

Mimi OOSH



Kids Handbook

Welcome to Mimi's

Mimi out of School Hours (OOSH) Care is located next to the bathroom in the school grounds of Cronulla Public school. Mimi OOSH is part of the Mimi Kindergarten Long Day Care Centre and is owned by Judy Hewison. The centre are named after Judy's Mm who started the service over 30 years ago.

Staff

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

- Karen L
- Rebecca
- Sonja
- Melissa
- Jenny
- Sarah
- Joanne

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 opens in the mornings from 7am until 9am and in the afternoon from 3pm until 6pm every school day. During the school holidays we are open all day from 7am until 6pm, Monday to Friday excluding public holidays.

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 served from 7am until 8am. We always have water available for you to drink from our water fountain, you may get a drink whenever you like.
- After you have had breakfast there will be lots of games and art and craft for you to do

- At around 8:30am if you go to a different school someone will walk with you to the bus stop and wait for the Mimi bus driver to pick you up and take you to school.
- If you go to Cronulla Public School at 8:45am we will pack away and go to the undercover outdoor area and have a little play. At 9:00am when the school teacher is only duty you will be free to play with your school friend and Mimi's OOSH will close for the morning.

In the Afternoon:

- If you go to different school the Mimi bus driver will pick you up from your school bus stop and drive you to Mimi OOSH. A staff member will meet you at the bus stop and walk you back to OOSH. If you go to Cronulla Public School you will make your way over to meet one of our educators where they will sign you in.
- The first thing to do is to wash your hands so we can enjoy the yummy afternoon tea the educators have prepared. We always have water for you to drink from our water fountain; you can help yourself to water anytime.
- After afternoon tea there will be lots of arts, crafts and games to play and an area for you to do your homework at, until you are collected by your family. You can help decide what types of things we do at OOSH by writing your suggestions into the programming book or asking a 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 carer or your parents to help you do it.

What to Wear & Bring during vacation care?

We recommend that you dress in comfortable clothes and remember that we do lots of messy and fun activities so don't wear your best clothes. Comfortable, enclosed shoes are a must as we are running playing games and sport and it's a bit hard to do this in Barbie High heels or thongs

We recommend that your bag should contain;

- A change of clothes (clearly labelled),
- Lunch (morning and 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 next door to the 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:

- *Sergei, year 5*
"I think Mimi's is nice, not too bad at all. I love going outside and playing with my friends. I play the different activities they have inside Mimi's to, there fun!"
- *Tyler, year 2*
"I think it's good I like it alot, the people are nice and the teachers are too".
- *Josh, year 4*
"Fun, playful, relaxing and hanging out with my friends is awesome!"
- *Mila, year 4*
"Its fun everyday that I go there. I love the frozen oranges they give you in the holidays".
- *Conan, year 1*
"I like seeing my friend from another school there; I like the apples the most".

Being Safe at Mimi OOSH

Please read our Evacuation procedure listed below so you know what to do in case of an emergency

Mimi OOSH Emergency Evacuation Procedure

- Stay calm remember your behaviour affects everyone.
- Direct children outside to sit on the handball square closest to the front door. Calm them if needed.

- If there are any children with additional needs their support worker needs to take their hand and stay with them.
- If there are children playing outside and do not hear the alarm, the educator present with those children will be informed of the situation via the walkie-talkie they will be directed to head straight to the handball square closest to the front door to assemble with the other children.
- Mel or Mel's replacement gets the evacuation bag and the keys.
- Rebecca or her replacement grabs the first aid kit.
- Sonja or her replacement collects the educator and children's sign in and out books and calls children's and educators names off roll.
- Rebecca or her replacement checks the room and toilet and makes sure no one is left behind.
- Sonja to bring the phone.
- Educators direct all the children to hold hands with a partner and to form a line. With Mel at the front and Rebecca at the rear and the other educators to position themselves in the middle of the line.
- Mel or her replacement at the front of the line directs all children and educators to walk to the bottom gate while holding hands with their partners.
- Rebecca to check that there is no one left in the room or the bathrooms again and then proceeds to the exit area.
- Mel or her replacement at the front of the line 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 they will assemble out the front of the school on Burraneer Bay Road.
- All educators direct the children to sit down in a line while still holding their partners hand.

- Educators to administer first aid if required.
- Rebecca again checks all children and educators off the roll.
- Other educators calm the children and keep them occupied by singing songs, playing games and reading books.
- Sonja or Sonja's replacement calls 000 and then contacts all children's parents from the list in the evacuation bag.

All about me sheet

The most important thing at OOSH is that you and your friends are having an awesome time. Please help us make OOSH one of your favourite places by letting us know all about you and what things you like doing. This "All about me sheet" will enable us to plan activities, art, craft and food that you like. If you need help please ask your parents or an educator at OOSH and they will help you fill it in. When you are finished you can hand it in to Mel or Karen

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 excursion or outing you would really like to do in vacation care?