

Class / Nursery / Playgroup visits – preparing the space

Practical considerations:

- Have clock / watch clearly visible for timings
- Have water available for yourself
- Create an attractive “special” environment
- E.g. Cover a chair with a bright fabric or throw (for young children wear a special story hat or cloak)

Comfort:

- Check the lighting is adequate not too dark / not too bright
- Check the temperature is comfortable (i.e. open or close windows)
- Ensure children know where to put their coats
- Make sure children have access to a toilet or have visited the toilet before they come to the library (where library has no facilities)

Seating:

- Sit children in a circle so they can all see you
- Sit children on the floor on a “story rug” (or carpet samples or a throw) if possible
- Face children away from any distractions
- Provide adequate seating for accompanying adults

Displays:

- Prepare bright, attractive, face-on display reflecting any theme discussed with the teacher
- Consider where “props” can be placed (if needed)
- Consider does the overall area look bright and attractive

Equipment:

- Do you have the equipment you need?
- Do you need to borrow any equipment?
- Check any equipment you plan to use ahead of the session

