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| **When** | **What** | **Where** | **Why** |
| 8.00 – 9.00  DAILY ROUTINE FOR UNDER 3’S | **Drop off time**  Children hang up their outdoor clothes and change their shoes with parents’ help.  Children knock on the door and are greeted by a teacher, then say goodbye to parent. | Outer hallway  Inner hallway door | Foster independence. Children come in to school ready to start the day.  Each child is seen and greeted individually. They are welcomed into school and registered.  Parents may pass on messages to staff at this point. |
| 9.00 | Inner hallway door is locked |  | Children’s safety |
| 9.00 – 11.00 | **The Montessori work cycle**  The children go to work in the classroom and are able to choose the materials they wish to work with. They are given individual lessons and presentations on new materials. The teacher works closely with the children and also uses this time to observe in the classroom. | Classroom | Individual freedom within carefully prepared limits.  The Montessori work cycle fosters independence, self-confidence and self-discipline.  The teacher uses observation time to make sure each individual child’s needs are met. |
| 9.30 | **Snack time**  The children wash their hands and set the table.  The teacher prepares the snack but shares the food out between the children.  We often read a story at this time and focus on our manners and the specific food we are eating.  After all the children have finished eating, they clear their space and go back to their work. | Classroom | Social etiquette, learning to wait a turn, table manners, hygiene. |
| 11.15 | **Clean up time/Circle time**  After the children have tidied up their work, they help prepare the space for circle time. This involves putting out an individual sitting mat and sitting down. We greet each other, sing songs, dance and have a little group lesson on a current theme. This may be a practical life presentation or cultural lesson. | Classroom | Circle time strengthens the idea of community for the children.  Using our names, using the days of the week.  Learning to sit and be a part of a group.  Waiting turns, learning to speak in front of a group.  Learning new songs. |
| 11.30 | **Hand wash** | Classroom | Emphasis on hygiene |
| 11.30 | **Lunch time**  All children are encouraged to sit properly at the table, eat their own food carefully and remain on their seat throughout the meal time. |  | It is important that the children learn the self-discipline of sitting properly for lunch early on for safety’s sake.  It is also a time for learning social etiquette, taking time and care over eating and making meal time and enjoyable occasion. |
| 12.00 | **Dressing to go outside** Those children who do not sleep at school get ready to go out.  Nappies/Toilet | Inner hallway | Foster independence. |
| 12.00 | **Sleep time**  Individual rest time for those who need it. The school provide individual beds, parents provide a pillow/blanket.  Parents will decide the length of time their child should sleep.  When they wake up they will be taken outside with the other children. | Classroom | Provide time for the children to sleep or relax after a busy Montessori morning. |
| 12.15 – 14.15 | **Outside Play**  Free play, all children are encouraged to be including | Outside in the garden | The youngest friends can socialise with the older friends at this time.  The outdoor environment provides many opportunities for physical development. |
| 14.30 | **Afternoon snack**  Children come in, remove their outdoor clothes and wash their hands.  The 3 year old children join the youngest friends to eat snack all together. | Classroom | Hygiene, care of self.  Social etiquette. |
| 14.45 - | **Free play**  Lego, cars, games, building blocks, colouring | Classroom | Strengthens the group identity.  Social interaction. |