

Mimi OOSH



Kids Handbook

Welcome to Mimi's

Mimi out of School Hours (OOSH) Care is located next to the toilets in the school grounds of Cronulla Public School. Mimi OOSH is called "Mimi's", after Mimi Kindergarten because the lady who owns the Kindergarten, "Judy", also owns Mimi OOSH.

Staff

At Mimi's we have up to 5 trained educators looking after you their names are:

- Melissa
- Star
- Janece
- Emily
- Tahlee
- Sonja
- Liam
- Katelyn
- Elissa
- Rachael

All of our Educators are only too happy to help you or answer any of your questions so feel free to talk to them any time.

When is OOSH open?

OOSH is opened in the mornings from 7am until 9am and in the afternoon from 3pm until 6pm every day of the week except for the weekends. During the school holidays we are open all day from 7am until 6pm every day of the week except for the weekends.

What do I do when I come and go from Mimi's?

In the morning

- ☐ You will be signed in by the person who drops you off
- ☐ You can make your own yummy toast or have fruit for breakfast, but first you will need to wash your hands in the bathroom next door. Breakfast is usually from 7am until 8am. We always have water for you to drink. Although breakfast is until 8 we stop serving toast at 7:45.
- ☐ There will be lots of cool games and craft to enjoy.
- ☐ At 8:45am we will pack away, then at 9:00am the bell rings and a school teacher will come out and look after you and the Mimi's Educators will go home, you will play with your friends with the school teacher in the yard until school goes in at 9:20am

In the Afternoon:

- ☐ After you first come to the OOSH. An educator usually Mel will wait for you outside the toilets where you will wash your hands and put some sunscreen on. Once that is done you will get a stamp, so the other educators know that you are ready to eat. And also it lets us know that you are there.
- ☐ There will then be lots of arts, crafts and games to play inside and/or outside and an area for you to do your homework at until you are picked up. You can help decide what types of things we do at OOSH by writing your suggestions into the programming book or asking an educator or your parents to help you do it.

What about vacation care?

During the holidays the mornings and afternoons are almost the same but during the day you need to bring your own lunch and there will be heaps of activities and excursions to do and go on. Again you can help decide what activities we do at vacation care by writing your suggestions into the programming book or asking a career or your parents to help you do it.

What to Wear & Bring during vacation care?

We recommend that you dress in clothes that it doesn't matter if they accidentally get paint on them as we do a lot of messy activities. We suggest that you don't wear shoes like Barbie high heels or thongs as they are not stable shoes for playing. If you are riding a bike or scooter during vacation care you will only be allowed to ride if you are wearing inclosed shoes and a helmet.

We recommend that your bag should contain;

- A change of clothes (clearly labelled),
- Lunch and morning tea (afternoon tea is provided),
- A jumper,
- Drink bottle with water only
- **Labelled wide brimmed hat every day. WE HAVE A NO HAT NO PLAY POLICY AT OOSH**

Toilets

The OOSH toilets are opposite OOSH room. If you feel worried about going to the toilet or cannot remember where they are, don't worry because all you have to do is ask a Mimi educator and they will be only too happy to help you.

What do the other OOSH kids want you to know about OOSH?

Here are some things some of the "Mimi's", kids thought new kids might like to know about going to OOSH:

Keelee year 4. They offer sports

Haylie Kindergarten I like going to the basketball court and playing on the climbing spider.

Koby kindergarten I like playing sausage sizzle.

Caylem year 4 its fun to hang out with your friends.

Naomi year 6 I like doing craft.

Mimi OOSH Emergency Evacuation Procedure

- Stay calm and remember your behaviour affects everyone.
- Direct children outside. Children need stand in two lines in front of one educator at the bottom of the stairs that are located just outside the Mimi's room.
- Children who may be playing in outdoor areas who cannot hear the whistle will be immediately contacted via phone or walkie talkie and directed to also make there way

to the first meeting point. (bottom of stairs outside of OOSH room. Calm them if needed).

- If there are any children with additional needs their support worker needs to take their hand and stay with them.

Staff Instructions:

- Mel or Mel's replacement gets the evacuation bag, room key and phone.
- Janece or her replacement grabs the first aid kit.
- Mel or Mel's replacement collects the educator and children's sign in/out books OR iPad. When children are in two lines, Mel or replacement calls children's and educator's names off roll.
- Sonja or her replacement checks the room and toilet and makes sure no one is left behind.
- Educators direct all the children to hold hands with a partner in two lines.
 - Mel or Mel's replacement will lead, walking in front of the line.
 - Another educator will walk at the rear of the line.
 - Other educators to position themselves in the middle of the line.
- Mel or Mel's replacement will direct all children and educators to walk to the bottom gate while holding hands with their partners.
- Sonja to check that there is no one left in the room or the bathrooms for the second time and then proceeds to follow the children and educators to the bottom gate.
- Mel or Mel's replacement unlocks the gate and directs all children and educators to make their way to the assembly area at the front of the bottom gate.
 - If the area is compromised, Mel or Mel's replacement will direct the children and educators to the top gate toward the bus stop.
 - If the area is also compromised, Mel or Mel's replacement will direct children and educators to the basketball court.
- Educators to administer first aid if required.
- Mel or Mel's replacement checks all children and educators off the roll for the second time.
- Educators calm the children and keep them occupied by singing songs, playing games and reading books.
- Mel or Mel's replacement calls 000 and then contacts all children's parents from the list in the evacuation bag.

Mimi OOSH lock down procedure

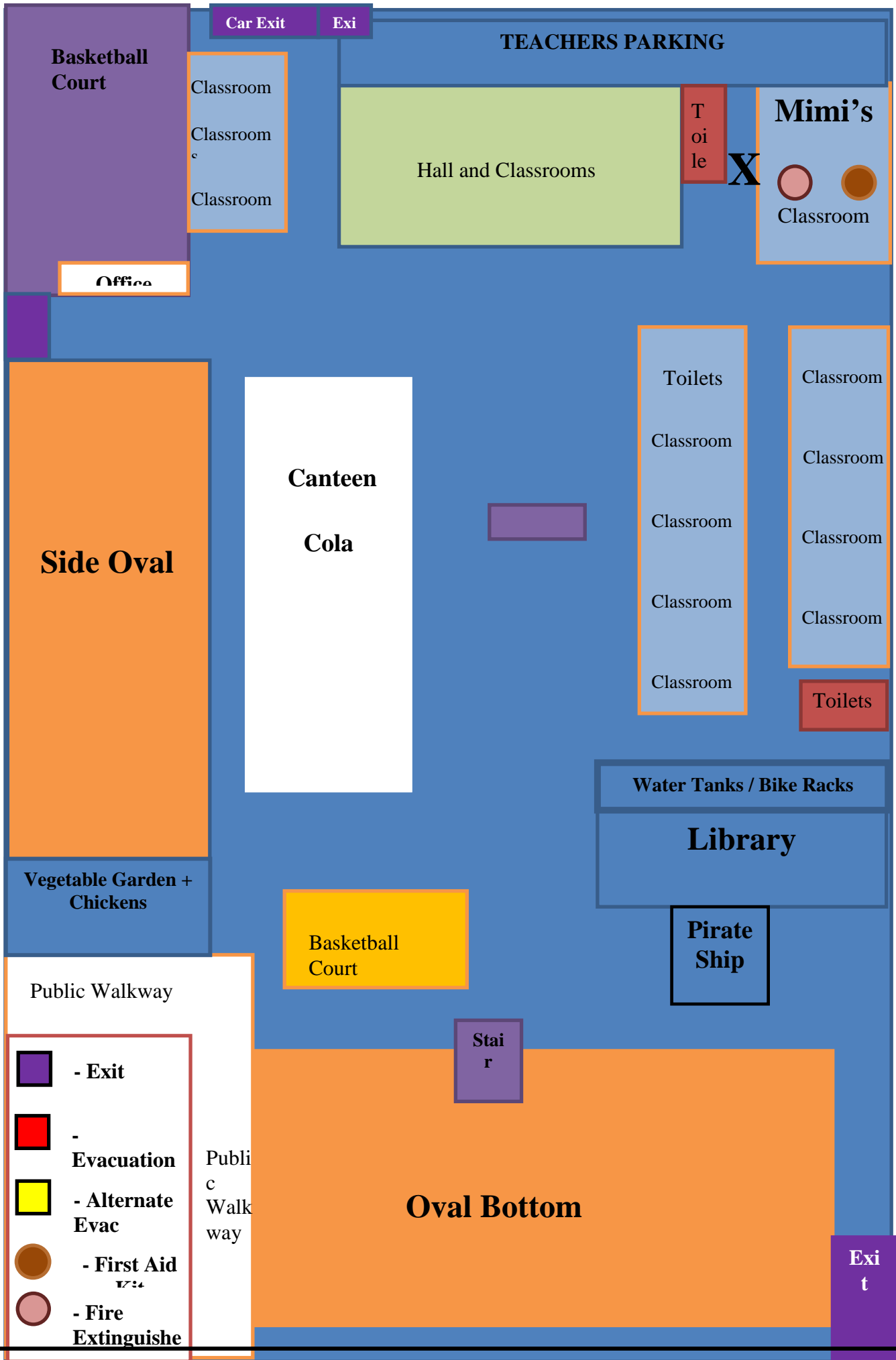
If for any reason Mimi OOSH needs to be locked down all Mimi OOSH stake holders will be expected to follow this procedure. The following are some incidents that may warrant Mimi OOSH to be locked down:






- acts of violence out side of the OOSH room
- nuclear emergency

- chemical spill near the OOSH room

Procedure:

- The emergency bell/ whistle will be rung to alert Mimi OOSH users that a emergency has occurred
- Direct children inside to sit on the mat. Calm them if needed.
- call children's and educators names off roll.
- Check the outside areas and makes sure no one is left behind.
- All windows and doors are to be closed and locked, door gaps are to sealed with towels and curtains drawn
- Administer first aid if required.
- call 000 and then contacts all children's parents from the list
- Wait for advice from emergency services before leaving the room.



-  - Exit
-  - Evacuation
-  - Alternate Evac
-  - First Aid
-  - Fire Extinguisher

All about me sheet

The most important thing at OOSH is you and your friends and making sure you have an awesome time. Please help us make OOSH one of your favourite places by letting us know all about you and what you like the best, by filling in this "All about me sheet", or asking your parents to help you and then giving it to a staff member when you start coming to OOSH.

Name:

Age:

School:

What things do you like to do?

What do you want to do at OOSH?

What would you like to eat at OOSH?

Is there any food you don't like or are allergic too?

Do you have anything you would like us to know about you?

Is there anything you would like to bring or share from your home with us at OOSH?

Is there an experience, excursion or outing you would really like to do in vacation care?

Who do you like playing with?