

Rangeville State School P&C Association  
Outside School Hours Care

# Children's Handbook



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**Welcome** to Rangeville State School P&C Association, Outside School Hours Care (ROSHC).

We hope that you have fun, enjoy yourself and feel safe at all times whilst at ROSHC. Here is some information that we hope will help you settle in. Let's get to know a little bit more about our service!



## What is Outside School Hours Care?

ROSHC is a safe place where children can go before school, after school, during Vacation Care and on pupil free days. ROSHC is a service where you engage in fun activities while being cared for by Educators. Our Educators are people who care about your wellbeing and safety. At ROSHC, you will also have the opportunity to make new friends and play with lots of different children from Prep to Year 6, that attend Rangeville State School.

## What is our service about?

Our philosophy at ROSHC explains our goals for providing quality care for children and their families.

*Each child is a **valued member** of our community.*

***Children come first** in our decision-making.*

*Every child is an active learner and we **provide rich environments** and **warm relationships** so they can follow their interests.*

*Parents and families are the **most important people in children's lives** and we foster these relationships.*

*We **respect the education** that school provides for children and support the school's learning expectations.*

*Children and families have the **right to have their cultural identity respected**, and to have equitable access within the community and our service.*

*We **value and acknowledge** the cultures of **Australia's Aboriginal and Torres Strait Islander peoples** as the original peoples of this place.*

*As we **continuously reflect on our work**, we learn how we can do things better, because, above all, we want children to be happy, grow, have fun and learn in a safe place.*

## How does the service strive to meet your needs?

The goals of the service are to ensure:

- ✓ Children always come first;
- ✓ Children need to feel safe and be happy;
- ✓ Children need to be able to experiment and explore;
- ✓ Children need to learn new things;
- ✓ Children need the freedom to make choices;
- ✓ Children need to feel respected; and
- ✓ Children need to know who they can go to when they have a problem.

## Are there expectations at ROSHC?

At ROSHC, we have expectations that all children are required to follow. We call these our 'ROSHC Expectations' and the children at ROSHC have negotiated these together with the educators. These expectations include:

**Be Safe**

**Be Respectful**

**Be Active**

## What does this look like at our service?

<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Active</b>
Play by the rules	Bullying. No Way!	Take ownership of your physical health
Ask permission to leave/enter	Offer assistance to someone in need	Take ownership of your social wellbeing
Hats on outside	Use a respectful tone of voice	Take ownership of your emotional wellbeing
Report Problems	Own your behaviour	Be an active listener
Follow adult instructions	Tell the whole truth	Assist younger children
Use equipment as intended	Share with others	Use the playground high 5
	Use kind words/actions	Be a decision maker
	Respect differences	Participate in group settings

## How do you get to ROSHC?

If you are in Prep or Year 1, you will have an Educator pick you up from the designated pick up area. Year 1's are transitioned, during Term 4, to walk themselves to and from class.



If you are in Year 2 to 6, we ask you to walk straight to the hall and meet with the ROSHC Educators as soon as you finish school in the afternoon.

If you are nervous about coming on your own, or do not have a friend to walk with, please talk to your family and they can make arrangements for one of our Educators to collect you from your classroom.

It is really important that you go straight to ROSHC after you have finished school. If you do not arrive at the service by 3.10pm, the Responsible Person in Charge will phone your parents to see where you are. Please get your teacher to call ROSHC or send us a message if you are going to be late arriving at ROSHC.

Remember that while you are at ROSHC, you need to stay within the boundaries that are supervised by Educators AT ALL TIMES.

## What do you do when you get to ROSHC?

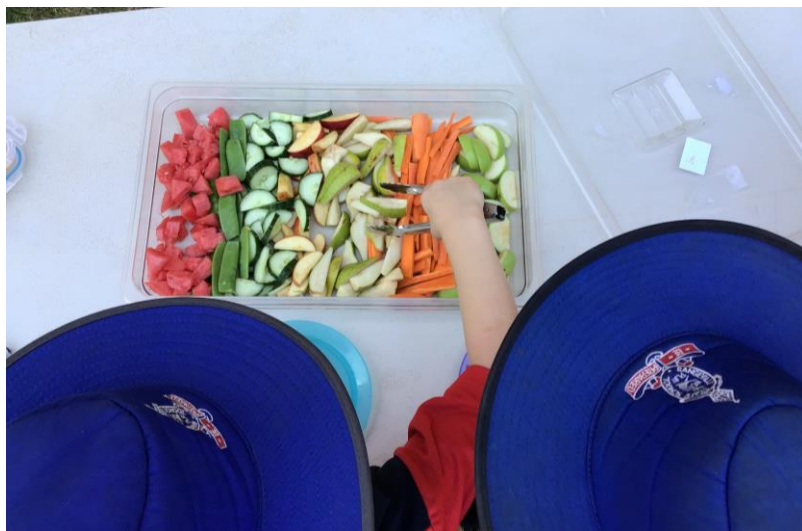
### ***Before School and Vacation Care:***

When you arrive at ROSHC, you will come to the office with your family member and they will sign you in using their Xplor app on their phones. After you have said goodbye to your family member, an Educator will show you around and help you settle in. There will be activities for you to do and toys and games to play with. The Educators will introduce you to the other children and stay with you until you feel comfortable enough to explore on your own. You can even make your own breakfast if you are hungry! The Educators will be there to help you if you need it. Breakfast is available from 6:45am to 8:30am. Make sure you have breakfast as soon as you arrive at ROSHC so you don't miss out!

### ***After School Care:***

When you arrive in the afternoon, you are to apply sunscreen and then wait patiently for an Educator to sign you in. There will be an Educator in the foyer/hallway waiting to sign you in. **The most important thing is that you get signed in.**

Then, you place your bag on the port racks in the hallway. Once you have put your bag away, you need to wash your hands and then go to the afternoon tea area (don't forget to bring your water bottle with you to afternoon tea!). There will be more educators waiting for you at afternoon tea and this is your time to have something to eat and relax after a day at school. We have a wide range of foods that we offer, including seasonal fruit, warm and cold home cooked meals. If you have special dietary requirements, we cater for this also.



Once you have had something to eat, you need to return your plate to the trolley and then you are welcome to begin playing in the designated areas. Educators will check that your area is clean. We ask that you help us keep ROSHC tidy.

### ***Going home:***

When it is time to go home, your family member will come to ROSHC to collect you and sign you out. There is no set time for going home like there is at school and you will notice that children go home at all different times. This depends on what time their family members finish work. Don't worry if you are the last child to be picked up. Your family member has not forgotten about you and there will be Educators who stay with you at all times.

### ***Why do I have to wait for an educator?***

It is important that you wait for Educators so that they can actively supervise your safety at all times. To achieve this, Educators are positioned at different areas of the service and move around with you. Educators are there to help serve you food, apply your sunscreen and to support you with any other task that you may require assistance with.

### **Keeping Healthy at ROSHC**

It is very important to keep healthy at ROSHC. 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 way to wash your hands, please look at the signs in the bathroom and above the hand washing sink in the room and kitchen.



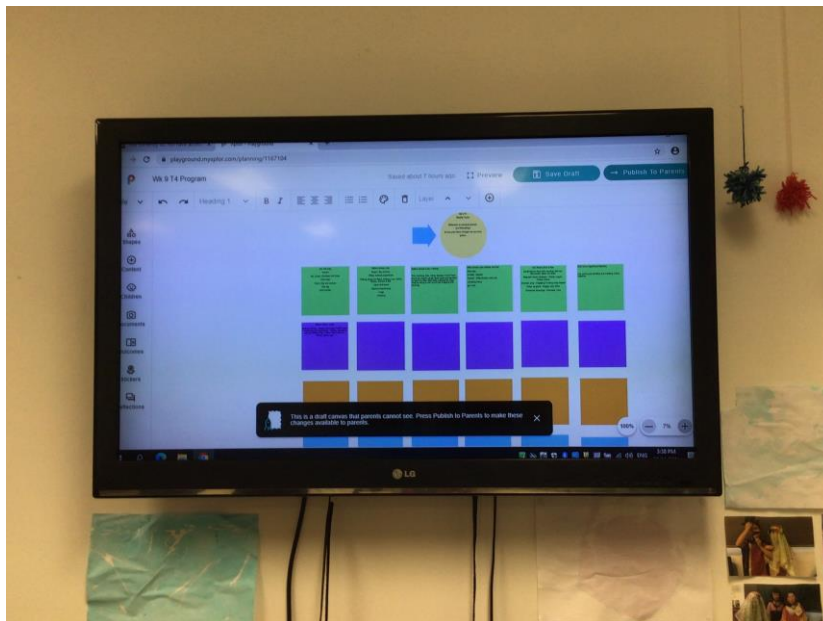
Some meals are provided for you at ROSHC. This includes breakfast at Before School Care, if you want it, and afternoon tea at After School Care. During Vacation Care and on Pupil Free days, there will be breakfast, morning tea, lunch and afternoon tea provided. If you have any special dietary requirements, your family needs to let us know.

If you ever start to feel unwell while you are at ROSHC, then you can tell one of the educators who will comfort you and notify your family member if they need to. It is important not to spread illnesses to other children. If you are feeling sick, please tell an Educator so that they can make sure you and the other children stay safe.

If you get injured while you are at ROSHC, an Educator 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 family member so that appropriate medical attention can be sought immediately.

## **How can you find out what is happening at ROSHC?**

The program of activities for ROSHC is always displayed on the television in the room. The program of activities will give you information about the focus area for the week. This allows the Educators to plan activities that interest you. If you have something in particular that you would like to do, please let an Educator know. The Vacation Care program will be available approximately 2 weeks before the holidays so look out for the exciting activities and excursions planned for these times.





We also have a parent notice board in the foyer of the service where we display photographs from our sessions, post the menu for the week and communicate any notices.



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

ROSHC has a no tolerance approach to bullying and is therefore a “Bully Free Zone”. We want to create a place where all children feel safe. We encourage you to speak up if you are feeling uncomfortable or intimidated by others. The service has policies and procedures in place to make sure incidents of bullying are dealt with immediately, to ensure all children feel safe.

If you feel like you are being bullied whilst at ROSHC you can:

- ✓ Talk to a friend;
- ✓ Talk to an Educator;
- ✓ Talk to a family member;
- ✓ Stand up straight, look the bully in the eye, and say in a firm, confident voice, “leave me alone” or “I don’t like it”;
- ✓ Stay calm and walk away; and
- ✓ If other people are near by, join them so you are not alone.



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

You can speak to one of the Educators anytime you have a problem and they will try to help you in any way they can. This may involve talking to the Coordinator or talking to your family members. You should always tell your family members if you have a problem because they will know who the right people are to talk to.

Never feel afraid to speak up when you have a problem. We are here to help you!

## **Quality Assurance at ROSHC**

ROSHC participates in a system known as The National Quality Framework. This system is designed to make sure children are being cared for in quality child care services. This means that the ROSHC service has to work towards continually improving the service and will sometimes be visited by people from the Office of Early Childhood Education and Care.

These visitors come to ROSHC to monitor how things are going and to undertake a process known as an Assessment. Your input into this process is extremely important and you may be asked to complete a survey or questionnaire on what you think about ROSHC.

## **Service Approval in ROSHC**

In Queensland, OSHC services must hold a special Service Approval, which means they are a safe and suitable place for school age children. To hold a Service Approval, the service must legally comply with several rules. If you would like to know more about our Service Approval at ROSHC, you can ask a member of your family, or an educator, to talk to you about it.

## **How can you share your ideas?**

Your ideas are very valuable to the ROSHC service. These can be shared by telling the educators your ideas, using the communication box and filling out surveys from time to time.

## **Thank you**

Thank you for joining us at ROSHC! We hope you enjoy your time here.