to do).
6. There is a daily choice time in which children choose what they want to do, who they want to play with and what they want to use. Children are free to change activities if they choose.
7. There is time set aside each session for children to recall and reflect on what they have done. Staff encourage children to use a variety of ways that are consistent with their developmental level to do so (e.g. by showing, by describing with words, by re-enacting).
8. There is a time set aside each session for small-group activities. This is led by the



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key worker and seeks to reflect and extend children's interests and development.

9. There is a time set aside for large-group activities each session. In large-group time, children participate at their own developmental levels (e.g. individual children move in their own ways, try out one another's ideas for singing and moving and take turns leading others). All staff participate with the children at each large-group time. This time seeks to reflect and extend children's interests and development.

10. During transition times, children make choices (e.g. how to move from one part of the room to another, which persons to go with, where to go to). Children have the option of finishing the previous activity or moving to the next activity without the rest of the group. During transition times, children will be given reasonable choices about activities and timing as they decide to move/or not to the next activity.

11. Each session has a set cleanup time. Staff accept children's level of involvement and skill at cleanup while supporting their learning (e.g. staff talk about how children are cleaning up).

12. Each session has a time each day for snacks that encourages social interaction.

13. There is a daily time set aside for outside activities. This will take place at the start of every session, unless the weather is particularly bad (parents are encouraged to send a change of trousers, wellies and a suitable coat during colder/winter months to enable this important part of the daily routine). If weather or safety considerations prevent the use of the outdoor space, the large indoor space may be used as a substitute. During this outside/inside time children will have many choices about how they play (e.g. climbing, pouring, jumping, pretend play, playing alone/groups, playing with toys or working in the garden). Staff will constantly supervise for safety and join in the play.

This policy was adapted at a meeting of our playgroup held on the 1st September 2026.



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Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies:

- Play policy
- Settling in policy
- Food and Drink policy
- Safeguarding Children and Child Protection policy