

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.

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.



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Our Educators

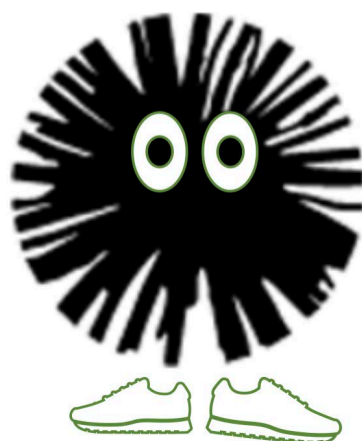
Our educators at OSHC

 Bernadetta <i>Coordinator</i>	 Ruby <i>Education Leader</i>	 Laxmi <i>Senior educator</i>	 Gia <i>Senior educator</i>	 Summer <i>Senior educator</i>	 Ally <i>Senior educator</i>
 Naarah <i>Senior educator</i>	 Deb	 Jack	 Bee	 Maria	 Sam
 Ella	 Maggie	 Grace			



Look for our pictures on the window and you can learn a little more about us.

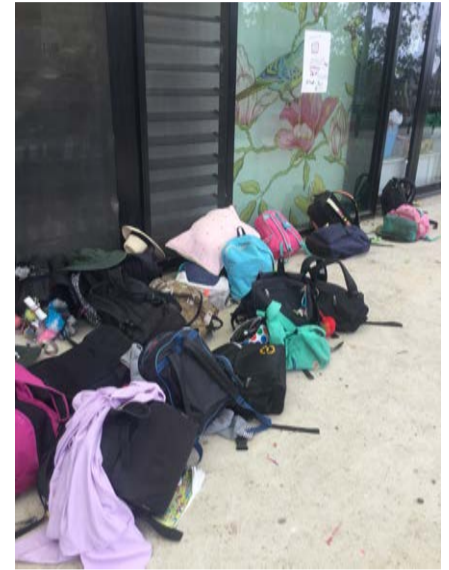
They can answer all of your questions!



And, help you settle in!

Our world

We put our **bags** outside the windows of the MPR.



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.



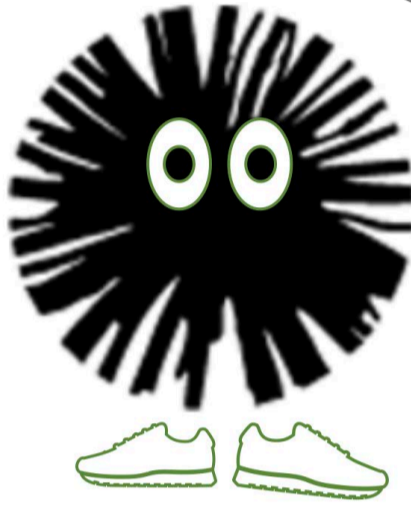
Menu and activities board

The white board in the Dining room is where we write our Menu and Activities.

WEEK 10	MONDAY 11/9	TUESDAY 12/9	WEDNESDAY 13/9	THURSDAY 14/9
BSC-	<ul style="list-style-type: none"> Basketball court Chicken feeding & check up Watercolour painting 	<ul style="list-style-type: none"> Skipping rope Outdoor game Word puzzles (for older kids) Free drawing & colouring 	<ul style="list-style-type: none"> Cooking club- pizza dough making (for 65 kids) Outdoor play (weather permitting) Word puzzles (for older kids) 	<ul style="list-style-type: none"> Badminton/skipping rope Word puzzles (for older kids) Morning clean up
BSC Menu-	Smoothies	Brioche bread	Pancakes	Yoghurt
ASC-	<ul style="list-style-type: none"> Knitting & crochet/ watercolour painting Yakka! Barring walking Magic Sand 5.30 group games Board games 	<ul style="list-style-type: none"> Cooking Club-Apple Crumble Jewellery making Yakka! Barring walking Outdoor games/basketball/ core game 5.30 group games Word puzzles (for older kids) 	<ul style="list-style-type: none"> Cooking Club-Apple Crumble Science Club: TBA Yakka! Barring walking Magic Sand 5.30 group games Word puzzles (for older kids) 	<ul style="list-style-type: none"> Cooking Club Drawing with Jamie Yakka! Barring walking Magic Sand Basketball core game 5.30 group games Word puzzles (for older kids)
ASC M	Dips & pita bread with veggie sticks and cheese	Pasta Bake	Pizza	Rice & Curry



There's always lots of people who can help you read the board.



Some of our favourites: Tacos, Pasta Bake, Curry and Pita bread, Veggie Sticks & Dips.

We always have an assortment of fresh fruit available!



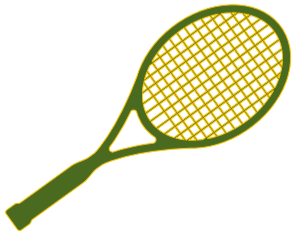
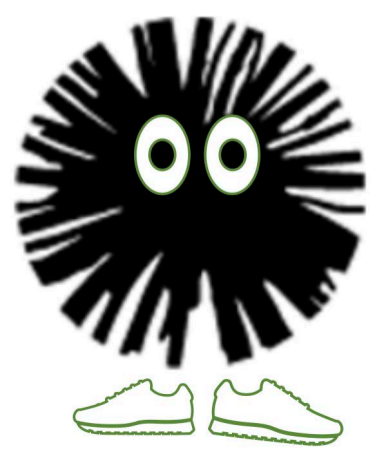
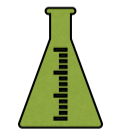
Some of the **activities** include:



Science club, Jewellery making, Art classes, Sport games and Cooking club!



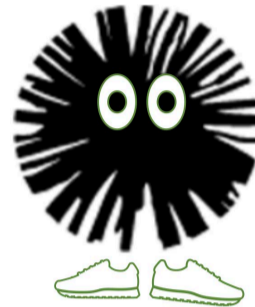
They made Muffins this week! Each week will be different.



Hand washing

Before we eat, we always **wash our hands**.

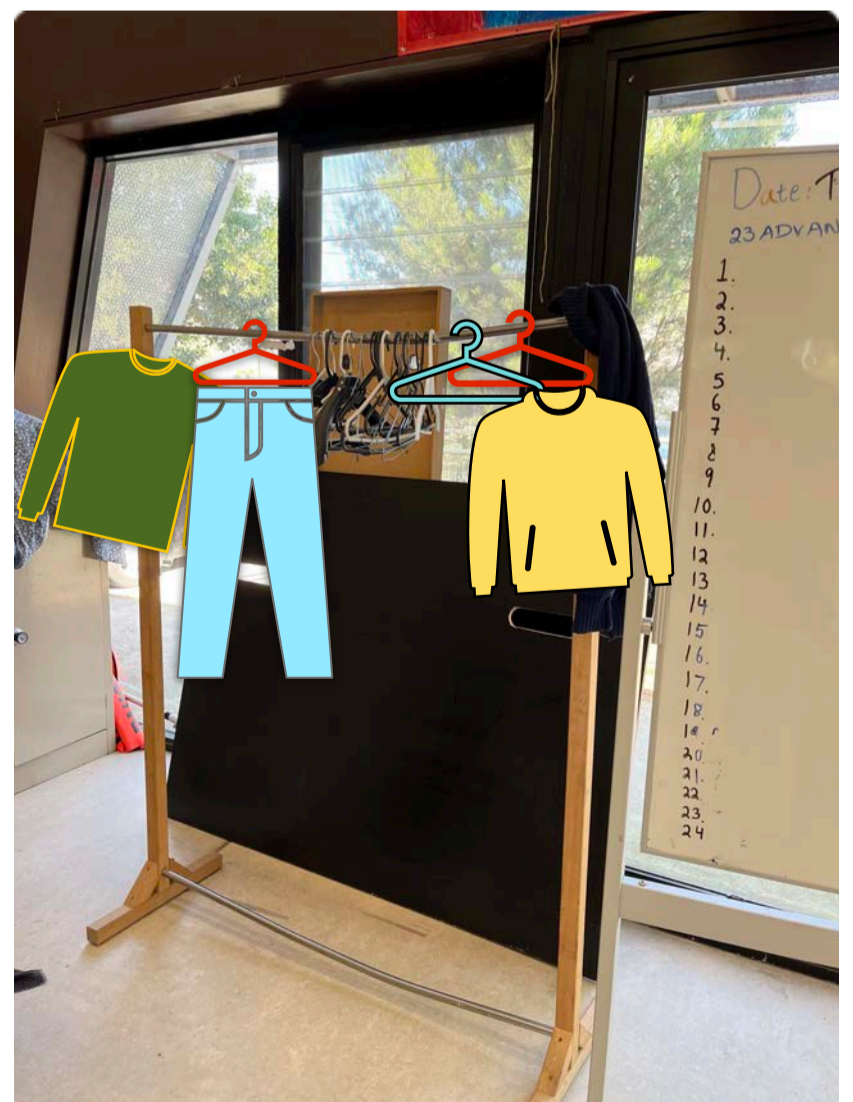
It's important that we use soap and water to stop the spread of germs. To stop the spread we also have sanitiser stationed for use at anytime.



We wash our hands at the toilets or at the Art room.

Lost Property

Lost something? Check this table, basket or clothes rack.. this is where we keep lost items. At the end of the week we take lost property over to the lost property in the school.



Hats

We must wear hats outside in term 1 and term 4.

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

For before school care your parent or carer will sign you in via the QR code located at the Culloden Street entrance.

Carers will scan the code using their mobile phone/ other device and it will prompt them to sign in their children.



For after school care, we sign you in but your carers sign you out!



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.

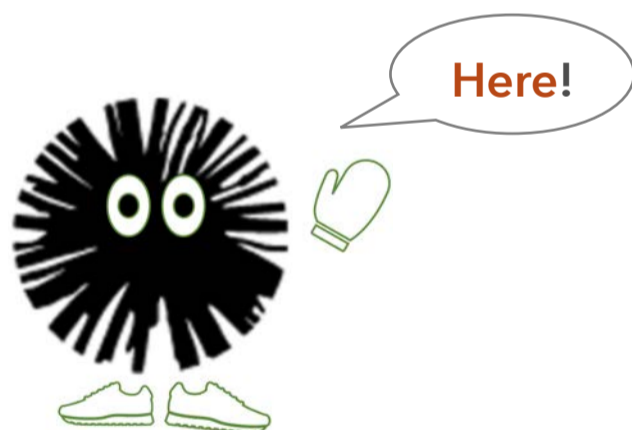


Circle time

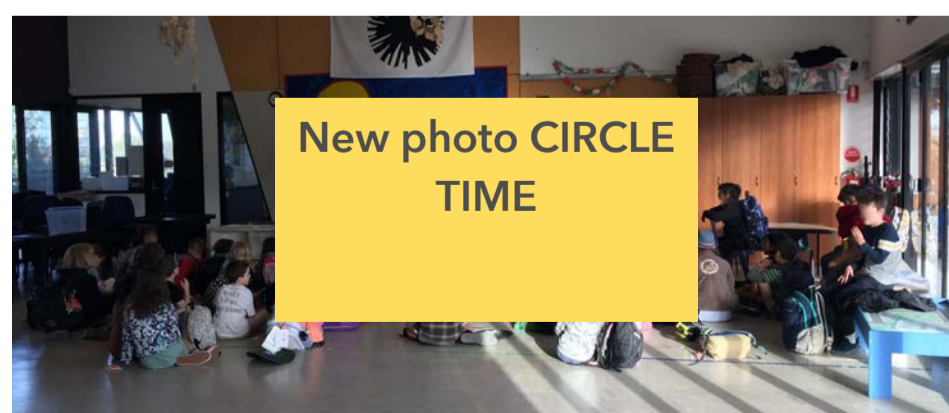
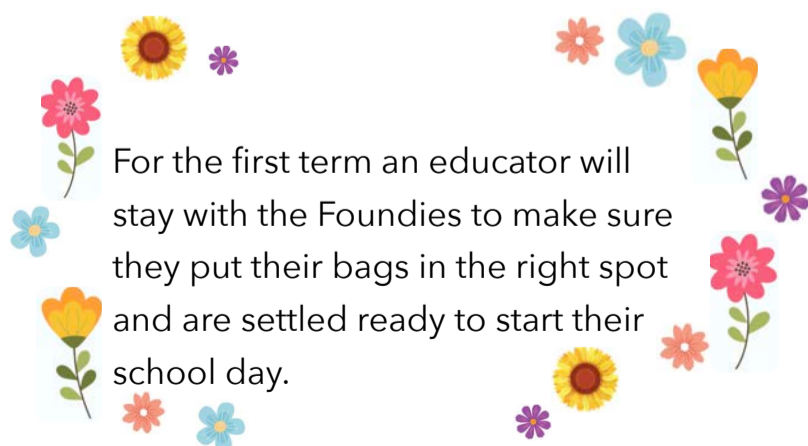
Circle time is where **we mark the roll**, talk about all the exciting things we have done for the morning and other important things.

We sit in a circle on the floor and listen respectfully.

We mustn't talk while the roll is being called as the educator needs to listen very carefully for everyone's name.



Then, educators take students up to the school assembly area at 8.45am.



Before School Care

Arrival routine

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



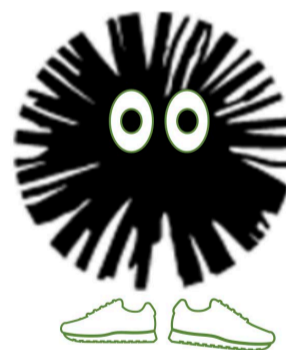
We then come inside and wash our hands in the toilets. Our parents and carers sign you in with the QR code. You then give them a quick goodbye and make your breakfast.



New breakfast photo
(food photo)



We often have Smoothies, Avocado toast or Pancakes, for breakfast



You can then choose from a variety of activities until it is circle time at 8.35am.



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

Photo***
(washing dishes)



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.

Photo***
(educator and kids with bags
Walking to undercover area)



Before School Care

Breakfast

Breakfast is served from 7am 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 bread and plain bread for toast. There are lots of lovely jams and spreads to try out.



We also add special treats on certain days, such as baked beans or yoghurt smoothies.

We encourage children to serve their own breakfast.



Educators are always available to help!

Serving/ enjoying breakfast

photo***

Making/ enjoying breakfast

photo***

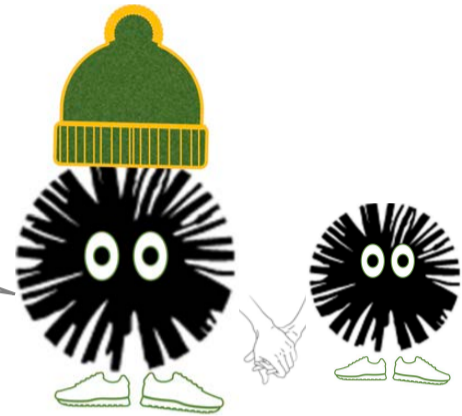


After School Care

After School routine

Educators will collect foundation students for the first term from their classrooms. Older grades make their own way to OSHC.

If you still need help, the educators will come and get you until you're confident!



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.

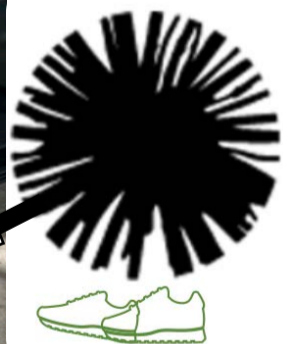
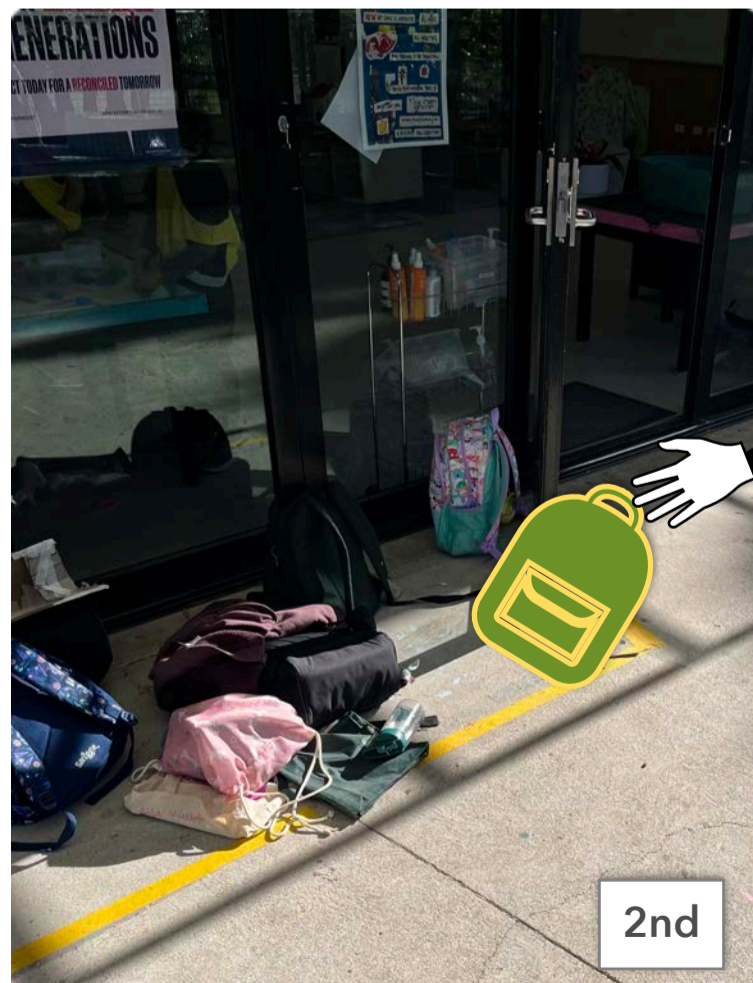
When you arrive at the MPR building, put your bags outside and come inside.

Foundies - go to the kitchen area

Juniors (Grades 1 & 2) - come to the MPR (Main room of OSHC)

Middles (3 & 4) - go into the Art room

Seniors (5 & 6) - go to the Library



After School routine Foundies

When the bell rings, we come **straight away to OSHC**.



We put our **bags outside** the MPR building, inside the black line.

We then come straight to the **Dining room/ Kitchen** of the MPR building.

We go to the toilets straight away and **wash our hands with soap** and water.

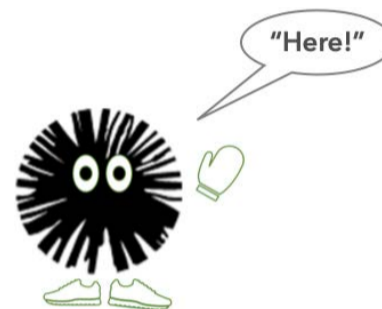


We put on a vest and sit at the table for our circle time and wait for everyone else to arrive.

We **listen to the roll** and answer when our name is called.

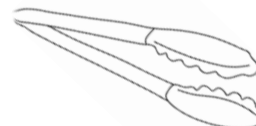
We participate in the **welcome to country**

and **listen to all the fun activities** happening on the day.



We then **use tongs to help ourselves to fruit snack**.

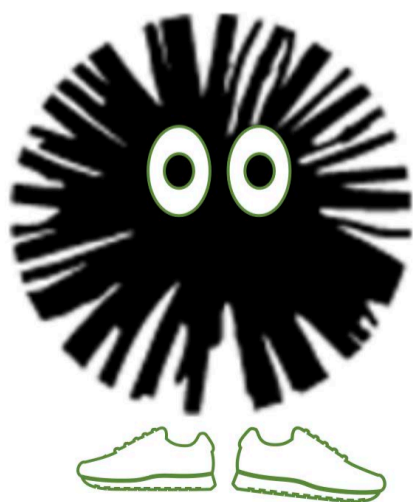
Our **second snack** is placed on the table for us to serve ourselves.



When we have finished our meal, **we wash our dishes** and place them on the drying rack.

We then join in the fun!

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 & Middles (grades 1,2 & 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 put on a vest and then sit in a circle and wait for our everyone to arrive.

Juniors sit in the MPR.

Middles sit in the Art Room.



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 are then given a dab of hand wash and line up to go into the art room or to the bathroom to wash our hands.



After we wash our hands, we go outside to eat on the outdoor dining tables.

We 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 afternoon activities!



After School routine Seniors (grades 5-6)

We come **straight away to OSHC** from our classes.



We put our **bags outside the MPR building**, inside the black line.

We then head **straight to the Library** for roll call.

We **put on a vest** and then we **sit in a circle 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 the list of activities that will be happening on the day.

We then head back upstairs to **wash our hands**.



We then **use tongs to serve ourselves** fresh fruit from the platter. After our fruit snack we then eat the second snack of the day.



When we have finished our meal, we **wash our dishes** and place them on the drying rack.



We are mindful that being the Seniors of the school we are setting a good example for the younger year levels.

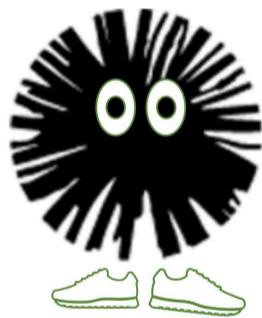
We then **join in the fun** of all the activities for the afternoon!

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.



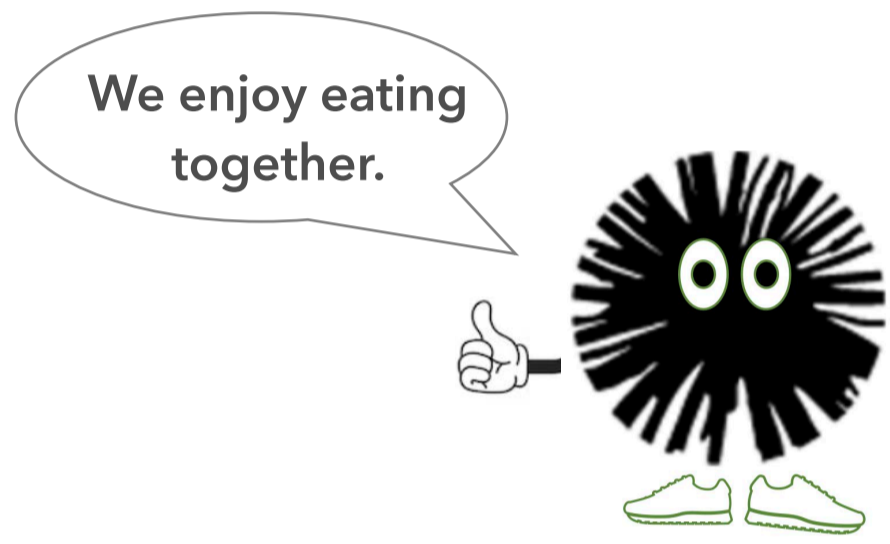
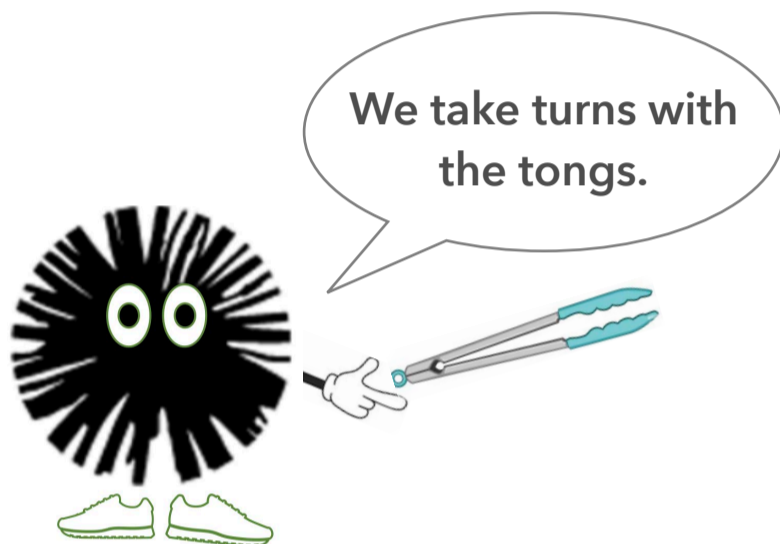
Sometimes new tastes can be delicious!



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. →



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



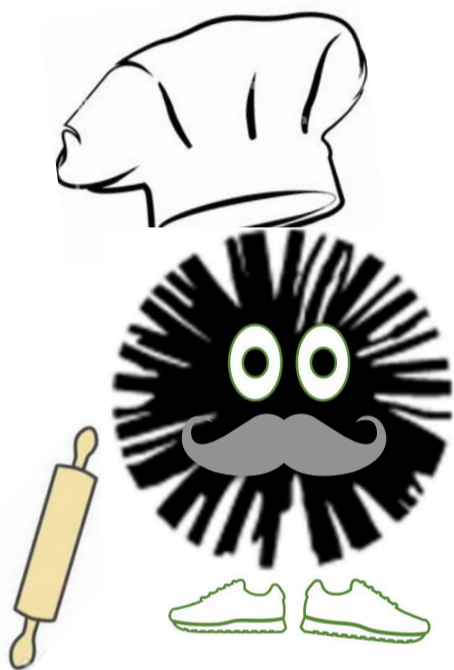
Our inside spaces

The dining room

The **dining room** is where we come for all food related things. It is where the Foundies come to eat afternoon snack and where all have our breakfast in the mornings.

The dining room is where we host activities such as **Cooking Club** and **Master Chef**.

The **kitchen is out of bounds** to all students.



Need something from the kitchen or store room?
Just ask an educator!

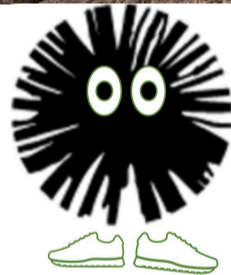


Our outside spaces

Our outside play areas are different to play time at school. There are different boundaries. Listen carefully at circle time as to which areas we will be using for OSHC and which areas are out of bounds.



Educators wear High Vis so you can easily see them!



Our boundary map.

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!**



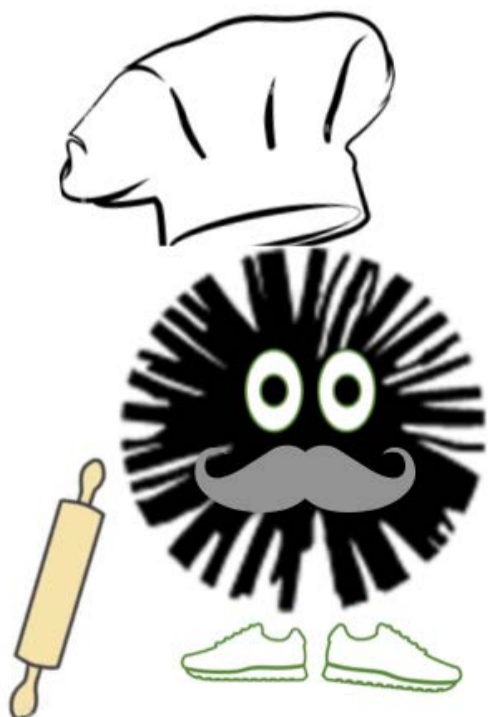
Cooking Club

We run cooking club nearly every day. Students take turns each week so that everyone has a chance to make (and eat) something.



Has your year level been chosen for cooking club today?

We change it each time so its fair for all.

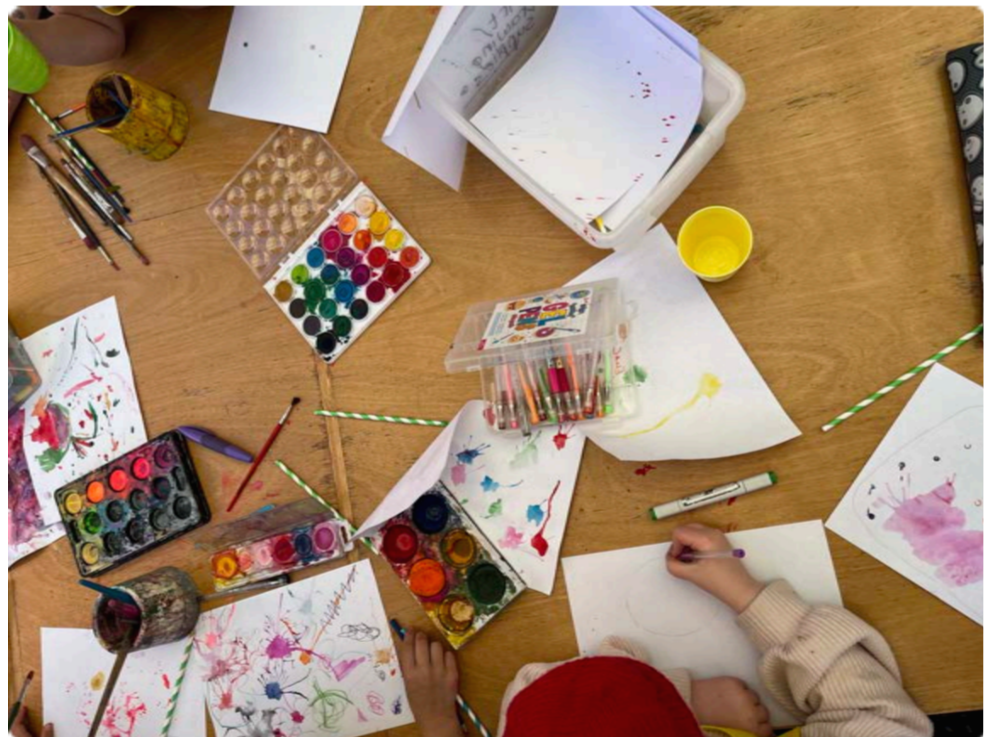


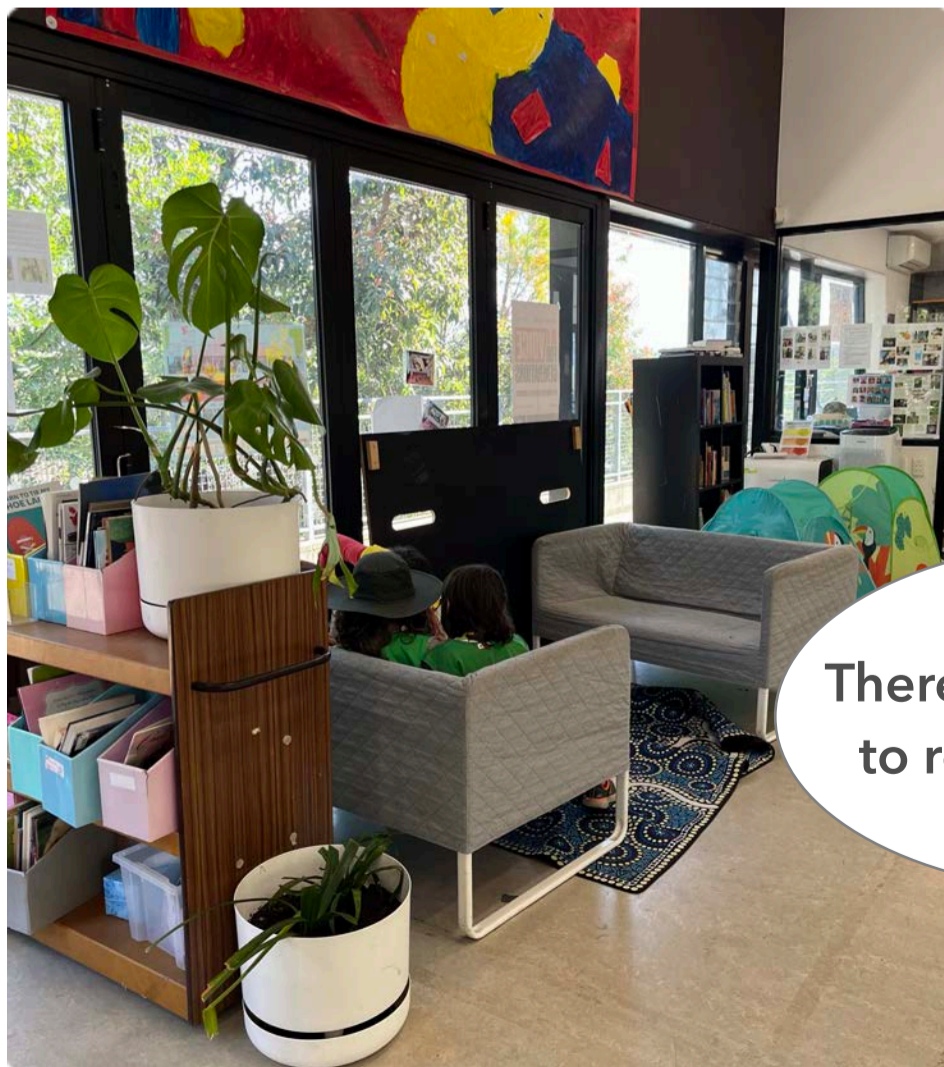
The middle room

The Middle Room is a space where we enjoy quiet activities and group games.

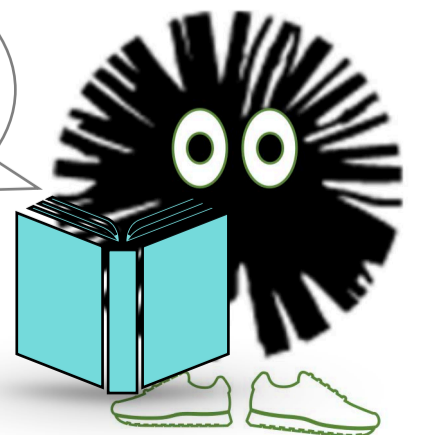
We have Board Games, Magnetic Blocks, Magic Sand, Lego, Cars, Train tracks, Farm Animals, Doll Houses and building blocks.

We even have a Kitchen/Shop Corner.





There are quiet spaces to relax and just be.



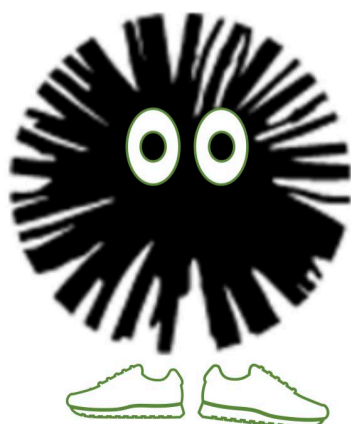
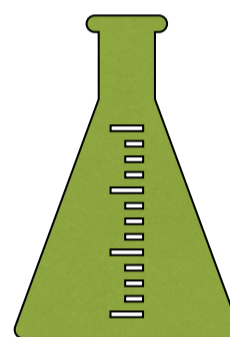
The art room

Is where we do arts and craft projects.



Science club

Once a week its science club! A place where we explore Science and Engineering.



I love Science club!
I have learnt heaps about the
world.

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.



The second playground

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



Yakai Barring

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



The oval

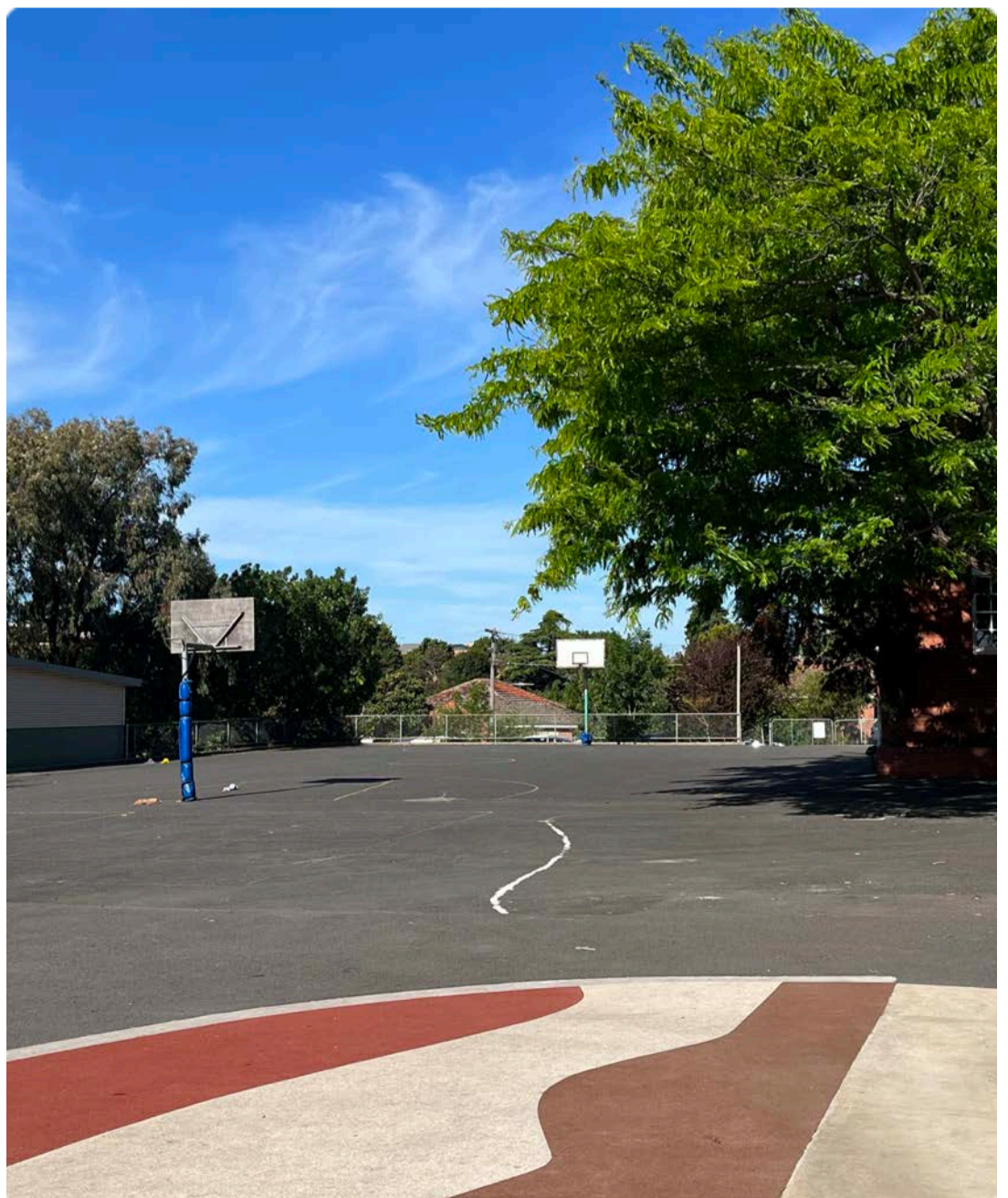
Sometimes we go down to the oval to kick the footy or play soccer drills.



The basketball court

If you've got the all clear from an educator, you're allowed to shoot some hoops.

Sometimes we will take a group of children up to the basketball court to play group games.



Created: Friday, 10 May 2019

Edited Monday, 9th of October 2023

Brunswick North West Primary School Outside Hours Care Program

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