



Parent/Carer Guidelines for Stay & Play

Sign in, in the Visitor's Book, blue tabards are available to wear

8:50-9.00	Staff arrive and set up. Staff open door children arrive
9:15	Register
9:25 - 11.30	Activities inside and outside including drink and snack
11.15 - 11.30	(Stay and Play parents/carers help clear up)
11:30	Songs/Stories/Drama/Instruments (parents/carers join in)
12 noon	Lunchtime or home time. Afternoon sessions run similarly.

Please join in activities which are not being led by a member of staff.

If you feel a situation arises where you need support seek help.

PLEASE NOTE: CHILDREN REQUIRING ASSISTANCE WITH TOILETING TO BE DEALT WITH BY A MEMBER OF STAFF.

Tidying and Cleaning Guideline

- You may be asked during the session to help clean / disinfect equipment which is done on a rota basis, please use aprons provided.
- Please sweep all floor areas and wipe down tables.
- Play dough store in a plastic bag in the fridge. Cutters to kitchen for washing.
- Puzzles - returned to shelves, please check complete.
- Help children to tidy other areas.
- Tables and chairs tidy.
- Toilets - for spills use **RED** mop.
- If afternoon session - outside - assist staff, all equipment to be returned to 'garage' and help wash snack cups & plates.
- Story - join in sitting with story/song time
- Home time - assist staff with work to go home if possible.

Drinks are available **NB: KEEP HOT DRINKS IN THE KITCHEN .**

Thank you