



OSHC TO PRESCHOOL PROCEDURE FOR FAMILIES

Before School drop off

OSHC Opens at 7:00 am

Parents & children arrive from 7 am and parents sign children in using the iPad.

When needed, an educator can assist children with hanging their bag on the hooks after which they ensure that children have put on a vest and/or a hat and have settled.

Breakfast is between 7:00 am – 8:15 am.

Activities include: Reading, Lego, Magnets, Cubby building & Playground and the Cosy Cove

At 8:30 am, the children will remove their vest, collect their bag and are walked over to the Preschool by an OSHC educator.

Children hang up their bag while the OSHC educator signs the children in and informs a Preschool teacher of their arrival.

After School pick up

A designated educator picks up the children Monday to Thursday.

Upon arrival at the Preschool, the OSHC educator will give the teacher the names of those children who are attending OSHC that particular day. Children will be asked to stand.

Only children on the list will be accepted by the OSHC educator.

Once the list has been completely read out, the children will go outside to collect their belongings. The OSHC educator will sign the children out.

Once a child has collected all of their belongings, the OSHC educator will direct them back inside to wait by the kitchen door. The children will be supported by Preschool staff until all OSHC children are ready to leave and the OSHC educator is with them at the kitchen door. A head count will then be conducted and the children will exit via the Preschool kitchen with the OSHC educator.

Children whose name is not on the list, but believe they are 'supposed to be' attending OSHC, will be left at the Preschool and the parent will be contacted by phone by the Preschool staff.

Children whose name is on the list, but have carers on the Preschool site to collect them, will need to go to OSHC and sign the children out from there.

OSHC

The Educator assists children with hanging their bag on a hook, put on a vest &/or a hat, get signed in & go into the sensory/quiet room where they will be reminded of OSHC expectations/boundaries, toileting & run a short meeting talking about what activities are planned for the day.

The educator will then run a short program which is governed by the Early Years Learning Framework (ELYF).

Once the Reception to Year 2's has concluded their meeting, all children meet together for snack & continue with the main program.



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Snack

3:30 – 3:45pm

Is served from the canteen.

Hands on Activity

3:45 – 4:30pm

Activities include: Child led activities, Programmed activities, Reading, Lego, Magnets, Playground. The location & activity is dependent on the programmed activity for the week.

Fruit time

4:45 – 5:00pm

Fruit time is held outside by the front of OSHC. Children line up to wash their hands then get fruit.

Late Afternoon Activities

5:00 – 6:00pm

Parents to sign out their child using the iPad located at the front entrance of OSHC