**Daily Routine Policy**

**Purpose of Policy**

Rainbow Nursery aims to provide daily routines that meet the needs of individual children in relation to each child's social, physical, intellectual, creative and emotional development. As the nursery is the child's time for play and leisure this will be reflected in the daily routines.

**Responsibilities**

The nursery staff and management team are responsible for the implementation of this policy and families and children are responsible for the support of this policy.

**Procedures**

* A daily routine will be discussed and organised by the staff.
* The routine will reflect the nursery’s ethos and philosophy of care and education.
* The routine will be structured around regular events of the day such as arrival, departure, lunch and other meals etc.
* The routine will provide a mixture of structured and unstructured activities.
* The routine will take into consideration all children's needs in relation to their emotional, social, physical, creative and developmental areas.
* The routine will be adapted to meet the varying and changing needs of the children.
* Developing each child's own creative leisure skills will also be a consideration when planning the daily routine.
* The daily routine will be recorded and displayed where staff, parents and children can clearly view it.
* The routine will be flexible to meet the needs of the children and allow for spontaneity and enjoyment in the centre.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*