

Brunswick North West Primary School OSHC

Children's handbook





Welcome

We want new children coming to OSHC to feel welcome and this book has been created for you! It's been made as a collaboration between OSHC educators and the children attending our service. This book is all about what we believe is important to share with new children. There are lots of pictures and helpful ideas and you'll get to see some of the fun stuff we get up to at OSHC. I hope you enjoy our book. Maybe you can help make next year's book!

Note: *This book has been created as part of the National Quality Standard QA6.1 Respectful relationships with families are developed and maintained and families are supported in their parenting role. This manual was edited by Andrea Marshall. First published 2019.*

Please see our parent handbook for further information. The parent handbook is a public document and is available on our website. www.brunswicknwps.vic.edu.au. This Children's handbook is only distributed to families attending the OSHC service and we ask that you respect the privacy of our students by not copying or publishing it's contents. Thank you.

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Our Educators are;

Coordinator: Bernadetta

Assistant Coordinator: Andrea

Educators: Carly, Adam, Beverly, Eric, Brianna, Thelma, Steve, Mika, Manuela

You can find our pictures on the window and you can also look at our staff profiles.

We're here to help you settle in and answer all your questions!

Our world

Bags

We put our bags outside the windows of the MPR.



**Put the bags
inside the
black line so
that we don't
fall over
them!**



Toilets



At OSHC, we use the toilets inside the MPR building. We don't use the outside toilets. They are only used during school time.

The toilets are just off the kitchen dining area. The toilets are not are a play area. They are a private space and we respect people using the toilets.

The educators have their own toilet next to the kitchen. We ask that parents use the educators toilet.

Handwashing

Before we eat, we always wash our hands. It's important that we use soap and water to stop the spread of germs.

We wash our hands in the toilets or we wash our hands in the art room.

Lost Property

We put all lost property into this basket. At the end of the week we take lost property over to the lost property in the school.



Hats

We must wear hats outside from the first of September in term 3 to the 30th April in term 2. It's really important that you pack your hat during the warmer months.

Sometimes students forget to bring their hats. We understand that there's a lot to remember! You can borrow a clean hat and when you're finished put it in the used box. We will wash them for next time.

Don't forget to look in lost property if you may have misplaced your hat.

Signing in/out

Signing in/out

For before school care your parent or carer will sign you in on our iPads. It's important that your carers come into the centre and sign you in.

Carers will enter their mobile number and a pin number. They will then click on your name to say that you have arrived.

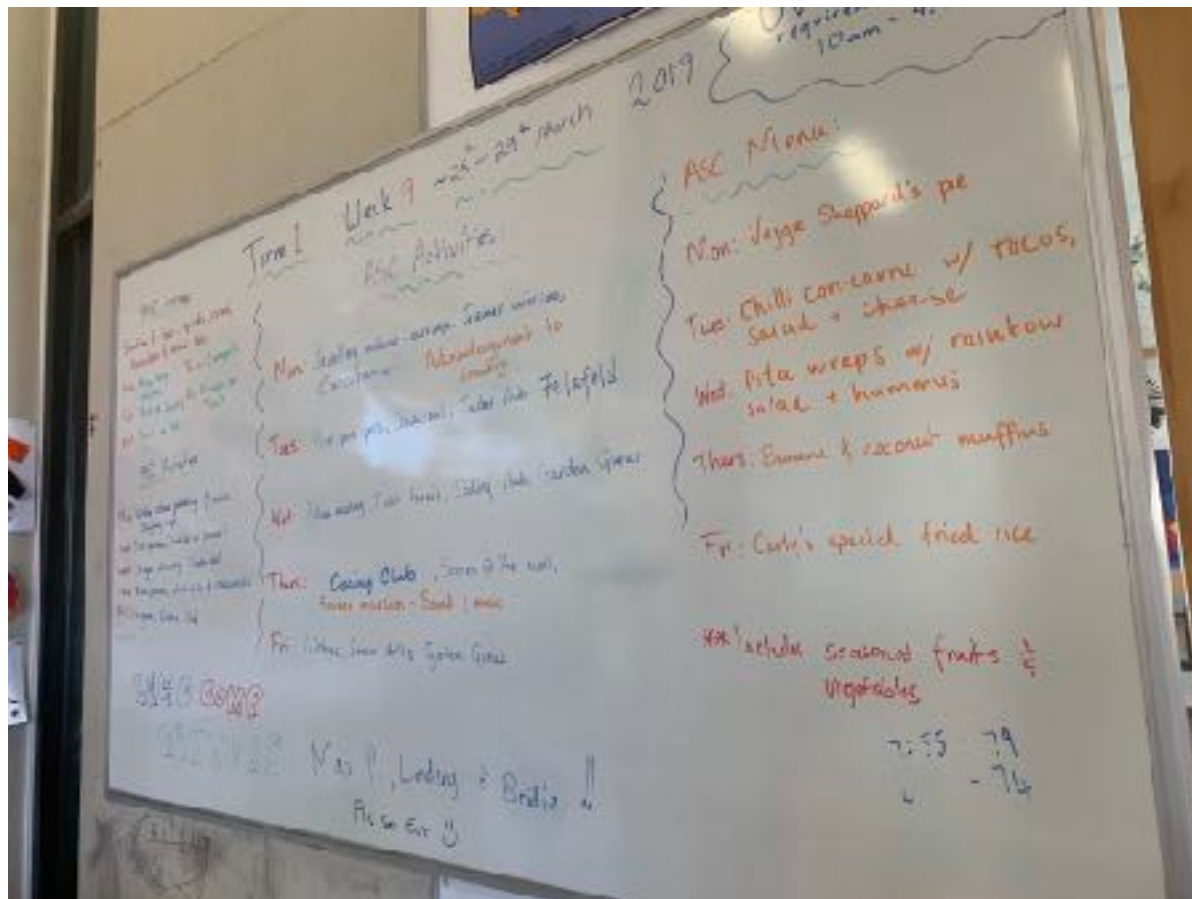
For after school care, we sign you in but your carers sign you out. It's important that they sign you out for the day. You could ask them if they have remembered!



Notice board

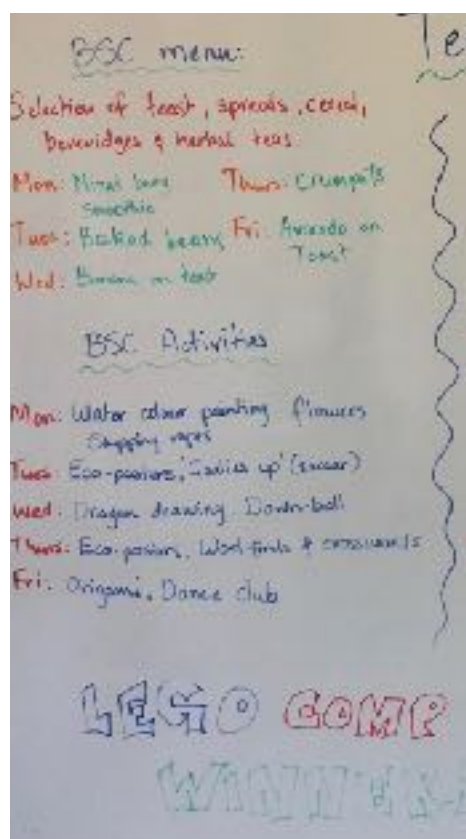
The sign in/out area will have lots of notices for your parents or carers to read. You can also look at what you have been doing in the program by viewing our reflection book. Lastly, you can check out our TV monitor for all the learning we have been doing! We do lots of exciting things at our OSHC.

Menu and activities board



There's always lots of people who can help you read the board. Some of our favourite menu items are shepherds pie (vegetarian version) and muffins.

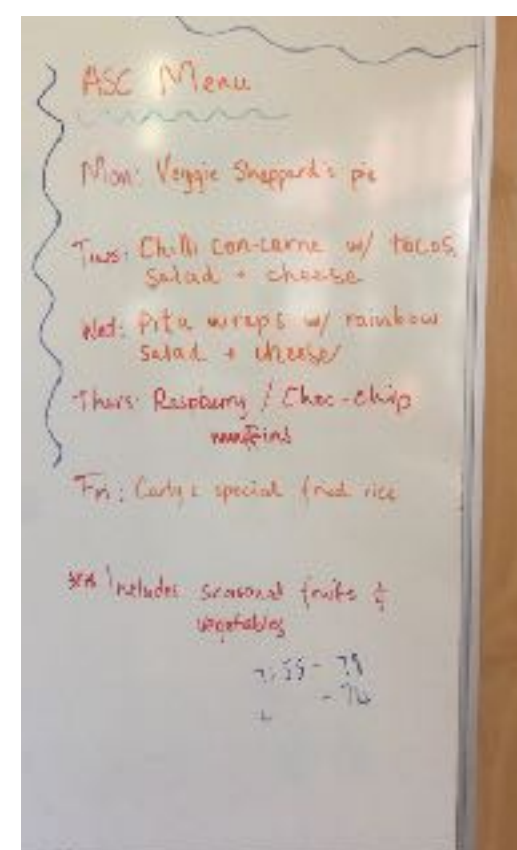
Some of our favourite activities are cooking club, Science club, coding club, arts and craft activities and games on the basketball court.



For this week's menu, we have crumpets on Thursday before school care.

For the after school menu, we have raspberry and choc chip muffins

Some of the activities are: Science club and science incursion on Thursday and jewellery making on Monday. Cooking club did falafels this week. Each week will be different.



Before School Care

Arrival routine

On arrival to morning care, we first put our bags outside the MPR building inside the black line.

We then come inside and wash our hands in the toilets. Our parents and carers sign you in on the ipads. You then give them a quick goodbye and make your breakfast.

After breakfast, you wash your dishes in the tub and place them on the drying rack.

You can then choose from a variety of activities until it is circle time at 8.35am. At 8.45am you collect your bag and head up to the school assembly area. An educator will come with you to see that everyone is settled and ready for school.



Mornings are a great time for gardening!



We often have smoothies for breakfast

Educators wear a bright vest outside so you can see them



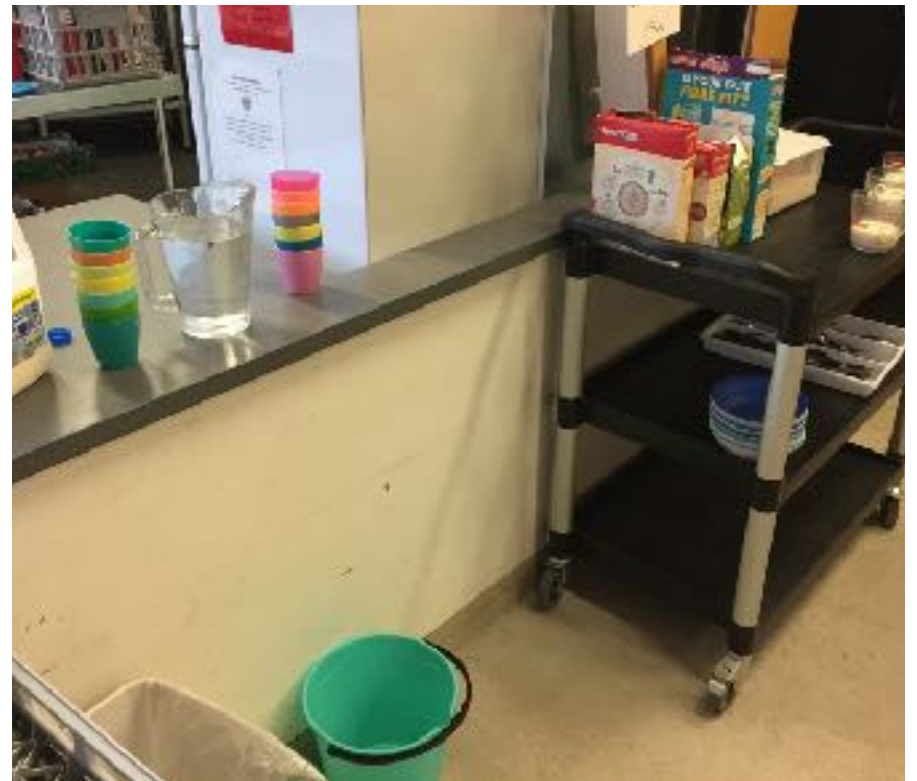
Before School Care

Breakfast

Breakfast is served from 7.15am to 8.20am. We pack up breakfast at 8.30am so that you will have time to get to school.

We have a large variety of cereals as well as fruit and plain bread. There are lots of lovely jams and spreads to try out. "Four fruits" jam is the most popular. We also add special treats on certain days, such as baked beans or yoghurt smoothies. We have lots of different herbal teas to try. The strawberry rooibos tea is a favourite.

We encourage children to serve their own breakfast. Educators are always available to help children learn how to do this.



Porridge is very popular in the colder months

"I love banana on fruit toast"

"I pour my own milk"

Before School Care Activities

After breakfast students can play outside on the first play ground, complete art and craft projects in the middle room or chill and relax with a good book. This is also a good time to catch up with your friends about your day.

There are lots of awesome things to do. We give our families a quick goodbye, so they can start their day.

Circle time

Is where we mark the roll, talk about all the exciting things we have done for the morning and other important important things.

We sit in a circle on the floor and listen respectfully. We all sit together in one space for before school care circle time. We mustn't talk while the roll is being called as the educator needs to listen very carefully for everyone's name.

Educators then take students up to the school assembly area at 8.45am. For the first term an educator will stay with the foundies to make sure they put their bags in the right spot for their class and are settled ready to start their school day.



After School Care

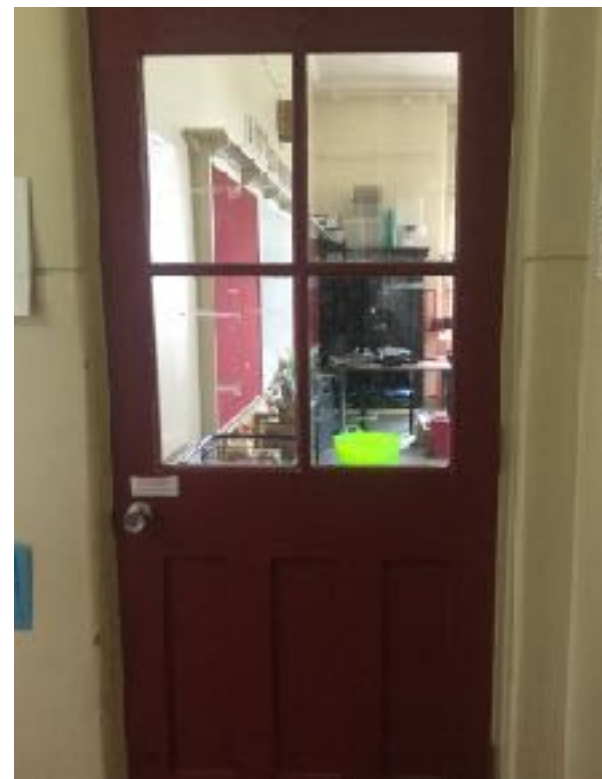
After School routine

Arriving at ASC

Educators will collect foundies for the first term from their classrooms. If some foundies still need help we continue to pick them up until they are confident. Older grades make their own way to OSHC.

It's really important to come to OSHC straight away and not hang out in the playground. If you don't come straight away, we start to worry about you. It's our job to keep you safe. We may need to call your parents to find out where you are.

When you arrive at the MPR building, put your bags outside and come inside.



Juniors go to the middle room of the MPR for their circle time

When you arrive - we sit in a circle for circle time. Circle Time is where we mark the roll and talk about important things

After School routine Foundies

We come straight away to OSHC from our school time. We put our bags outside the MPR building, inside the black line. We then come straight to the dining room of the MPR building.

We go to the toilets straight away and wash our hands with soap and water. We sit at the table for our circle time and wait for everyone else to arrive.

We listen to the roll and answer when our name is called. We participate in the welcome to country and listen to all the fun activities happening on the day.

We then use tongs to help ourselves to fruit snack. Our second snack is placed on the table for us to serve ourselves. When we have finished our meal, we wash our dishes and place them on the drying rack.

There are lots of educators who can help you if you are unsure of what you would like to do first.

After School routine Juniors (grades 1 - 2)

We come straight away to OSHC from our school time. We put our bags outside the MPR building, inside the black line.

We sit in a circle and wait for our everyone to arrive. We listen to the roll and answer when our name is called. We participate in the welcome to country and listen to all the fun activities happening on the day.

While we are sitting in circle time, a student gives us sunscreen to put on our face, neck and arms. We are then given a dab of hand wash and line up to go into the art room to wash our hands.

After we wash our hands, we can go eat in the dining room. We then use tongs to help ourselves to fruit snack. Our second snack is placed on the table for us to serve ourselves. When we have finished our meal, we wash our dishes and place them on the drying rack.

We then join in the fun of all the activities for the afternoon!

After School routine Seniors (grades 3 - 4)

We come straight away to OSHC from our school time. We put our bags outside the MPR building, inside the black line. We then head straight to the Library inside the main building.

We sit in a circle and wait for our everyone to arrive. We listen to the roll and answer when our name is called. We participate in the welcome to country and listen to all the fun activities happening on the day.

While we are sitting in circle time, a student gives us sunscreen to put on our face, neck and arms.

We have our eating time at 4pm. This is so the foundies and juniors have time to eat. We are given a fresh plate of fruit and second snack.

We then join in the fun of all the activities for the afternoon!



Our inside spaces

The dining room

Is where we come to eat our afternoon snack and our breakfast in the mornings. The senior students have their food at 4pm so that everyone has time and room to eat. The kitchen (through the door) is out of bounds to all students. If you need something from the kitchen or store room - please ask an educator to get it for you.

The only time children are in the kitchen is when you are invited for cooking club or are volunteering to help with cleaning up.



Our front door



We love our fruit

The dining room

We always eat fruit in aftercare along with another dish. The food is always vegetarian. We always offer dairy and/or gluten free alternatives for children who have allergies. We encourage children to try new things. Sometimes new tastes can be delicious!



Shepherd's Pie (vegetarian). Raspberry muffins and Vegetable soup.



The beans came from our garden!

Helping each other in the Dining room

In the dining room, we use tongs to pick up our food. We do not use our hands. This stops any germs. We take turns with the tongs. We enjoy eating together and we like to talk about our day.

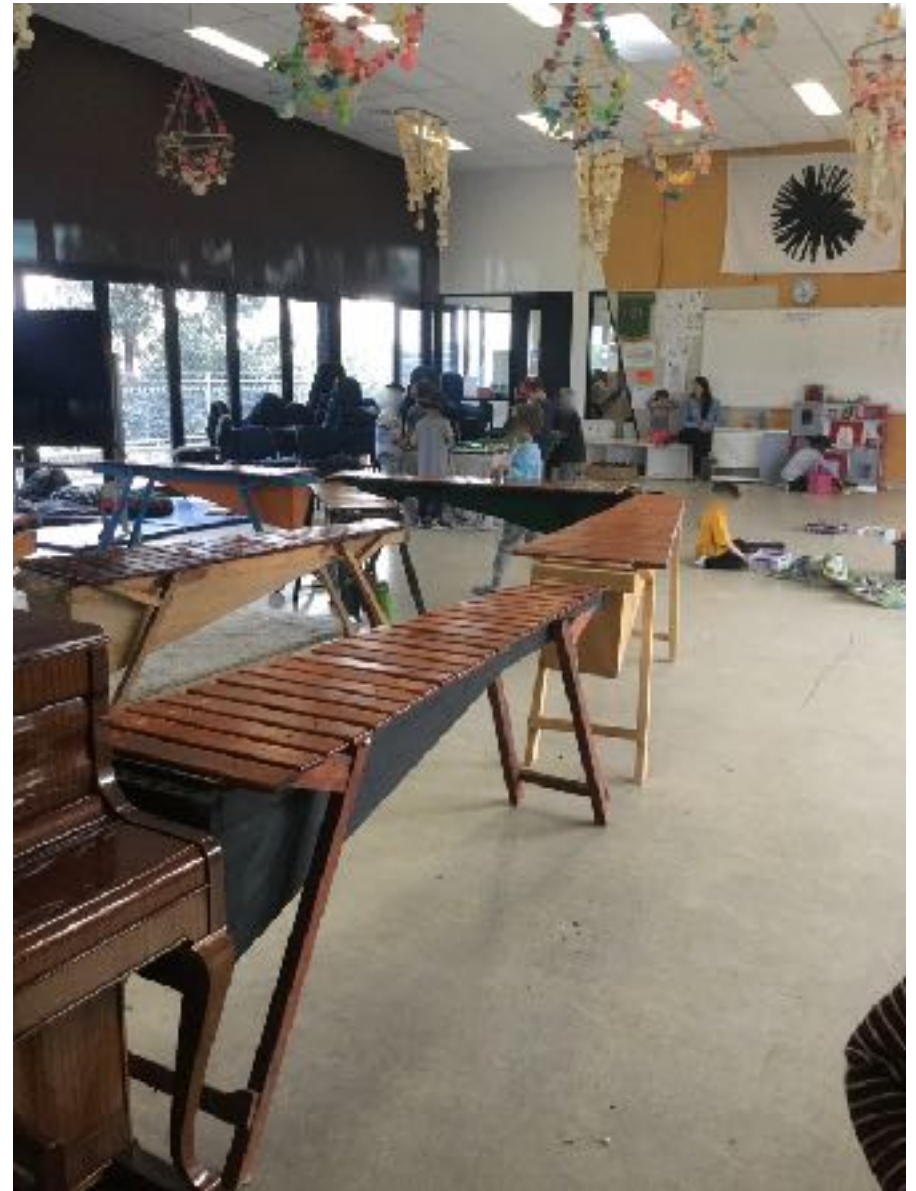
After we have finished eating, we scrap our leftovers into the bucket for the compost. We then wash our plate in the bucket and place it on the washing rack.



There's always fresh water to drink. We keep the water cooler near the washing up bucket.

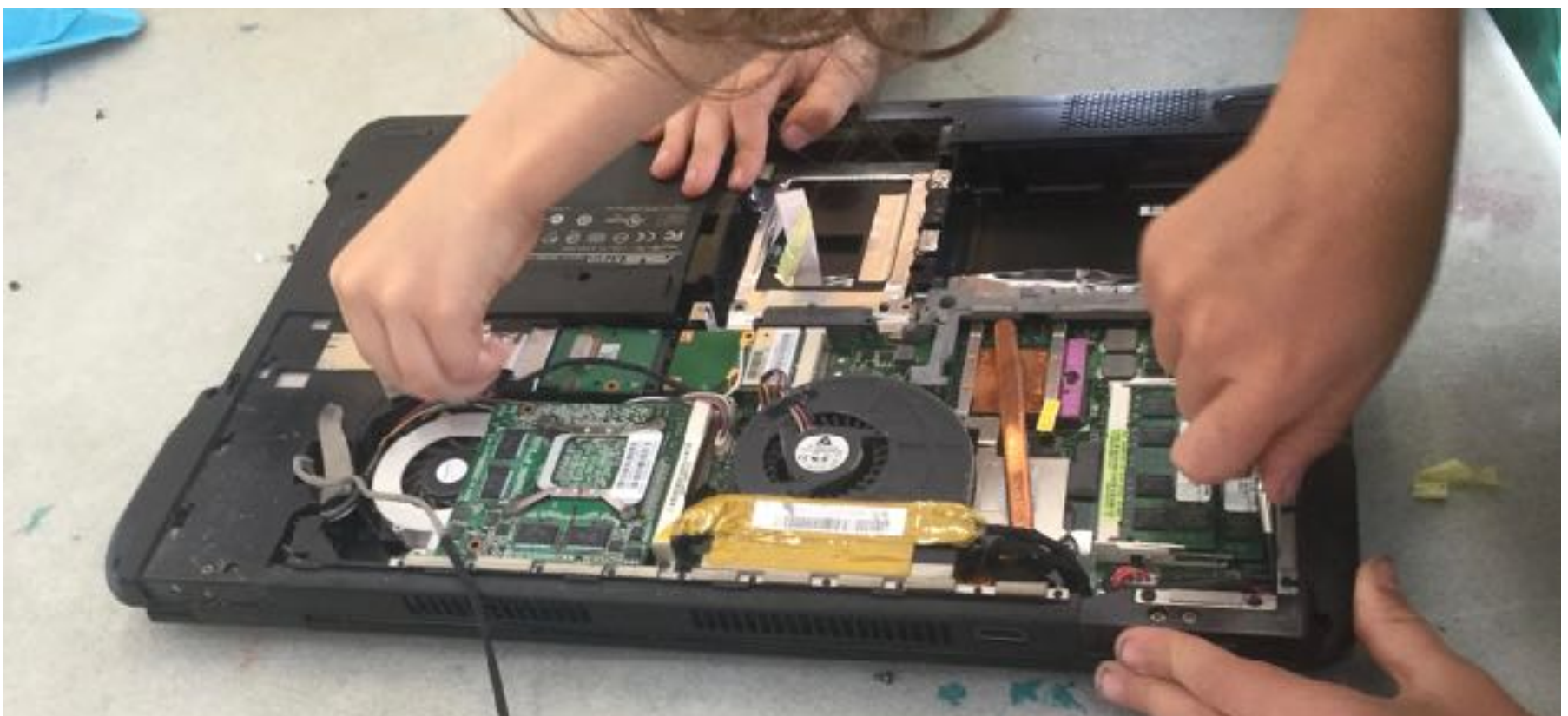
The middle room

This is a play space where we enjoy quiet group games, the dress up and kitchen/shop corner, Lego, trains and building blocks. We also use this space for art and craft projects in the mornings and afternoons



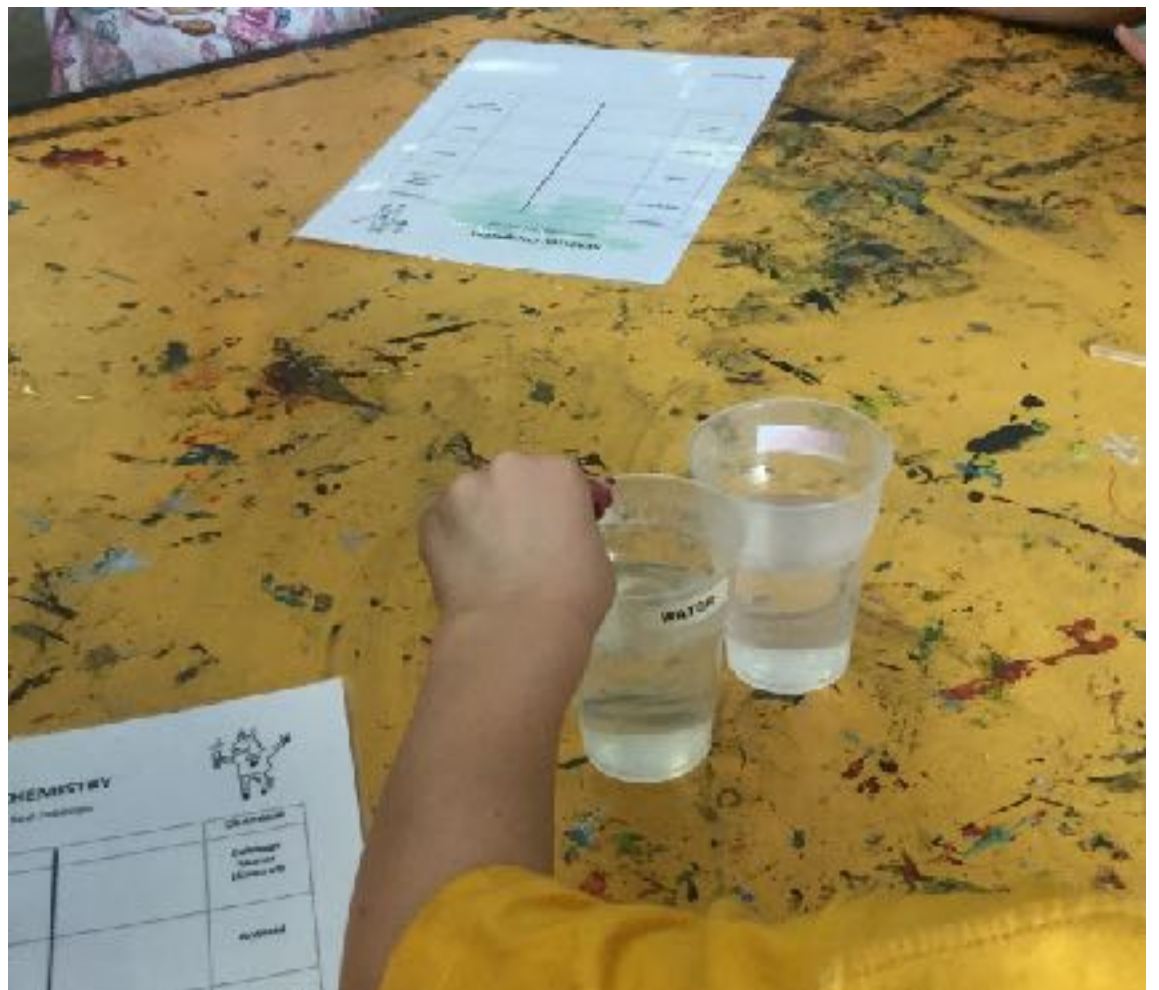
There are quiet spaces to relax and just be





The art room

Is where we do arts and craft projects. Sometimes we do science experiments in Science club



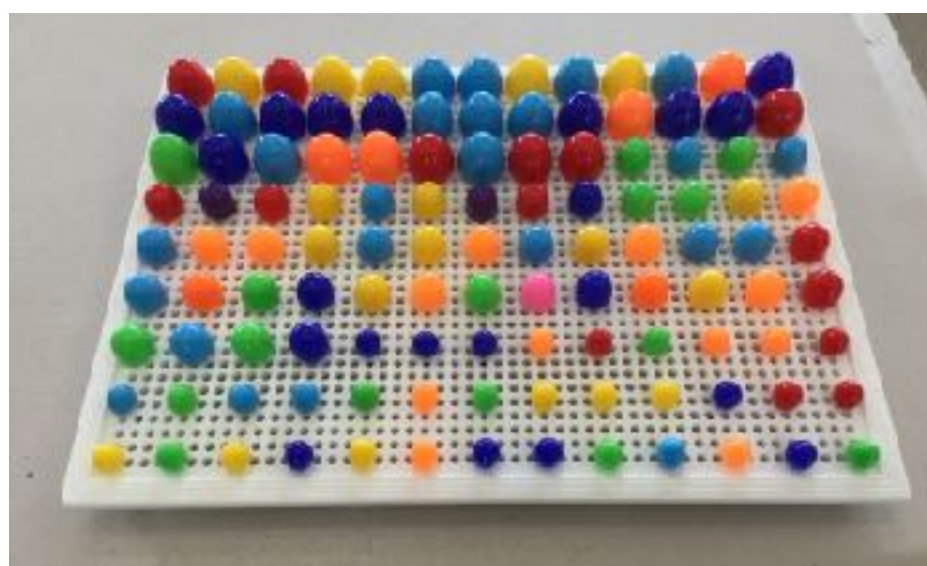
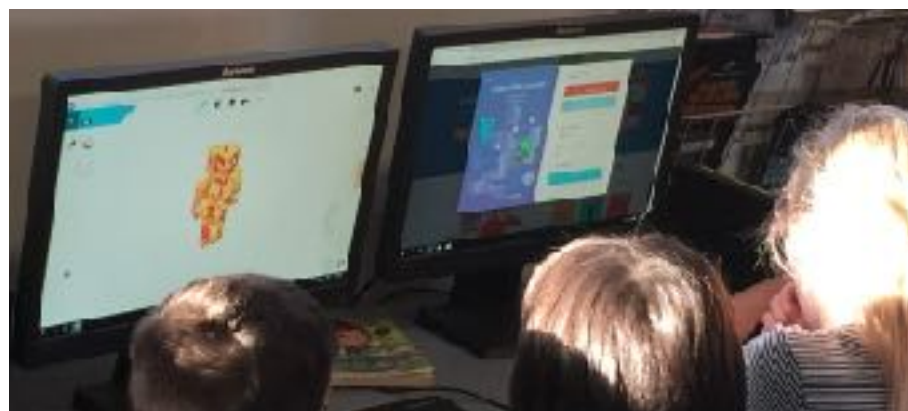
We love learning to knit. We also love making jewellery and paper planes.

The library

The library is in the main building. When going to and from the library we move quickly and quietly through the undercover area.

The library is a quiet space for reading and quiet activities. Anyone making loud noises will be asked to leave straight away. There are plenty of other spaces for noise! The library is a chill out space for times when you are feeling tired, overwhelmed or just need a short break.

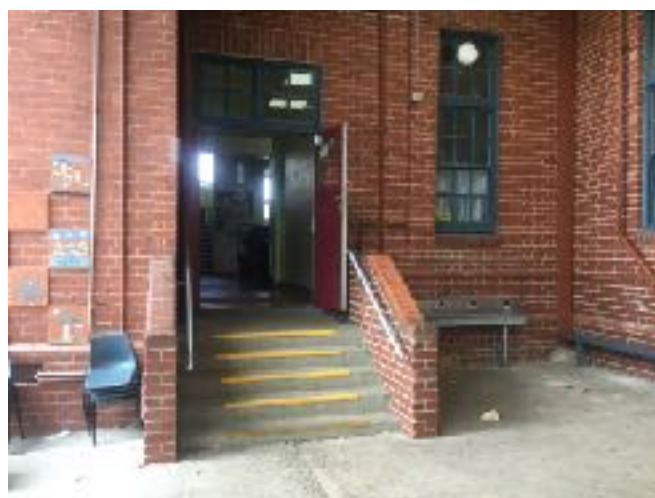
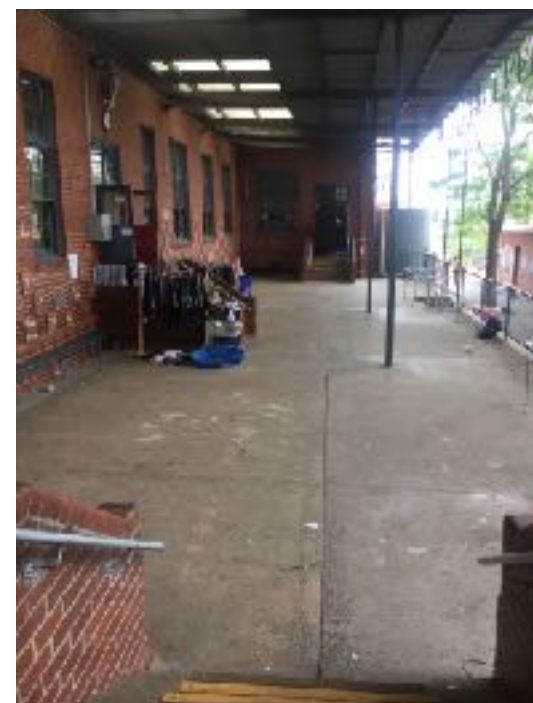
On Friday's we don't have the library open, but we make sure there is a quiet space in the MPR.



The school undercover area

Is not a play area in 2019.

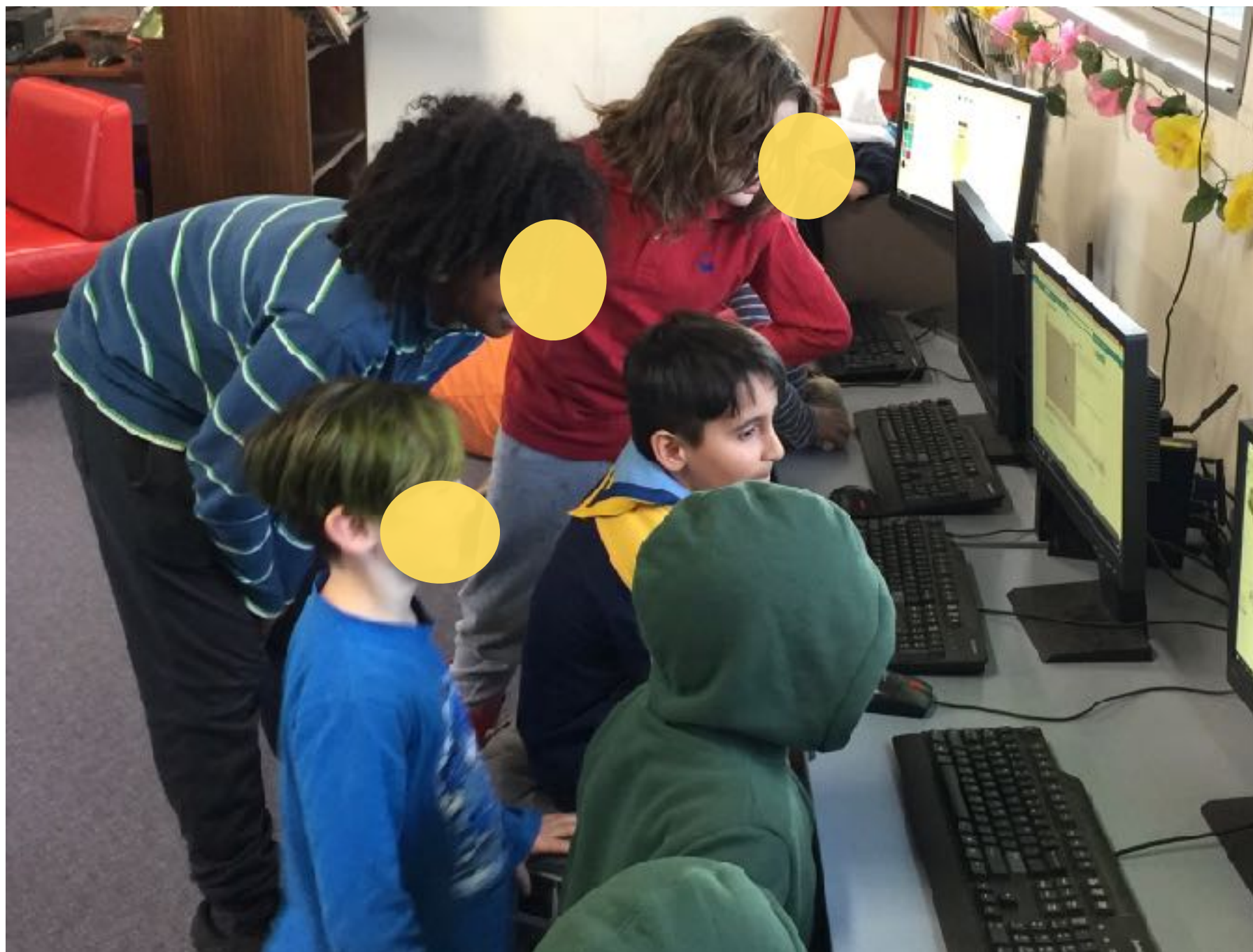
Children must walk quickly and quietly through this area to get to the library. The library entrance is on the left hand side.



Coding Club

We host coding club in the library every Tuesday, Wednesday and Thursday for seniors. Seniors are allowed 20 minutes per week on their own on the computer but can also assist with coding projects. Parents and carers sign a permission slip to allow access.

We will be adding new activities to this club in 2019.



We build worlds in Minecraft and work with Sphero robots.

Drama club

Runs from term 3 to term 4. We are hoping to make a short film to show the whole school at assembly. We also do drama games in the middle room and explore improvisation sketches. We have a lot of talent in our school population!

Cooking Club

We run two cooking sessions per week on different days each term in after school care. We also run cooking session 1 day a week during before school care. Sometimes we make vegetable fritters, pancakes or healthy biscuits. Students take turns each week so that everyone has a chance to make (and eat) something.



We often put the recipes in the school newsletter so children can make food for their families at home!

Science club

Once a week we explore a topic in Science and Engineering. We have looked at lots of different topics. The children like to suggest ideas they want to explore. Often the ideas come from activities from the rest of the program.



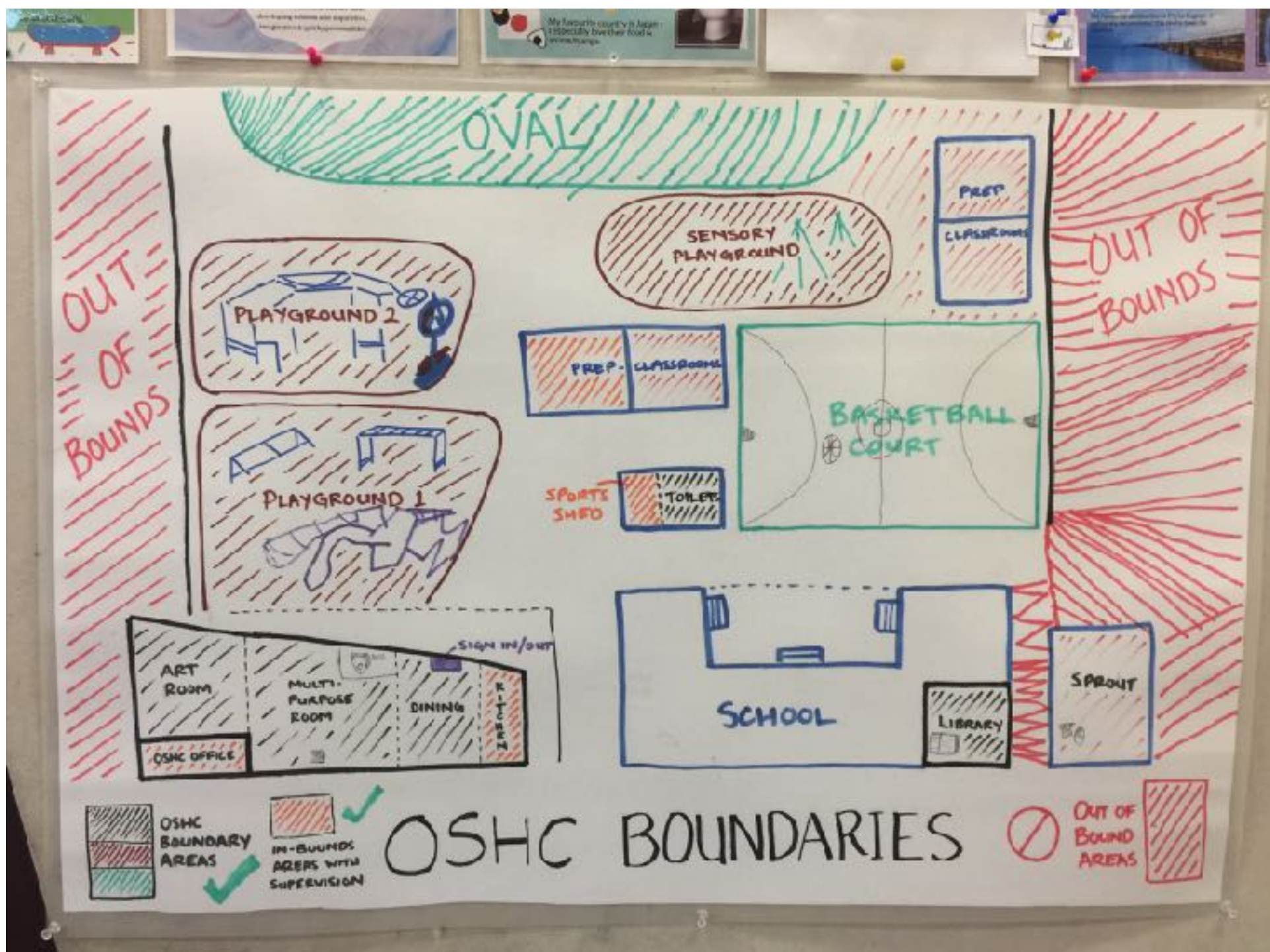
"I love Science club, we look at all sorts of things. I have learnt heaps about the world"

Our outside spaces

Our outside play areas are different to play time at school. There are different boundaries. This is because we need to keep you safe after school time has finished. Each day we will use different areas. Listen carefully at circle time as to which areas we will be using for OSHC and which areas are out of bounds.

Our boundary map for 2019

This Map is located in the dining room. If you are unsure of where the boundaries are, ask an educator. A good rule of thumb is: If you can't see an educator, then we can't see you and therefore **you are in the wrong place!**



The first playground

Is next to the MPR. We always use the first playground unless it is super hot (above 36 degrees) or its raining and we can't go outside at all.

We only use the first playground area for before school care and don't use any other playground areas.



We share the playgrounds with the school community. There might be other students not enrolled in OSHC for that day, parents and carers, dogs on a leash and very little people such as babies and toddlers. We are always respectful of everyone and do our best to keep each other safe.

The educators are there to supervise children in OSHC. Children not in OSHC are being looked after by their parents and carers. If you are worried that a child might be lost, let an educator know and they will help reunite them with their families.

We are respectful of our awesome natural environment. If you see any damaged trees or people damaging trees, let an educator know straight away.

The second playground (wobbly playground)

Is next to the first playground towards the oval. Most of the time we use this playground along with the first playground.

In Winter time we ask children to move up to the first playground after 5pm. This is because it gets dark at 5.30pm and we can't see you!

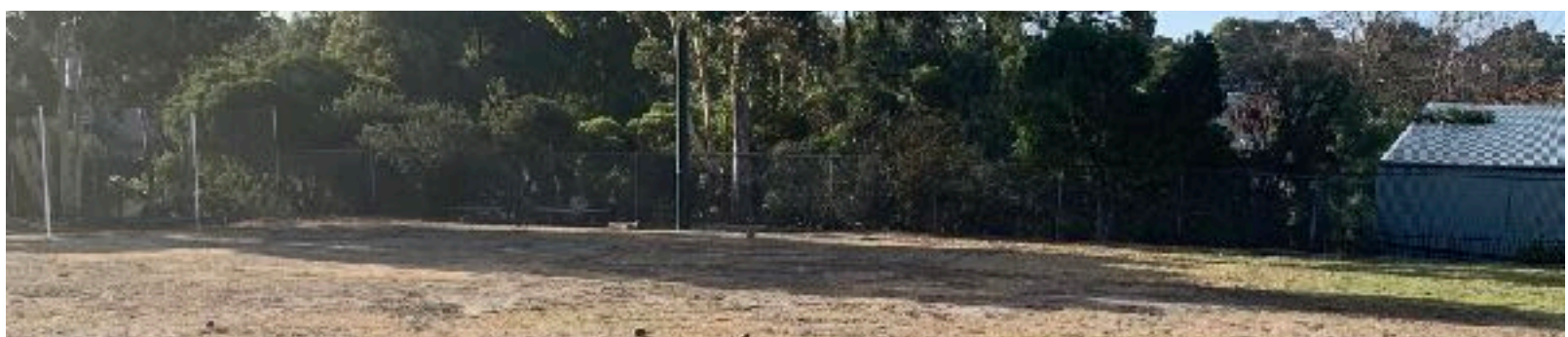
The sensory play ground

Is behind the foundie portables. This is our newest play area.



The oval

Sometimes we go down to the oval to kick the footy or play soccer drills.



The basketball court

Sometimes we will take a group of children up to the basketball court to play group games. Some of our favourite games are "everyone's it", "Jediball" and "Trumps wall".



Yakai Barring

We sometimes open up the gate and explore Yakai Barring. We look out for native plants and animals.



Garden gurus

We have our own patch of paradise at OSHC. We love gardening and growing vegetables, fruits and herbs for use in cooking club and in the food we cook for the service.

We believe in a sustainable future and do everything we can to reuse, repurpose and recycle. The compost we make from our food scraps, helps to make the beans we eat!



The herbs smell wonderful!

We got millions of beans this year!

I just love dirt!



Special events

At OSHC we love to celebrate special occasions. Each year we celebrate Chinese New Year, Harmony day, Winter Solstice, Eid, Halloween, Christmas and many others! We also host a BBQ for all the school community in first term.



Our meet and greet BBQ and Winter Solstice celebration are great events for the School community to get together.

Although, every day is a chance to be together!



We acknowledge that the Brunswick North West Primary School OSHC service operates on Wurundjeri land.

We at Brunswick North West Primary School OSHC acknowledge the traditional custodians of the our school's place and recognise their continuing connection to land, water and community. We pay respect to elders past, present and emerging.



Published: Friday, 10 May 2019

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A big thank you to Indira and Javier who participated in the photos.

A big thank you to the children who contributed photos, comments and information for this project.