Queensland Children’s Activities Network QCAN Inc.

Ferny Hills State School P&C Association

Outside School Hours Care Children’s Handbook 2015
Contents

Welcome 3
What is Outside School Hours Care? 3
What is our service about? 3
How does the service try to meet your needs? 3
Who will be looking after you? 4
What is expected of you? 4
How do you get to OSHC? 4
What do you do when you get to OSHC? 5
Keeping Healthy at OSHC 5
How can you find out what is happening at OSHC? 6
What does the service think about bullying? 6
Who can you go to if you have a problem? 6
National Quality Framework in OSHC 7
Licensing in OSHC 7
How can you share your ideas? 7
Activity One – Imagine 8
Activity Two – Secret Codes 9
Activity Three – Colouring In 10
Activity Four - About You 11
Welcome to Ferny Hills State School P&C Association Outside School Hours 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 our service 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 where you can be cared for while participating in a variety of different games and activities. Through being a part of OSHC you have the opportunity to make new friends and learn new things!

What is our service about?

The philosophy and beliefs of our service are about providing quality care for children and their families.

We believe that children are very important and need to be cared for in an environment that is safe and secure. It is essential that children have the opportunity to participate in a range of activities appropriate to their interests and development. Middle childhood is a unique time in development where children need opportunities to explore their environment and to PLAY!

We also believe that your family is very important and we aim to meet their needs. This is done through regular communication with families and sharing information about your time in OSHC. Families are also welcome to participate in various program activities and operations.

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

Staff are an important part of OSHC. We employ staff who are suitable and have been through Police checks to ensure they are the ‘right’ people to work with children. Each of our staff members hold a Blue Card which identifies them as a suitable person for working with children.

How does the service try to meet your needs?

The goals of the service are to ensure:

✓ Children always come first and are attended to 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.

Who will be looking after you?

The staff at OSHC have all been approved as suitable people for working with children. This means that they have been through police checks to make sure that they are a safe person to work with children. The good thing is that all the staff who work at Ferny Hills OSHC really enjoy their jobs and especially enjoy working with children and providing fun activities.

All staff 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 staff and by attending training.

The staff at Ferny Hills OSHC are:

Nominated Supervisor: Alison Hibberd
Supervisor: Lynette Rohde
Supervisor: Sam Imberger
Educator: Melanie Johnson
Educator: Brendan Stevens
Educator: Jay Milne
Educator: Alana Donald
Educator: Lyn Potter

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.

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 staff and they will make arrangements to either collect you or find someone suitable for you to walk over with.

It is really important that you go straight to OSHC after you have been let out from school. If you do not arrive at the service by around 3.10 pm, the staff will phone your parents/school office 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 staff.

**What do you do when you get to OSHC?**

When you get to OSHC you need to place your bag in the bag rack. The next and most important thing is that you get signed in. 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 staff member.

Following this you will be able to have something to eat or participate in activities. The staff 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!

**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. Soap and paper towel are available for you. If you are not sure of the correct handwashing procedure to prevent germs please see the signs provided in the bathroom and above the handwashing sink.

Some snacks are provided for you at OSHC. This includes morning snack and afternoon tea. During Vacation Care and on Pupil free days you will need to bring morning tea and lunch. If you have anything in your lunch box that needs to be kept cold such as some dairy products, meat and some other foods then you will need to see a staff member to put your food in the fridge. Providing an ice pack in your lunch box is also appropriate. 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 a member of staff who will comfort you and notify your parent immediately. It is important not to spread diseases to other children so if you are feeling sick you can always tell someone who will help you.
If you get injured while you are at OSHC, a staff member 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 medical attention can be sought immediately.

**How can you find out what is happening at OSHC?**

The program of activities for OSHC is always displayed on the noticeboard. This will give you a general idea of what is planned for the morning or afternoon, however, there will also be many other choices available to you.

The program of activities will give you information about what is happening throughout the week. Vacation Care programs will be available 4 weeks before the holidays so look out for the exciting activities and excursions planned for these times.

**What does the service think about bullying?**

Our service is a “Bully Free Zone” and bullying is not accepted within our service. We hope to provide a place where children feel safe and are encourage to speak up when they are feeling uncomfortable or intimated by others. The service has policies and procedures in place to ensure children feel safe and that incidents of bullying will be dealt with immediately. If you feel like you are being bullied whilst at the service you can:

- Tell a friend
- Tell an adult
- Tell a staff member
- Stand up straight, look the bully in the eye, and say in a firm, confident voice, “Leave me alone”
- Stay calm and walk away
- If other people are near by, join them so you’re not alone

**Who can you go to if you have a problem?**

You are welcome to speak to any of the staff 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 also 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!
National Quality Framework in OSHC

The service participates in a system known as the National Quality Framework which is administered by the Australian Children’s Education and Care Quality Authority (ACECQA). This system is designed to ensure children have access to quality child care experiences. This also means that everyone involved in the service has to undertake an evaluation and work towards continually improving the services operations including the program.

From time to time a visitor from the ACECQA may come to the service to see how things are going and to undertake a process known as Validation. Your input into this process is extremely important and you may be asked to complete surveys and questionnaires on what you think about the service.

Our service must reach a minimum level of Satisfactory in the National Quality Framework Process to be successfully accredited.

Licensing in OSHC

In Queensland, OSHC services must hold a license which means that they are safe and suitable places for school age children. To hold a license the service must legally comply with several things. If you would like more information about licensing in OSHC you can ask a member of staff to talk to you about it. You may also like to ask your parents to follow up with staff on more information about licensing.

How can you share your ideas?

Your ideas are very valuable to the OSHC service. These can be shared by telling one of the staff your idea, using the communication box, filling out surveys and evaluation forms from time to time.

An ‘about you’ form is at the back of this handbook. Please fill it out and give it to one of the staff so that they can plan some activities that interest you.

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.

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

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 and what will you call it?
Activity Two

Childrens Fun Page

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 these secret messages first before trying your very own secret messages out on your friends and family.

$ ; ] = / < # = ! ? $ $ ‘ ? $ ; + = ! ^ + #

/ = ‘ $ ] = $ ) ) ; @

] ? # + # ^ + # ‘ $ ] = $ )

^ ! ] / } / ] / # = ] $ < $
Activity Three

Colouring In
ABOUT YOU!

Write the answers or draw a picture!
When you have finished this page you can hand it to a member of staff. This information will be used to help us plan programs and activities that you will enjoy learning from!

What do you like to do when you go home after school?

What sorts of activities do you like to do outdoors?

What sorts of activities do you like to do indoors?

What are your favourite healthy foods?

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

Name: __________________________________  Thank you.