



COLLEGE CARE

CHILDREN'S

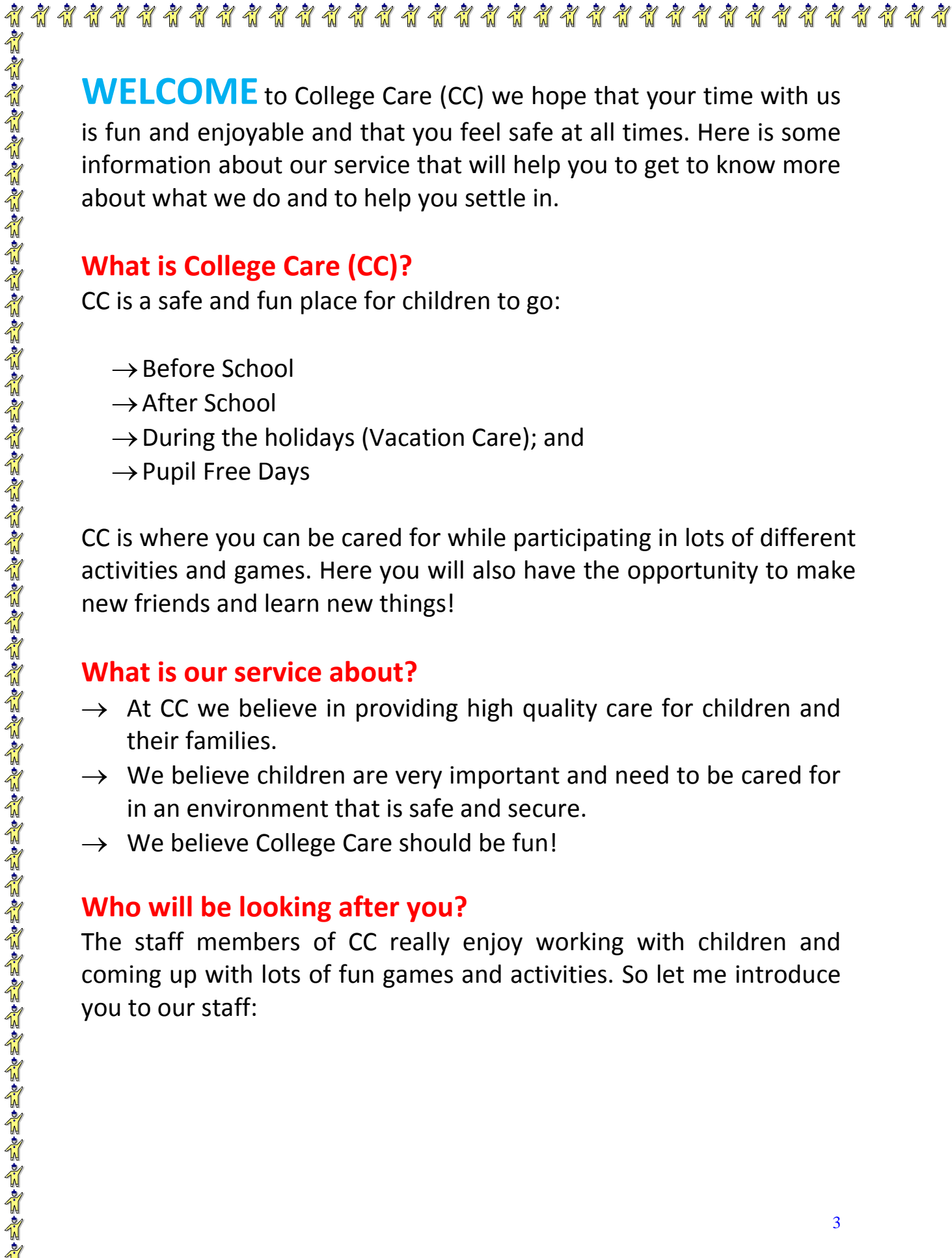
HANDBOOK

2012

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WELCOME to College Care (CC) we hope that your time with us is fun and enjoyable and that you feel safe at all times. Here is some information about our service that will help you to get to know more about what we do and to help you settle in.

What is College Care (CC)?

CC is a safe and fun place for children to go:

- Before School
- After School
- During the holidays (Vacation Care); and
- Pupil Free Days

CC is where you can be cared for while participating in lots of different activities and games. Here you will also have the opportunity to make new friends and learn new things!

What is our service about?

- At CC we believe in providing high quality care for children and their families.
- We believe children are very important and need to be cared for in an environment that is safe and secure.
- We believe College Care should be fun!

Who will be looking after you?

The staff members of CC really enjoy working with children and coming up with lots of fun games and activities. So let me introduce you to our staff:

COLLEGE CARE STAFF

COORDINATOR:

Mr Andrew Hardy



ASSISTANTS:

Mrs Dorothy Nowell (Dot)



Mrs Michelle Geeves (Micky)



Miss Rhiannon Flynn



Miss Hannah Flett



Mrs Tania Baird



Miss Selina Bedville



Miss Natasha (Tash) Percy





How does CC try to meet your needs?

Our goal is to ensure that children

- always come first
- feel safe and happy
- are able to learn new things
- have freedom and choice
- feel respected
- learn to care about and appreciate others
- have the opportunity to explore and experiment
- know who they can go to when they have a problem

What is expected of you?

As a part of our group we will expect you to

- Use kind words
- Show consideration for others
- Share
- Keep your hands and feet to yourself
- Care about your property and the property of others
- Use the service materials and equipment respectfully
- Wear a hat while playing outside

How do you get to CC?

In the mornings Before College Care is held in the room between Prep-L and Prep-C, this is known as the CC room. Here your parents will need to sign you in.

In the afternoon's it is different, all ages meet in the undercover area to be signed in by the director and then you separate into your age groups. It is important that you come to After College Care straight after the bell rings at 3:00pm so that CC staff members know where you are and can mark you off on the roll.

If you are in Prep, one of your teachers or a CC staff member will walk you up to the undercover area. All grades above Prep will walk with a friend from their classrooms. If you are going to any extra curricular activities such as chess, soccer, dance or art and you are booked into ACC you need to sign in with us first.





What do you do when you get to ACC?

Once you are signed into After College Care you sit with your group until everyone is counted then follow your teacher down to your afternoon tea area. Afternoon tea is a good opportunity to sit and chat with your friends while having a healthy snack. After having something to eat and drink we will get into our afternoon activities.



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 and help you in any way they can. This may be by talking to you or talking with your family. Never feel afraid to speak up when you have a problem. We are here to help you.

What does the service think about Bullying?

CC is a *bully free zone* and bullying is not accepted. We aim to provide a place where children feel safe and comfortable and are encouraged to speak up when they are feeling intimidated by others.

Keeping healthy in After College Care

It is important to keep ourselves as healthy as possible whether it is at school, home or at After College Care. Some ways you can do this is by:

- Washing your hands with soap after going the toilet, blowing your nose and before eating.
- Not sharing cups, cutlery and plates
- Putting cold things that you may have in your lunchbox in our fridge

If you do ever start to feel unwell while you are in After College Care, you can tell a staff member and they will help you. We can provide a nice quiet spot for you to rest in or if necessary call your parents.



How can you share your ideas?

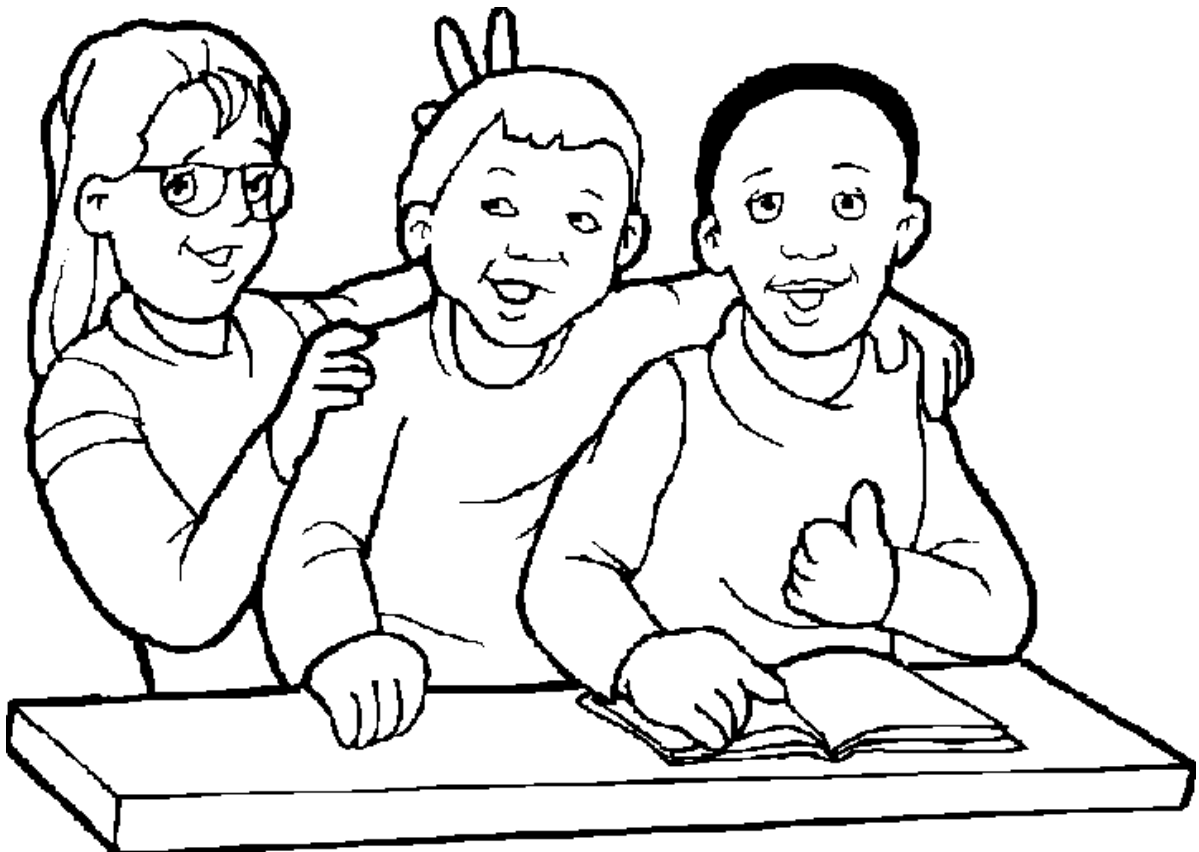
Your ideas and opinions are very valuable to CC. These can be shared by telling a staff member or by using the kid's communication box. There is also an 'All About You' form at the back of this handbook, please fill it in and give it to one of the staff so that we can plan some fun activities that interest you.

Quality Assurance in Outside School Hours Care (OHSC)

Our service participates in a system known as OHSC QA which is administered by the National Childcare Accreditation Council (NCAC). This system is designed to make sure children have access to quality child care experiences. From time to time a visitor from the NCAC may come to our service and see how things are going; you may be asked a few questions as both we and they value your opinions.

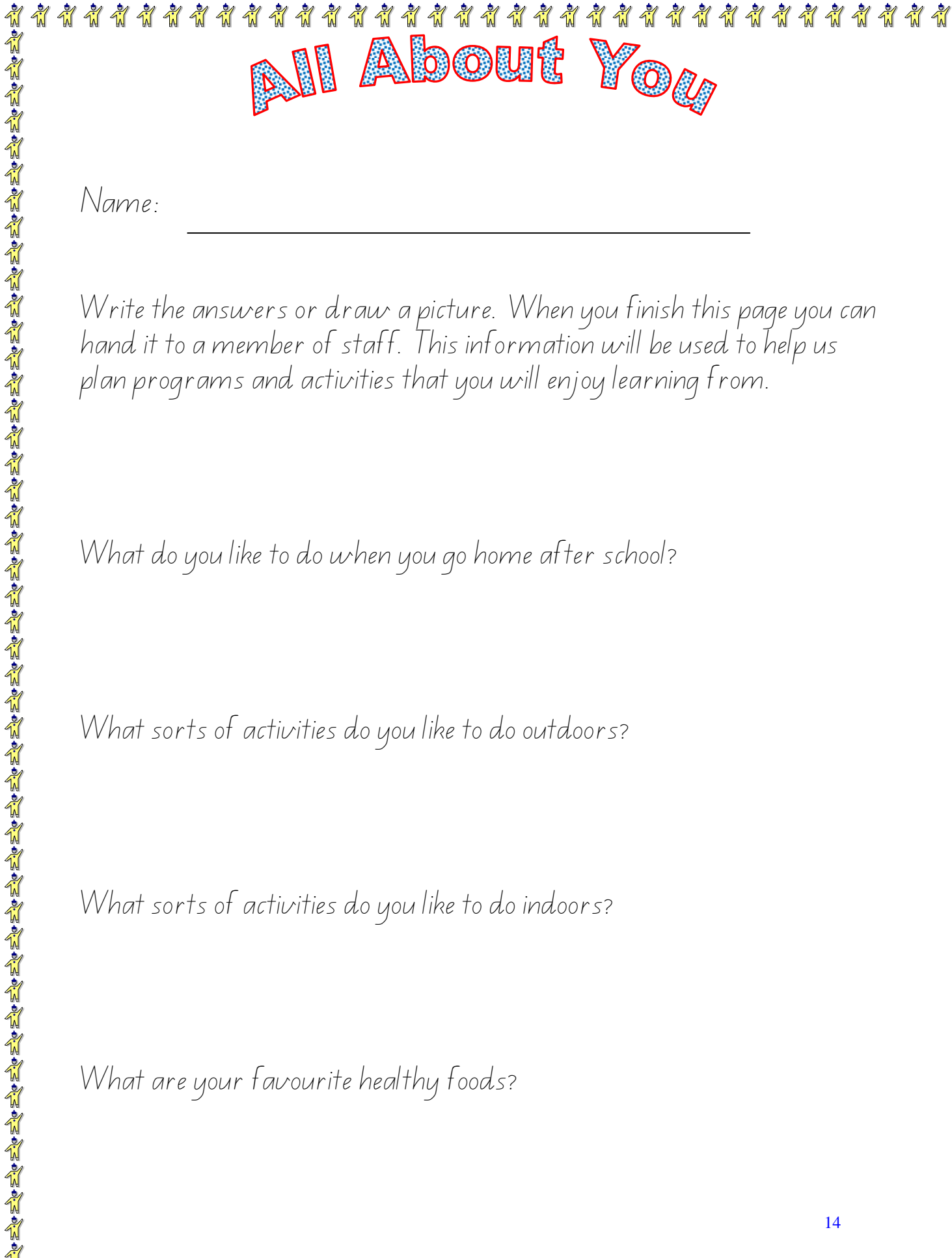
Licensing in OHSC

In QLD, OHSC services must hold a license which means that they are safe and suitable places for school aged children. If you would like to find out more information about this please talk to a member of staff or get mum and dad to follow it up for you.



Colouring Activity:





All About You

Name: _____

Write the answers or draw a picture. When you finish this page you can hand it to a member of staff. This information will be used to help us plan programs and activities that you will enjoy learning from.

What do you like to do when you go home after school?

What sorts of activities do you like to do outdoors?

What sorts of activities do you like to do indoors?

What are your favourite healthy foods?