



**St Andrew's Little Saints**

*Early Learning & Outside School Hours Care*



*Children's  
Welcome and  
Information  
Handbook*

Welcome to St Andrew's Little Saints Outside School Hours Care. We hope that any time you spend with us before and after school and in your school holidays is fun and enjoyable. Here is some information for you to read so you know what happens at Outside School Hours Care (OSHC).

## *How do you get to OSHC?*

### *Before School Care & Vacation Care*

Someone from your family or an adult friend will bring you to OSHC. They will sign you in. An educator will take you to the bus or your classroom during the term.

### *After School Care*

#### St Andrews

If you are in prep or year 1, an OSHC educator will pick you up from your classroom. From year 2, you will walk yourself to the OSHC rooms at F Block.

#### Peregian Springs State School

If you are in prep, a PSSS teacher will collect you from your classroom and walk you to the OSHC bus meeting area. From year 1, you will walk to the meeting area by yourself. The OSHC educators will mark the roll and then catch the bus back to St Andrews with you. You will need to have a child go-card or cash for the bus fare.

#### Other Local Schools

Your school will have a bus waiting area. You need to check with your teachers where you need to wait for the bus and what line you need to join. Once you arrive at St Andrew's, an OSHC educator will meet you at the bus stop and walk you down to the rooms.

It is really important that you go straight to the OSHC rooms or meeting areas after you have been let out from school. If you do not arrive at the meeting point by 3.10pm, the staff 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.

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 right spot. The next and most important thing is that you get signed in. This will be done by your family for before school and vacation care. During after school care, you will be signed in by a staff member of OSHC. The Service becomes responsible for children once they are signed in on the attendance record.

Following this you will be able to have something to eat (after school care) 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.

Afternoon Tea is provided for you at After School Care. During Vacation Care you will 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, meat and some other foods then you need to put your food in the fridge.

If you start to feel unwell while you are at OSHC then you can tell us so we can help you and notify your parent immediately.

If you get injured while you are at OSHC, a staff member with first aid qualifications will help you. 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 Statement of Intent (program of activities) for OSHC is always displayed on the noticeboard. This will give you a general idea of what is planned for the afternoon, however, there will also be many other choices available to you.

Vacation Care programs will be available 3 weeks before the holidays so look out for the exciting activities and excursions planned for these times.

### **What is expected of you?**

Because you are a member of our OSHC group you will be expected to help make up the groups rules for behaviour. You will need to think carefully about and agree to:

- ✓ 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 property and the property of others.
- ✓ Using the service materials and equipment respectfully.

✓ Wearing sunscreen and a sun smart hat while playing outside.

When you need to go to the toilet, you must tell an educator and they will direct you to the toilets. You are never allowed to go by yourself, an educator will always supervise you.

**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!

**How can you share your ideas?**

WE LOVE TO HEAR YOUR IDEAS about what to do each day so please tell us. These can be shared by telling one of the staff, using the suggestion box, filling out surveys and evaluation forms from time to time.

An 'all about you' form will be given to you to complete when you start. The information you put on this form will help us plan some activities that interest you. You also get to have your own scrapbook to add things to, this is yours so feel free to make it special.

**What to do if you don't know if you need to go to after school care.**

- If you don't remember if you need to go to after school care, ask your teacher and they will help you.
- If you make a mistake and come to after school care and you are not on the roll, we will call your parents and tell them where you are and that you are safe. You can still come to after school care until your parents collect you.

# Welcome to St Andrew's OSHC!

## We look forward to caring for you and hope that the time you spend with us is FUN!

## 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.

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

/ = ‘ \$ ] = \$ ) ) ; @

] ? # + # ^ + # ‘ \$ ] = \$ )

^ ! ] / } / ] / # = ] \$ < \$

# Special Things About Me!

Name \_\_\_\_\_

My favourite animal...

My favourite colour...

My best friends are...

I am nice because...

I am good at...

I would like to get better at...

My Favourite things to do are...

Other things special about me?

# High five

*Draw an outline of your hand and on each finger, write the names of five people who you could ask for help!*

