

<b>B-1</b>	<b>DAILY ROUTINES</b>	 Thornleigh West OOSH
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## POLICY STATEMENT

TWOOSH actively works towards creating a relaxed and fun home-like environment, where child-directed activities are valued. Our aim is for children to be in charge of, and responsible for their own leisure time. We encourage children to create their own games, socialise with others, build on their recreational and life skills and become passionate about their playtime.

We recognise that there are a wide variety of families represented at TWOOSH, all with different needs, and we endeavour to create a program that balances these requirements.

If you would like to discuss any of your child's needs, please see the Responsible Person. Feedback from families and children help us to check that we are getting the balance right.

## REFERENCES AND CONSIDERATIONS

- National Quality Framework 2012

### Related TWOOSH documents

- TWOOSH Philosophy

## PROCEDURES

### Before school care routine

7.00am OPEN	Indoor quiet activities	Different children have different needs in the morning and TWOOSH encourages children to choose their own activities and pace.
7.10am – 8.10am	Breakfast (if required)	We encourage children to select and prepare their own choices of food. TWOOSH encourages healthy eating.
7.10am – 8.20am	Quiet activities	Activities on offer all the time include craft, construction, board games, dress ups, kitchen corner, dolls and doll houses, and reading. Some children may wish to finish off any homework.
8.00am (earlier in summer)	Indoor or outdoor play	If children are interested and weather permits, they can play various outdoor sports or games in the basketball court, front of building, or oval.
8.20am	Pack up	All children are encouraged to assist with leaving the room clean and tidy, ready for the children in the afternoon.
8.30am	Group meeting	In a group, children check the UV rating for the day, and discuss planned topics, interests, etc until the school bell rings.
8.30am – 8.40am	Roll call	Children are marked off the roll and walk out to the main quad where school supervision has commenced.
8.40am – 9.00am	Extended stay	Kindergarten children, new children and any children Educators feel would benefit from staying at TWOOSH for a little longer may leave TWOOSH closer to 9am. Until kindergarten children are ready to walk to the playground with the other children, they will be accompanied to the designated kindergarten play area by TWOOSH Educators. Children from the learning support unit will be escorted to their classrooms.

## After school care routine

3.00pm	Service opens	Children hang their bags up, wash hands, and head to allocated year groups. If UV rating is $\geq 3$ after 3pm, children are given sunscreen to apply.
3.00pm – 3.30pm	Roll call and afternoon tea	Children meet Educators at roll call group to have their name marked off and be signed in. Children help themselves to water and afternoon tea prepared by the Educators. Missing children are followed up immediately by calling parents. Note: The school does not automatically let TWOOSH know if children are away, please notify TWOOSH via the family APP. There is a search fee of \$5 per instance if TWOOSH is not notified.
3.00pm – 6.00pm	Extra activities	Where requested by Guardians in writing, children may attend other activities in the school grounds or on Oakleigh Oval throughout the afternoon. Educators will remind children to attend.
3.30pm – 4:00pm	Outdoor play	Weather permitting, children and Educators are encouraged to stay outside for some physical activities and fresh air before the indoor activities commence. Some TWOOSH children like sitting on the veranda to complete their homework at this time.
3.45pm – 5.00pm	Free choice activities	A range of activities are organised and set up throughout the inside and outside environments surrounding TWOOSH. We recognise that children have been in a structured environment for six hours at school and that they need to unwind and relax, however if you feel the need for your child to start their homework at TWOOSH, please encourage your child to take their homework books inside and work in a quiet area. Children are required to pack up after themselves before leaving with their Guardians or after finishing an activity.
	Indoor play	Inside activities include craft, homework, book corner, dramatic play corner, construction corner, board games, laptops, and cooking (a few times a week).
	Outdoor play	Children can engage in outdoor play on the oval, basketball court, sandpit, veranda, and on occasions, the adventure playground. A range of sporting, creative, construction and imaginative play equipment is set up and available. Educators also arrange organised games and sporting activities.
4.30pm	Fruit time and roll call	Children are selected to help serve fruit to their peers. This is usually served in the garden area and all children are reminded to eat some fruit. Children meet in roll call groups to ensure all children who have not been signed out of TWOOSH by this time are accounted for.
5.00pm	Pack up	All areas inside and out are packed up and all equipment are returned to the correct storage places. This is the responsibility of the children and the Educators will help direct them appropriately during this time.
5.15pm	Late games	Children have a choice to participate in group games, read a book or draw quietly inside the main TWOOSH room.
5.30pm	Late snack	Late snack is served to children remaining at TWOOSH after this time only.
5.30 pm – 6.15 pm	Quiet activities and home time	Activities options include board games, Educator-led group games, reading, or DVDs. Guardians are required to sign their children out and let an Educator know when they are picking up their child. Guardians need to ring and advise Educators if they think they may be late picking up their child. Keeping TWOOSH informed prevents children from worrying.
6.15 pm CLOSE		There is a late fee if Guardians are late picking up their child (see below).

## Children not picked up by 6.15pm

There is a late fee of \$14 for every ten minutes or part thereof that you are late picking up your child. If you're running late, you will need to organise for an authorised adult to pick up on your behalf and notify OOSH of their details in writing.

If your child is not picked up by 6.15pm and you have not notified us of a delay, we will ring the listed Guardians, followed by emergency contacts. If no one is contactable and the child remains at the centre at 6.30pm, a member of the Management Committee will be contacted and further steps will be taken; this may include contacting the police. Refer to Policy A-5 for more details.

## Variations to routines

### Wet/extreme weather

- ◆ Variations may include: no outdoor play, video games, movies, or quieter activities in the lower and/or upper AV rooms and surrounding wet areas, extra availability of electronic equipment, and games or activities in the hall. TWOOSH also has access to the library and the COLA.

### Sick/tired children

- ◆ On days when children are tired or sick and awaiting pick up (e.g. towards the end of school term or on very active school days e.g., cross country, etc) variations as for wet weather may occur.

### School events

- ◆ On some days TWOOSH may need to alter the program to accommodate the school's need to use certain spaces.

### External factors

- ◆ E.g., power outages, bushfires, floods, major health risk or pandemics. Variations may include: changes to hygiene practices, food handling, use of spaces, programs, opening hours, school events that may interfere with TWOOSH operation.

## Revisions

### Date of next review: June 2022

Date	Reviewer	Approved by
11.09.17		TWOOSH Management Committee
06.08.18		TWOOSH Management Committee
03.06.19		TWOOSH Management Committee
22.06.20	LL, MK	TWOOSH Management Committee
21.06.21	MK	TWOOSH Management Committee
22.03.23	MS	TWOOSH Management Committee