

DAILY ROUTINE

AFTER SCHOOL CARE

3.30pm-6.15pm

Monday to Friday

***Max 60 children enrolled aged between 5-12years**

3.00pm

- Two staff members arrive and prepare the afternoon snack for the children
- When finished the 2 staff set up the room
- The snack should include two platters of fruit/veggies and two platters of breads/ biscuits

3.20pm

- The coordinator is to mark off any absences and add on any casual bookings
- Safety check should be completed by a staff member

3.30pm

- School bell rings and ASC begins
- Staff are to be in their designated areas: (Two are to be ready with the rolls to sign the children in, one is to be waiting in the hall to play games with the 'Ducklings group' and one supervising the 'chickens group' who are serving their own food)
- When chickens have been signed in by a staff member they go and wash their hands and then serve themselves afternoon tea
- When Ducklings are signed in they go sit in the middle of the hall ready for games

3.35- 3.55pm

- Ducklings are playing games in the hall
- Chickens are eating afternoon tea in the foyer

Rules at eating time:

- Children are to be sitting at all times
- All children must have at least two pieces of fruit before receiving bread or biscuits
- Children are not to be running around at this time. It is "Eating Time and quiet reading time".

3.35pm

- All children should be accounted for by this time. If children are missing contact the office to put an announcement over for them.

3.40pm

- If children are still missing parents must be called ASAP by the coordinator. If parents cannot be contacted call emergency contacts.
- If they are still missing and no family contact has been made by 4.00pm call the police (Chelsea Police PH: 97721344) and DEECD (DEECD PH: 90969595)

3.55pm

- Groups swap over

3.55-4.15pm

- Ducklings Eating time
- Chickens are playing games in the hall or outside or (AASC 4.00-5.00pm) Chickens are to be ready for the AASC activity

4.15pm

- Ducklings join in AASC or outside play time. The children also have the choice of art and craft activities inside.

5.00pm

- Everyone is to come inside, depending on the weather. All sports equipment to be packed up by the children. Activities change weekly inside. Refer to the weekly program displayed.

5.30pm

- Staff are to clean dishes and clean bench's

5.45pm

- Everyone to Pack up the OSHC room
- All toys and games are to be put away (Including Nintendo Wii)
- Tables are to be cleaned
- Chairs stacked to the side safely

6.15pm

- ASC finishes
- Computer to be shut done
- Air con/heater to be turned off
- Lights and fans to be turned off

6.16pm

- Staff are to be checked all children have been signed out by authorized people
- Make sure all rolls and family statements have been locked away in the OSHC office
- Staff home time 😊
- All doors need to be locked (Including back room, office, pantry and exit doors)

DAILY ROUTINE BEFORE SCHOOL CARE

6.45am-8.45am

Monday to Friday

***Max 45 children enrolled aged between 5-12years**

6.45am

- Service opens
- Two staff members commence
- Safety check completed
- Place Before Care roll on the designated table
- Put down chairs
- Set up the room

7.00am

- Third staff member commences
- Cereal, milk, bowls, spoons and red bucket are put on the breakfast table. Hand soap to be placed in an easy to reach place for the children to use.
- Ensure the morning's activities are set up correctly, refer to the weekly program.

7.15-8.00am

- Staff member is to wash their hands; Staff member goes to the kitchen to prepare hot breakfast. Hot breakfast includes: Whole grain toast, fresh fruit, raisin bread, English muffins and crumpets. Occasionally yogurt, pancakes or custard are available too. Drinks of milk and water also provided.
- Children write down what they would like to eat for breakfast and then they go wash their hands

8.00am

- Optional to all children: A staff member takes a group of max 15 outside or in the hall to play games
- Game descriptions are prepared by the coordinator assistant and are detailed in the weekly program. Free time can also be given.

8.30am

- Pack up time
- All children come back inside to help pack up

8.40am

- Group discussion or short game

8.45am

- Program finishes, children are signed out by a staff member and children make their way to class