



ANNANDALE CHRISTIAN COLLEGE OUTSIDE SCHOOL HOURS CARE



CHILDREN'S HANDBOOK - 2017

Contents

<i>Welcome</i>	<i>p.3</i>
<i>What is Outside School Hours Care?</i>	<i>p. 3</i>
<i>What is our service about?</i>	<i>p. 3</i>
<i>How does the service try to meet your needs?</i>	<i>p. 4</i>
<i>Who will be looking after you?</i>	<i>p. 4</i>
<i>What is expected of you?</i>	<i>p. 4</i>
<i>How do you get to OSHC?</i>	<i>p. 5</i>
<i>What do you do when you get to OSHC?</i>	<i>p. 5</i>
<i>Keeping Healthy at OSHC</i>	<i>p. 6</i>
<i>How can you find out what's happening at OSHC?</i>	<i>p. 6</i>
<i>What does the service think about bullying?</i>	<i>p. 6</i>
<i>What can you do if you have a problem?</i>	<i>p. 7</i>
<i>How can you share your ideas?</i>	<i>p. 7</i>
<i>Licensing in OSHC</i>	<i>p. 7</i>

Welcome to Annandale Christian College 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 help you to settle in.

What is Outside School Hours Care?

Outside School Hours Care (OSHC) is a safe and fun place for children to go after school. OSHC is where you can be cared for while participating in a variety of different games and activities. Through being part of OSHC you have the opportunity to make new friends and learn new things!

What is the Annandale Christian College OSHC service about?

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

We believe that children are special to God, and to us, 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. You can help us to know what activities to use in the program by letting us know the things that you enjoy or are interested in. OSHC will give you the opportunity to explore your 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, 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 the college, local police, ambulance and fire officers, and other experts in their field.

Staff are also an important part of OSHC. We employ staff who are suitably qualified and have been through a Police Check to ensure they are the 'right' people to work with children. (Each of our staff members holds a Blue Card which identifies them as a suitable person for working with children). And we only employ staff who enjoy being around, and working with, children.

How does the service try to meet your needs?



The goals of the service are to ensure:

- Children and families feel welcome
- Children feel valued and respected
- Children learn to care about and respect other people, knowing that they are all special to God
- Children have the opportunity to development in all areas – physical, emotional, social and spiritual
- Children have choices within their after school care program
- Children have freedom to make wise choices
- Children have a safe, hygienic and nurturing place of care
- Children know who they can go to if 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.

Our Coordinator is **Miss Kristy** (Warner) and our Assistant Coordinator is **Mrs White** (Aleesha) and our educators are **Miss Jenny** (Pankhurst) and **Mrs McConnell** (Juliette) and **Mrs Kay** (Cummings) help us too when lots of children attending!

The good thing is that all staff who work at Annandale Christian College OSHC really enjoy their jobs and especially working with children and providing fun activities.

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

What is expected of you?

You will be expected to make certain agreements about being part of the OSHC program. These include important things like:

- being cooperative

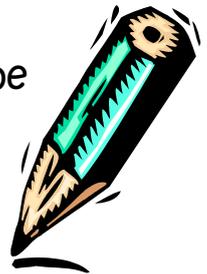
- sharing
- showing consideration for others
- using kind words
- keeping your hands and feet to yourself
- staying within the boundaries of the service
- caring about your own things and the property of others
- using the service materials and equipment respectfully and
- Wearing a hat while playing outside.



How do you get to OSHC?

OSHC is held in H Block, next to the computer labs. If you are in Prep, an OSHC educator will transfer you into the care of OSHC staff. If you are in Grades 1 to 6, generally you will walk over to the OSHC room with a friend. If you don't have a friend to walk with, and are nervous of coming on your own, please talk to your family or one of the staff and they will make arrangements to either collect you or find someone suitable for you to walk with.

It is **REALLY** important that you go straight to OSHC to be marked present on the OSHC roll as soon as your teacher lets you out of class. Please ask your teacher to call OSHC, or send a message, if you are going to be late. If you do not arrive by 3.15pm, the staff will phone your parents to see where you are.



The staff of OSHC will talk to you and let you know what areas are safe for you to play in. Remember that while you are at OSHC you will always need to play within the boundaries and be supervised by OSHC staff.

What do you do when you get to OSHC?

When you get to OSHC you will place your bag in the set-aside area. The next, and most important thing, is that you get signed in. During After School Care, you will be signed in by an OSHC staff member.



Following this you will wash your hands and then be able to have something to eat and 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 opportunities 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 to you. If you are not sure of the correct hand washing procedure to prevent germs, please look at the signs provided in the bathroom and above the hand washing sink or ask a staff member or fellow student!

Some snacks are provided for you at OSHC during After School Care. The OSHC staff always make sure the kitchen benches are clean before preparing this food. They wash their own hands and wear gloves before touching any of the ingredients. This prevents bacteria (which could make you sick) from growing in your food.

If you start to feel unwell at OSHC, please tell a member of staff who will comfort you and notify your parents immediately. It is important not to spread diseases to other children so, if you are feeling sick, you may need to lie quietly away from the other children until your parent arrives.



If you are 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 might involve contacting your parents so that medical treatment 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 notice board or on the school website. The program of activities will give you information about what the OSHC children and staff have planned for the week. Their planning will always be in line with government guidelines called the *My Time, Our Place* framework. (You can ask OSHC staff about *My Time, Our Place* if you'd like to know more).

Although the staff have planned good things for you to do, there will also be many other choices available to you. And lots of the good things you do will be recorded in your own **File** which you can share with parents and extended family.

What does the service think about bullying?

Our service is a 'Bully Free Zone' and bullying is not accepted within our service. We want 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 policies and procedures in place to ensure children feel safe, and that incidents of bullying are dealt with immediately. If you feel like you are being bullied, you can:

- tell a friend
- tell an adult
- stand straight up, look the bully in the eye, and say in a firm, confident voice 'Leave me alone'
- stay calm and walk away
- shout 'Stop it I don't like it' as loud as you can
- Go and join in with other people who may be standing nearby.

What do you do if you have a problem?

You are welcome to speak to any of the staff any time you have a problem and they will try to help you in any way they can. This may be by talking with 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.

How can you share your ideas?

Your ideas are very valuable to OSHC. You can give us those ideas by telling one of the staff, using the Ideas Books, and filling out surveys or evaluation forms from time to time. Your parents



and other family members can also share their ideas through the Suggestions Box and forms which Miss Kristy will give them.

Licensing in OSHC

In Queensland, OSHC services must hold a license which verifies 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 to know more about licensing in OSHC you can ask your parents to follow up with staff for you.

We hope to see you soon at our service and join in on the fun we have here!

Miss Kristy, Mrs White, and Miss Jenny.