

GRAYS POINT ACTIVITY CENTRE INC

ORIENTATION HANDBOOK

At Activity Centre we want you to have fun!

Activity Centre is not school!

At Activity Centre we do lots of interesting and fun things like playing games, experiments, gardening, painting, sport, cooking, art and craft. Every day new activities are run for children and it is up to you what activities you would like to join in each day.

If you have any ideas about what you would like to do please tell us so we can help you if needed or plan for other children to do your activity as well.

At Activity Centre we play inside and outside in the playground.

Like everywhere, Activity Centre has rules so your time at Activity is safe and fun at the same time.

Please read and learn the rules.



CO-ORDINATOR: NICOLE GIEZEKAMP

Grays Point Activity Centre Inc, 109 Angle Rd, Grays Point 2232

Located in the grounds of Grays Point Public School

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WHAT HAPPENS AT ACTIVITY CENTRE?

Activity Centre has daily routines so you will always know what is happening and what is expected of you.

What is our Morning Routine?

*When you arrive at Activity Centre in the morning hang your bag on one of the hooks and come into the centre.

*Once you are in the centre your family will sign you in and say goodbye.

* If you have not had breakfast yet, you will be able to order some between 7.00am and 7.45am. We usually have cereals, toast with spreads (no peanut butter of course), spaghetti or melted cheese on it and milk and water to drink.

* Before you eat, you will need to wash your hands and then sit at the breakfast table. When you have finished please throw your leftovers in the bin and leave your plate on the counter.

* Now you are free to join any activity and play with the other children.

* Between 7.30am and 8.00 am we will offer a planned outside game as well as free play on the active playground (in front of the school office)

* At 8.20am staff take all outside children to play on the equipment side. If you are inside we will remind you to start packing away equipment you have been using or start finishing your projects/ activities.

* The morning bell will ring at 8.50am and staff will now walk you over to your class room in the first few weeks of term 1 (Kinder children only).

What is our Afternoon Routine?

- * Straight after the school bell has rung, walk to Activity Centre on the days you are booked in. Kindergarten children meet a GPAC staff near the bridge
- * When you arrive at the centre hang your bag on a free hook and get signed in.
- * If you are in Year 3-6 you will hang up your bag and go behind the Activity Centre and see staff to get signed in. You will need to wait until the bell rings to line up for afternoon tea inside Activity Centre.
- * Before eating, wash your hands with soap and dry them with a paper towel. Next you will go to our buffet and grab one serve of afternoon tea using the tongs provided. Take your plate and sit at one of the tables for afternoon tea. Please try to remember to use inside voices during afternoon tea.
- * When everyone has finished eating afternoon tea, staff will tell you what activities are planned for the afternoon and which playground you will be allowed to use. We will tell you when the UV is high and you have to wear your hat outside. We will ring a bell for the 3-6 children to have their afternoon tea while K-2 are going to go outside.
- * Every afternoon we have one planned sports activity. When our planned game is finished, you may do an activity inside like our planned craft or some drawing, make something of the things in the Mr. Maker Corner or play with some of the toys or games. You can also stay outside and play or do other outdoor activities within the boundaries.
- * At about 5.30pm staff will have you pack away any equipment you have been using and you may go and play near the Activity Centre until your family arrives to pick you up.
In winter we will go inside and offer a movie or other indoor activities
- * When you leave, please check that you have all your belongings with you

ACTIVITY CENTRE RULES:

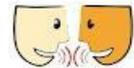
 1. Put your bag and your belongings in the designated area when you arrive

2. Only walk inside and on the verandah.
Running, tip games etc are for outside.



 3. Use your inside voice when you are inside. Loud voices are for outside only.

4. Use nice language and tone of voice when talking to others.
Always try to be polite. Say please and thank you.



 5. Treat everyone at Activity the way you would like to be treated. Listen to each other, share equipment, be fair, use words to resolve arguments, be kind and respectful to others and to their property



6. Always wash your hands before you eat. Sit at tables during breakfast and afternoon tea until you have finished eating or afternoon tea is finished.

7. The sports store room, centre mobile and walkie talkies are for staff only.

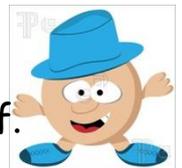


 8. Listen to staff and their instructions. Ask if you don't understand what is expected of you. Staff is here to help you and others, keep everyone safe, avoid injuries to yourself and others.



When you are outside it is important that you remember to:

9. Wear a hat and keep your shoes on to protect yourself.



10. Play within the boundaries and where you can see a staff member.



11. Share Activity Centre equipment and pack it away when you have finished playing with it.

