



Freshwater State School P & C Association

Outside School Hours Care



Children's Handbook 2019

Welcome to Outside School Ours Care. We hope that your time with us is fun and enjoyable and that you feel safe at all times. Here is some information about OSHC that will help you get to know more about what we do and to help you settle in.

What is Outside School Hours Care?

Outside School Hours Care is a safe and fun place for children to go before school, after school, during the holidays and on pupil free days. OSHC is a place where our friendly educators will care for you while you participate in your choice of games, experiences and activities. Being a part of OSHC you have the opportunity to make new friends and learn new things!

What is our service about?

Our service knows it is very important to provide quality care for children and their families.

We believe that all children are very special and need to be cared for in an environment that is safe and secure. It is important that children have the opportunity to participate in a range of experiences suitable to their needs, ideas and interests. We believe that middle childhood is a unique time in children's development where opportunities to explore the environment and to PLAY are important!

We also believe that your family is very important and we aim to meet their needs. This is done through regular communication such as notices, newsletters and emails sent to families and by sharing information about your time in OSHC. Families are also welcome to join in various program activities and operations or share their ideas.



The community in which you are a part is also important to our service. We aim to meet your needs within the context of this community through developing relationships with people who can teach you, help you and support you. Some of these people include those within your school, local police, firemen, ambulance officers, cultural experts and other service providers.

How does the service try to meet your needs?

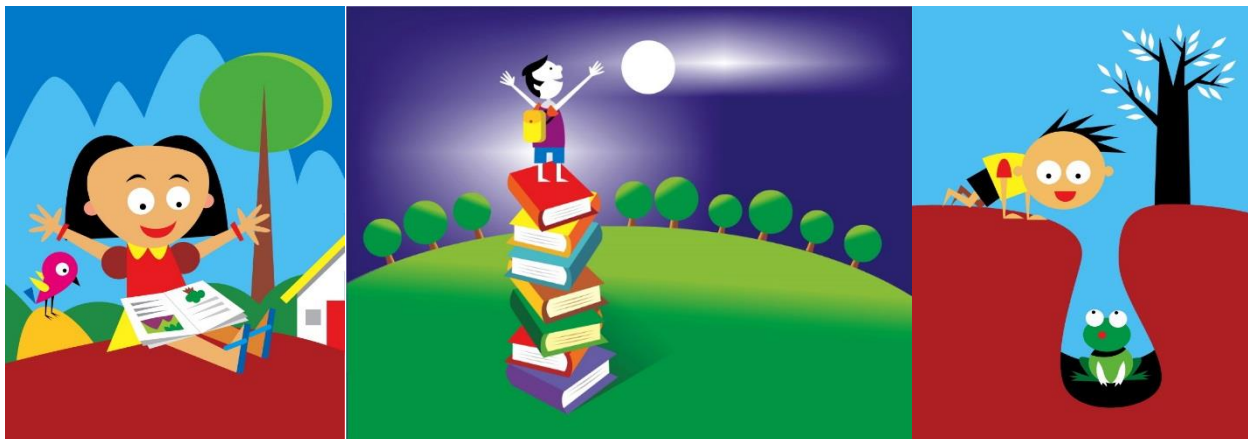
The goals of the service are to ensure:

- Children always come first and are treated as a priority
- Children feel safe and happy
- Children have opportunities to explore and experiment
- Children are able to learn new things
- Children have freedom and choice
- Children feel respected
- Children learn to care about and appreciate others
- Children feel empowered to make appropriate choices regarding their own safety
- Children know who they can go to when they have a problem
- Children can share and express idea

Who will be looking after you?

Educators are an important part of OSHC. We employ educators who are suitable and have been through police checks to ensure they are the 'right' people to work with children. Each of our educators holds a 'Blue Card' which identifies them as a suitable person for working with children. In addition to this, we also employ educators who have a sense of fun and know that children's leisure and recreation time is important for relaxation, enjoyment, socialising and playing.

All educators at OSHC enjoy learning about new ways in which they can provide better care for the children. They do this by developing themselves as professionals through reading, sharing ideas with other educators and by attending training.



What is expected of you?

You will be expected to make certain agreements about being part of the OSHC program. This will include:

- ✓ Being cooperative.
- ✓ Sharing.
- ✓ Showing consideration for others.
- ✓ Using kind words.
- ✓ Keeping your hands and feet to yourself.
- ✓ Staying within the boundaries of the service. (see the OSHC map)
- ✓ Caring about your own property and the property of others.
- ✓ Using the service materials and equipment respectfully.
- ✓ Wearing a hat while playing outside.
- ✓ Being safe with technology and use of the internet.

How do you get to OSHC?

Generally, you will walk over to the OSHC room of an afternoon with a friend. If you don't have a friend to walk over with and are nervous about coming on your own, please talk to your family or one of our team members and they will plan to either collect you or find someone suitable for you to walk over with. If you are in Prep, you will be collected by our Prep Educators.

It is really important that you go straight to OSHC after you have been let out from class. If you do not arrive at the service shortly after school finishes, the educators will phone your parents to see where you are. Please get your teacher to call the OSHC or send a message if you are going to be late getting to OSHC because you have been kept in.

We have attached a map of the OSHC areas and boundaries so that you know what areas are safe for you to play in. Remember that while you are at OSHC you will always need to stay within the boundaries that are supervised by OSHC educators.

What do you do when you get to OSHC?

When you get to OSHC you need to line up and get signed in by one of the team, place your bag in the on hook outside on the deck. Then you apply sunscreen, wash your hands and sit inside for a Toolbox meeting. This will be done by your family or care giver for before school care and vacation care. During after school care, you will be signed in by a team member.

Following this you will be able to have something to eat or participate in activities. The educators and program display will let you know each day what food choices and activities are available to you. There will be plenty of time for you to choose your own activities!

How can you find out what is happening at OSHC?

The program of activities and/or routine for OSHC is always displayed in a noticeable area. This will give you a general idea of what is planned for the session, however, there will also be many other choices available to you and you are encouraged to choose your own activities.

The program of activities will give you information about what is happening throughout the week. Vacation Care programs will be available some time before the holidays so look out for the exciting activities and excursions planned for these times.

Keeping Healthy at OSHC

It is very important to keep healthy at OSHC. This means that when you use the bathroom and before you eat you must WASH YOUR HANDS. Using soap and drying hands properly is important. If you are not sure of the correct hand washing procedure to prevent germs please see the signs provided in the bathroom or ask a team member.

Some snacks are provided for you at OSHC. This will include afternoon tea. During Vacation Care and on Pupil free days you will usually need to bring morning tea, afternoon tea and lunch. If you have anything in your lunch box that needs to be kept cold such as some dairy products and meat then you may need to put your food in the fridge (unless you have an insulated lunchbox with a freezer pack to keep things cool). This prevents bacteria from growing in your food which can make you very sick.

If you start to feel unwell while you are at OSHC then you can tell an educator who will comfort you and notify your parent/s or emergency contact immediately. It is important not to spread diseases to other children so if you are feeling sick you should always tell someone who can help you.

If you get injured while you are at OSHC, an educator with first aid qualifications will help you. This means that they will assess your injury and decide on the appropriate action to take. Sometimes this may involve contacting your parents so that further medical attention can be sought immediately.



What does the service think about bullying?

Our service is a safe and happy place for everyone and bullying is not accepted within our service. We hope to provide a place where children feel safe and are encouraged to speak up when they are feeling uncomfortable or intimidated by others. The service has rules and procedures in place to ensure children that incidents of bullying will be dealt with immediately. If you feel like you are being bullied whilst at the service are encouraged to:

- ✓ Tell a friend
- ✓ Tell an adult
- ✓ Use a firm, confident voice
- ✓ Stay calm and walk away
- ✓ If other people are nearby, join them so you're not alone

Educators will also talk with you about bullying and how to stay safe at OSHC.

Who can you go to if you have a problem?

You are welcome to speak to any of the team members should you have a problem and they will try to help you in any way they can. This may be by talking to you or talking to your family. You should always tell your family of any problems that you have and they will know the right people to talk to.

Never feel afraid to speak up when you have a problem. We are here to help you!

Providing a Quality Outside School Hours Care Service

In Australia, the law requires that Outside School Hours Care services are of a quality standard. There are also minimum expectations for operating a service. This means that the service must have educators who are qualified and/or skilled, suitable spaces, a rich and diverse program of experiences that includes children in the planning. Documentation about the program, policies and procedures for emergencies and a minimum numbers of educators based on the number of children present is also expected.

The team at the service participates in the development of a quality improvement plan which means that they must assess how well the service meets the needs of children and families and plan accordingly to improve the delivery of the service.

If you would like to know more about quality service provision or would like to participate in the assessment and planning of the service, please let an educator know. We are keen to provide opportunities for children to have a say in how the service operates and in planning and implementing the program.



How can you share your ideas?

Your ideas are very important to the OSHC service. You are welcome to share your ideas and interests by telling one of the team members, using the communication box, joining in group meetings and filling out surveys and evaluation forms from time to time.

Information about you

The service makes lots of records about what children do at OSHC. Some of this information includes photographs, stories, diaries and journals. Children are invited to participate in recording their own experiences and if you are interested in doing so, we will provide you with your own scrap book.

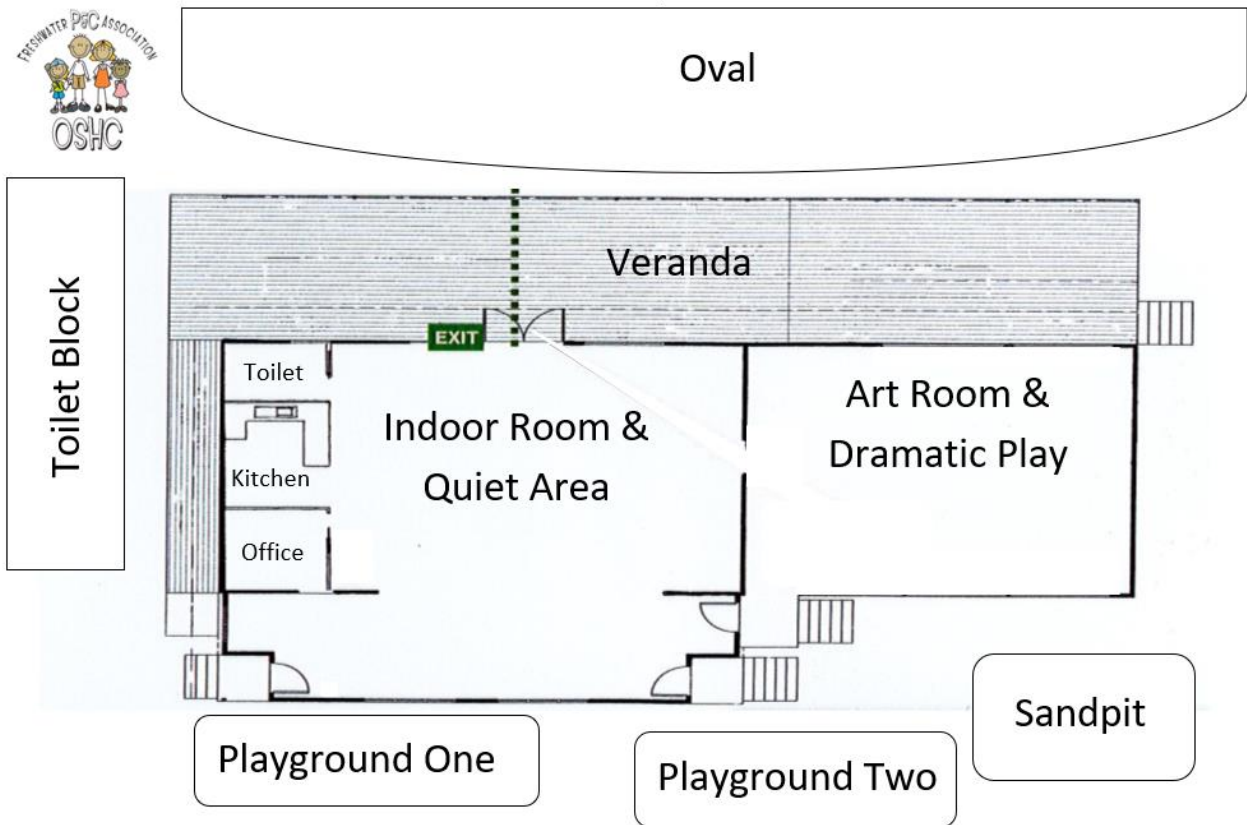
We have also included some fun games and activities for you to do. These can be done at home or while you are at the service. You may even like to do them at home after you have read through the handbook with your family!

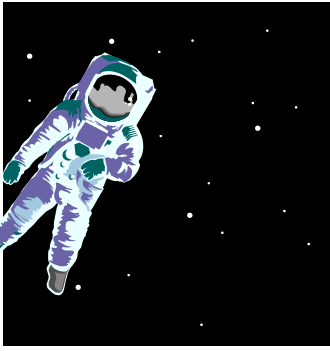
A 'My Story' sheet is at the back of this handbook. Please fill it out and give it to one of the team so that they can plan some activities and experiences that interest you.

Welcome to our OSHC! We look forward to caring for you and hope that the time you spend with us is enjoyable.

These are our areas of play

Active Supervision Plan





SPACE EXPLORATION

Imagine that you are a space explorer and have just discovered a new planet in the solar system. As the 'discoverer' of a new planet, you have the opportunity to name it and draw it! What does your planet look like? What will you call it? Is there any life form on the planet? What do they look like? What do they eat? What fun things will you be able to do there?

SECRET MESSAGE

Have you ever tried to write a secret message to someone?
Below you will see symbols, one each for every letter in the English alphabet.
Use the symbols to write your very own secret messages to your friends and family.

a b c d e f g h i j k l m n o p q r s t u v w x y z
! @ # \$ [^ & * >) _ + = ~ { ? < } " : ; (% <] \

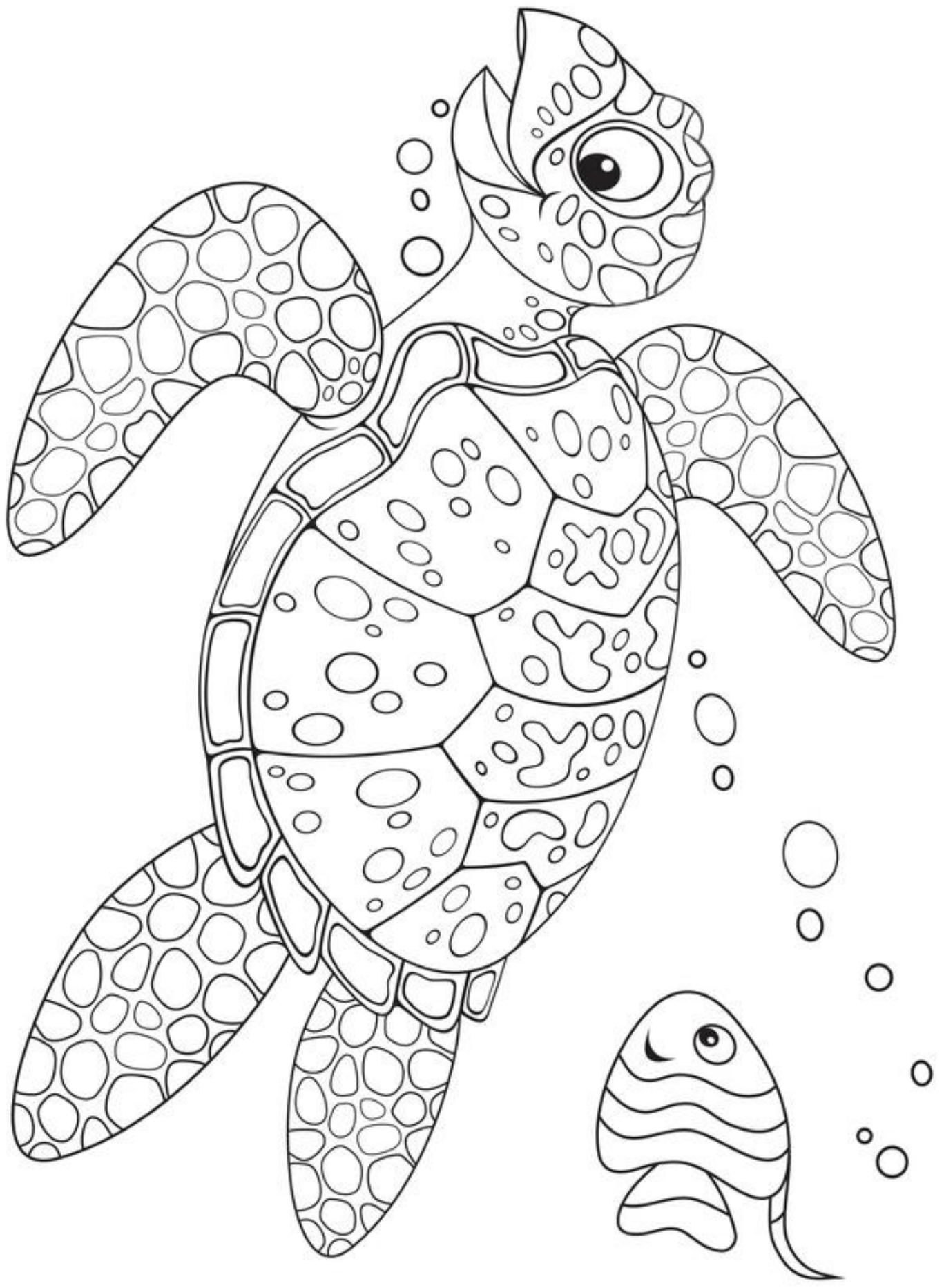
Try reading this secret message first before trying your very own
secret messages out on your friends and family.

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Use the secret code we have above or create your own code

a b c d e f g h i j k l m n o p q r s t u v w x y z



My Story

Write the answers or draw a picture to tell us about yourself.

When you have finished this page you can hand it to an educator. This information will be used to help them plan programs and activities that you will enjoy participating in!

Name

What are your favourite healthy foods?

What sorts of activities do you like to do outdoors?

What sorts of activities do you like to do indoors?

Is there anything that you would like the staff to know about you?

What are some of the fun activities you and your family do?