

Cafe

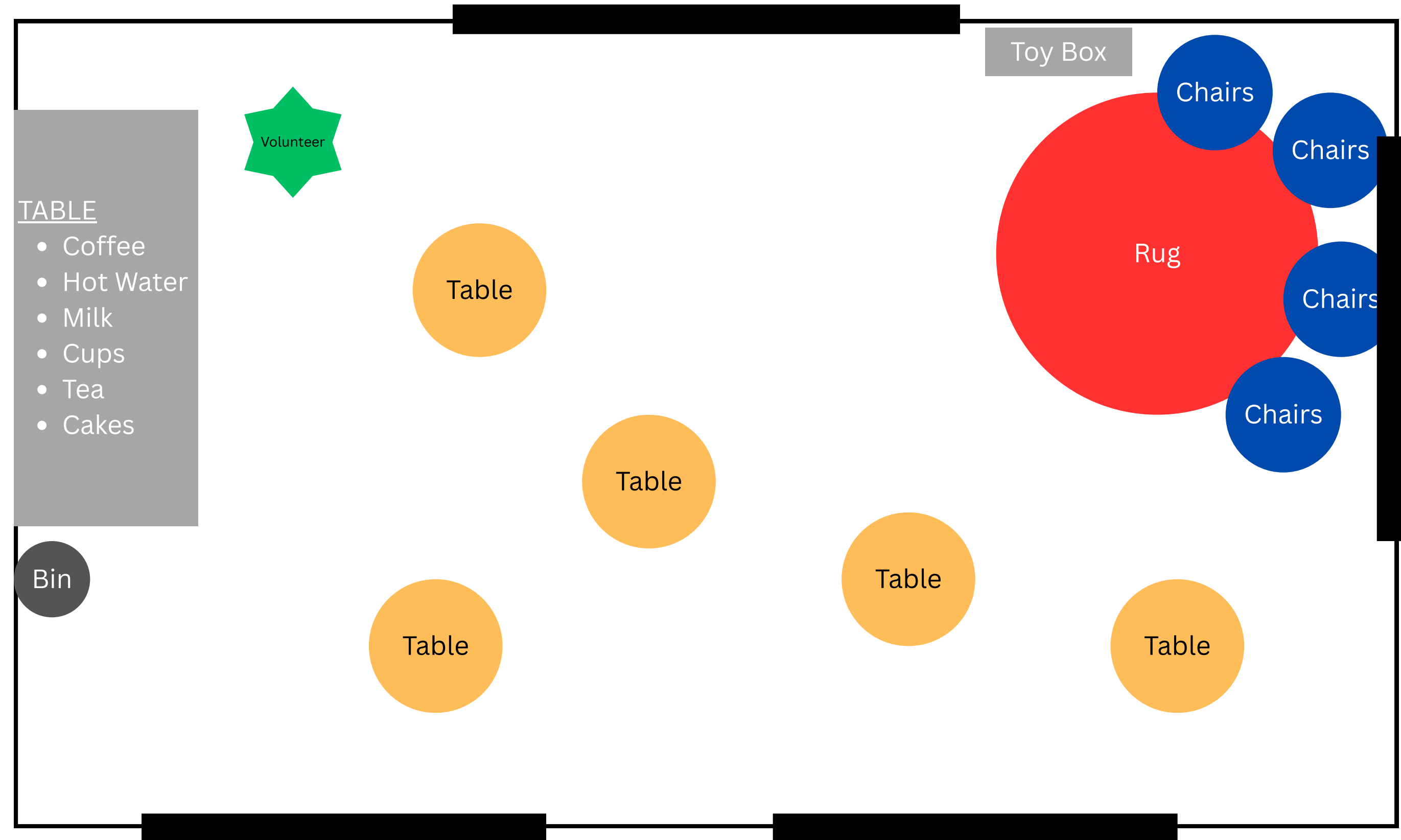
The cafe should be set up in a way that's welcoming for parents and carers to be able to come in and get a tea or coffee to either go or to sit and chat.

The Globe floor mat should be set out with some toys for younger kids to be able to play whilst being supervised by parents.

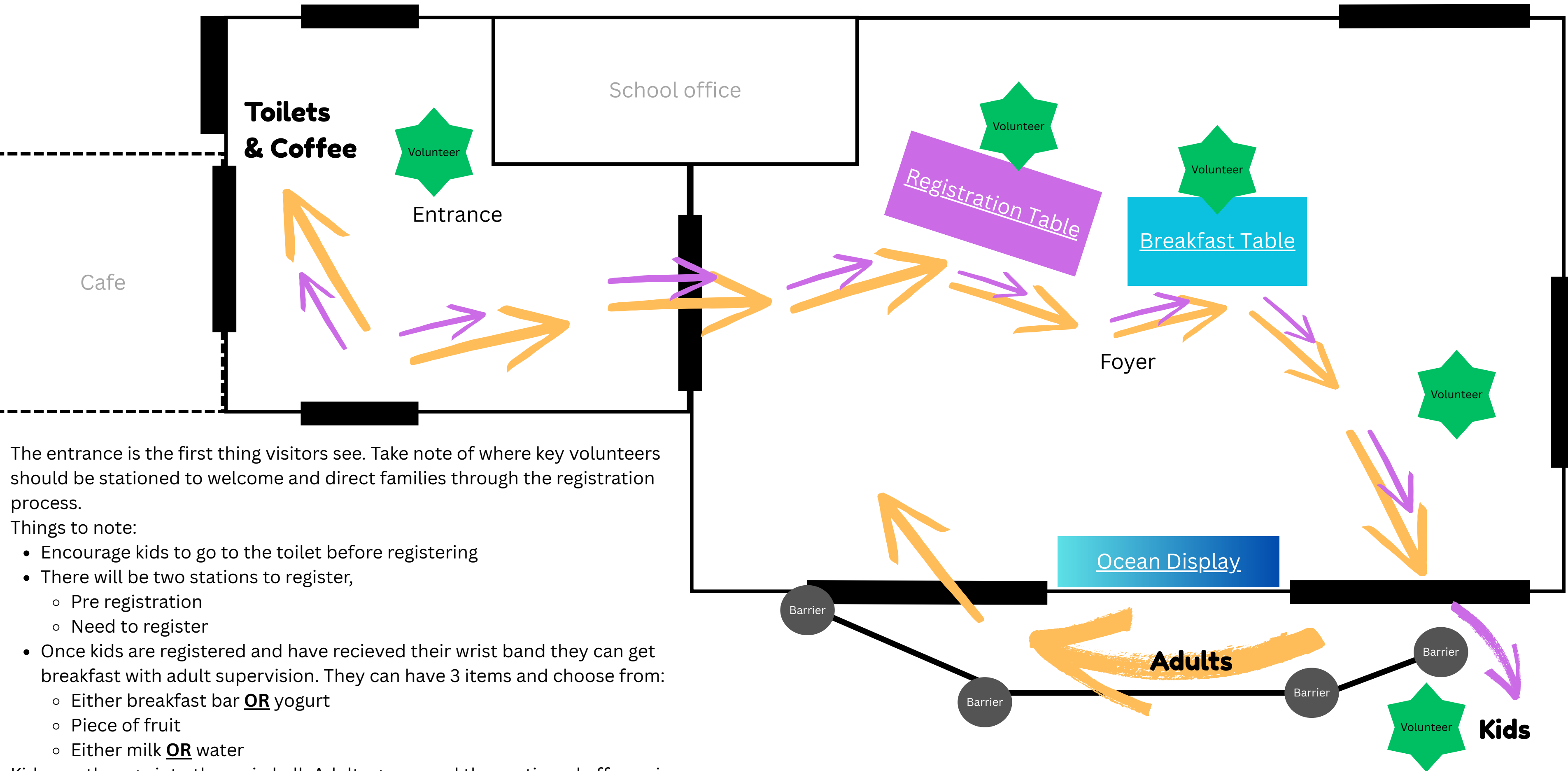
Opposite is a suggested layout of the room.

When manning this space, please ensure the following:

- Empty cups are put in the bin
- Spills are cleaned up
- The table is kept in an orderly way that's welcoming for visitors
- Some toys are set out on the mat so that small kids feel welcomed to play with them.
- Tidy up after guests leave ready for parents who arrive early for pick up.



Foyer - Registration



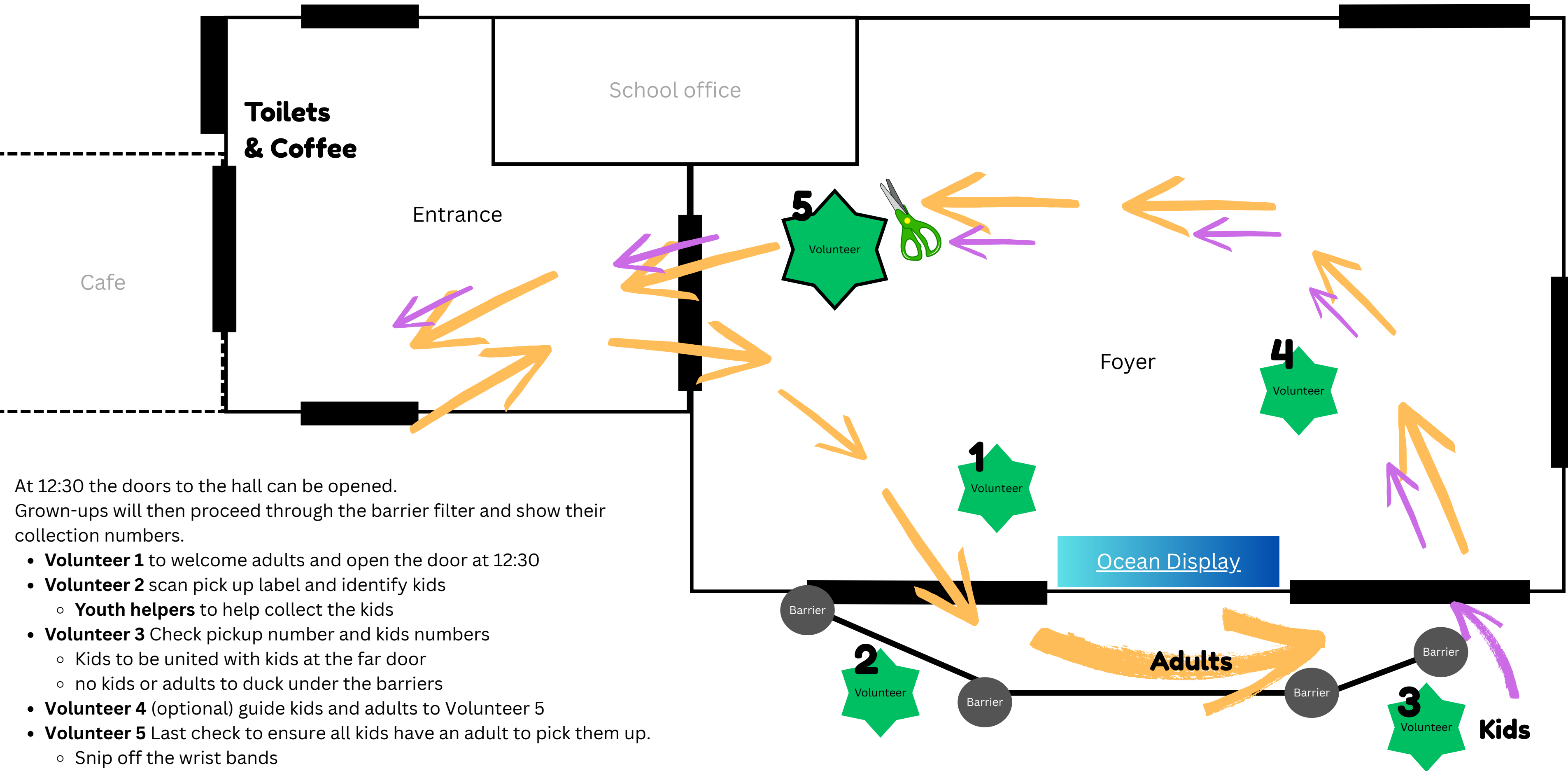
The entrance is the first thing visitors see. Take note of where key volunteers should be stationed to welcome and direct families through the registration process.

Things to note:

- Encourage kids to go to the toilet before registering
- There will be two stations to register,
 - Pre registration
 - Need to register
- Once kids are registered and have recieved their wrist band they can get breakfast with adult supervision. They can have 3 items and choose from:
 - Either breakfast bar **OR** yogurt
 - Piece of fruit
 - Either milk **OR** water

Kids can then go into the main hall. Adults go around the sectioned off area in the hall. No adults should go beyond the barriers.

Foyer - Pick up



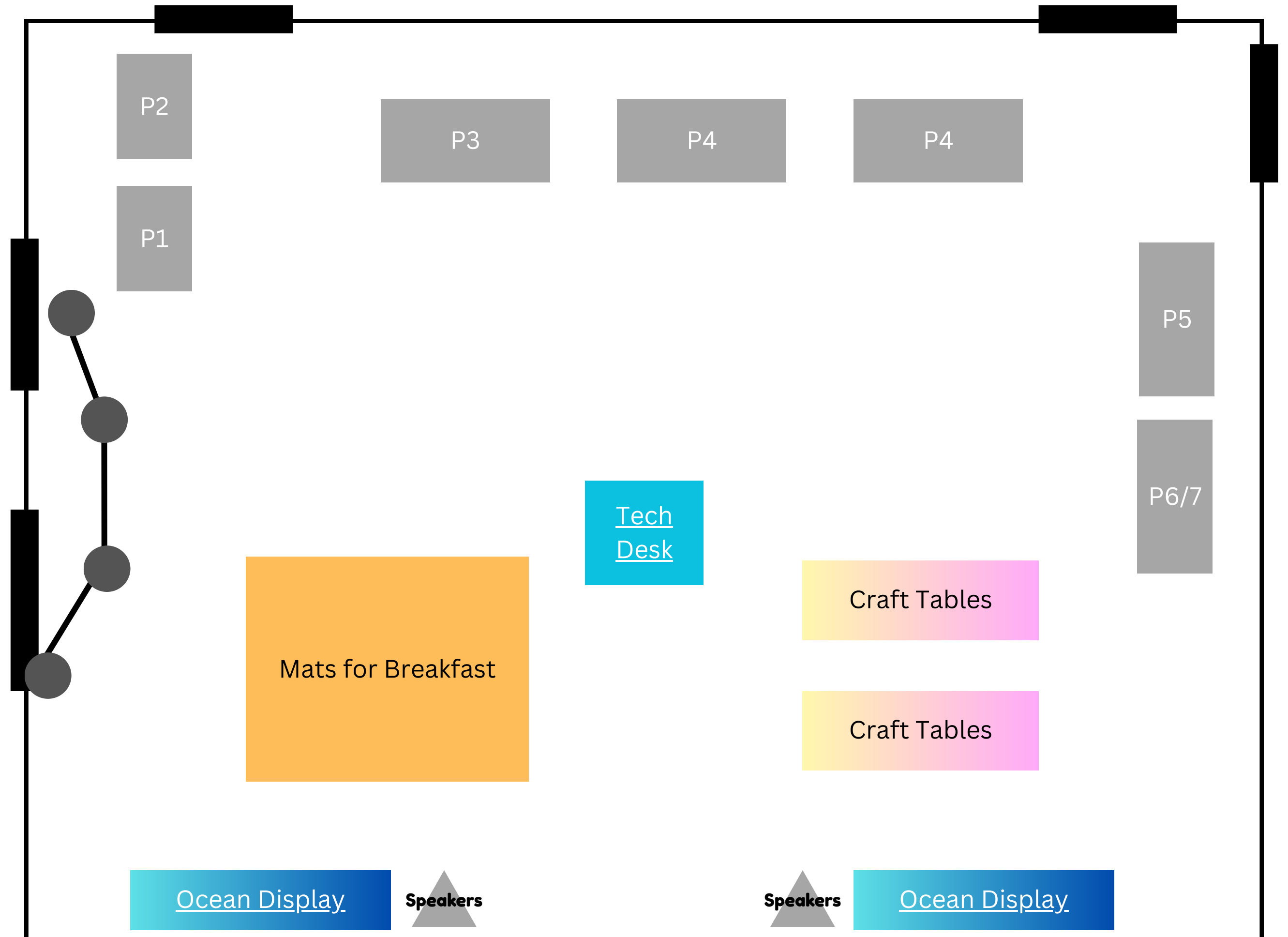
Hall Set Up - Breakfast

When kids arrive with breakfast they can make their way to the area with mats and sit and eat.

- If possible we'll provide some tables and chairs to
- They can then go the craft area and make some items before heading to their tables at 9:15.

At 9:15 the mats and craft area should be cleared away and set up according to the Post Breakfast set up.

Items should be stored in the Chair Cupboard unless otherwise instructed by Jenna.



Hall Set Up - Post Breakfast - 9:15am

This is how the area should look post 9:15am

