



## Opening Procedures North Farnborough

Conker Club sessions start at 3.00p.m., it is important that the following procedures are strictly adhered to every evening to open the setting.

- Collect register
- Put out tables/chairs
- Clean tables if necessary
- Check plug sockets are covered
- Open shed
- Check outside area
- Put up notice boards and documents on table
- Put trolleys in hall
- Take out scooters and outside play equipment
- Arts & craft materials
- Selected toys
- Check fridge temperature and sign sheet on front of fridge
- Check food has been rotated
- Discard any out of date foods
- Put food in hall, except meats
- Fill jugs, if not been already done
- Lock outside gates
- Attach notice and bell to gate
- Welcome children
- Do Register
- Inspectors for the day assigned
- Snacks