

# Routines at KOSHC

## Before School

**6.30am to 8am** we offer the children a range of healthy choices for breakfast. They can choose from:

Cereal (Weetbix or Porridge)

Toast

Fresh fruit

Milk

**7.00am to 8.30am** children choose the activities they would like to do with the chance to do an art/craft activity or outside play (weather and educator: child ratio permitting)

**At 8.30am** all children are signed out when the school siren goes, if necessary younger children are walked to their classroom by an educator and handed over to their teacher. Older children sometimes walk with younger ones to their classroom as part of our buddy system.



## After School

**At 3.10pm** the children arrive from class and a staff member signs them in. The older children go to the school kitchen to be signed in and for afternoon tea. The younger children are signed in by a staff member at the OSHC room. They also sign themselves by selecting a fish with their name on it and placing it on the board near the door. Children in JP classes will be collected daily by an educator

Parents may arrange with the service for older children to be collected from their classroom if required.

**If a child has not arrived by 3.20pm we alert the front office. (See Delivery and Collection of Children Policy) The school staff will help us to find the location of a child.**

If there is more than one educator working they will go looking for the child.

When children are new to KOSHC an educator is available to collect them from the classroom and help them settle in. Please let us know if you have concerns about your child remembering to come to KOSHC. It is also a good idea to let the teacher know when your child will be attending KOSHC as they can remind your child at school finish time.

**At 3.20pm** we offer a range of healthy choices for afternoon tea. Fresh fruit is always part of the menu which changes daily.

The children are given the chance to try a wide variety of food often from other cultures.

The children are encouraged to make healthy choices and to suggest recipes or ask to try new foods.

Water is the main drink offered. We also have milk.

Many of our recipes are taken from the manual **“Eat Smart, Play Smart” from the Heart Foundation and the Vegie Smugglers Kitchen Collection.**

Special dietary needs are catered for on request.



After afternoon tea, depending on the group/weather we discuss with the children what they would like to do. This is recorded on the daily program. We often divide into 2 groups.

One group will have outside time or play in the activity room.

The other group may stay in the KOSHC room for craft and play.

At 5:15pm the inside group helps to pack up the KOSHC room ready for cleaning by the school cleaners at 6.00pm. From 5:30pm the children can participate in quiet play in the KOSHC room. The IPAD and computer are only accessed after 4:30pm each day. The children take 10-minute turns.

## **Vacation Care**

6.30am to 8am: breakfast is available for children who arrive early

6.30am to 9.30am: children are offered planned activities or children's choice

9.30am to 10.00am: morning teatime.

Children are to bring their own morning tea.

We discuss with the children which activities they would like to be involved in.

We run through the rules and routines for Vacation care with the children including what to do in case of an emergency.

Children's suggestions are recorded in the session evaluations sheet.

10.00am to 12.30pm: outdoor/indoor play.

Depending on the group, children will have the option to take part in a planned activity or to choose their own.

12.30pm to 1.30pm: lunchtime.

Children are to bring their own lunch unless otherwise stated on the program

1.30pm to 3.30pm: outdoor/indoor play.

Depending on the group. Children will have the option to take part in a planned activity or to choose their own.

3.30pm to 4.00pm: afternoon teatime.

We supply a range of healthy food choices. The children help to prepare afternoon tea during the Vacation program.

4.00pm to 6pm: children start going home.

Children choose activities. Computer play and other electronic games are available at this time. Children are responsible to help pack up ready for the end of the day. The Vacation Care routine is subject to change without notice, depending on the group, weather and planned activities.

**Revised December 2018**