**Tidying Up Procedure Policy**

We try and remind children to tidy up throughout the day and especially after an activity such as playdough, puzzles etc. We also incorporate two set tidying up times in our daily routine, one before lunch and one before the end of the day. The tambourine is sounded as the familiar sound for children to recognise and it instigates them to stop what they are doing and listen to instruction from the member of staff.

To help children, we try to:-

* Make sure that everything is labelled – using written words and pictures of the resource
* Point out the labels to the children and encourage them to put things in the right place
* Encourage older children to act as role models for younger children
* Encourage children who are already engaged in tidying to ask their friends to help them

We are also mindful and often like to praise their contribution to tidying up. We have realistic expectations of the children and the fact that some will be able to play an active part in tidying up while others will struggle to understand why adults insist on putting certain things in certain places which requires a new skill, knowledge and understanding.

We always thank the children for their efforts after tidying up.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner