

Offene Ganztags Schule (all-day schooling) at Lousberg

Handbook for all guests, big and small
from parents to parents

From I
to you
to us



The Team

Karin Wetter	Coordinator
Christina Schewior	Social worker/Substitute to the Coordinator
Bea Tucholski	Caregiver
Doris Deutmann	Caregiver
Lea Wessel	Caregiver & Social worker
Silvia Haasler	Caregiver
Rebecca Stransky	Caregiver
Sanja Kropp	Social worker
Isabel Schröter	Diploma in Special Education with focus on art and movement therapy
Ersin Tasar	Social worker
Claudia Schleiffer	Social worker
Tobias Haugrund	Caregiver

Angela Wiesenthal, educational Staff
Alexandra Kazaki und
Rokaya Turjman

Interns

Melissa Repp (PIA - Practice-integrated professional training)

Jasmin Thönnisen (PIA - Practice-integrated professional training)

Opening Times

Monday - Friday
08:00 – 16:30



In the first weeks, the first-graders are picked up by their primary caregivers after school (lessons). As soon as the children know the way to the OGS, they go from the classroom to the OGS independently.

The OGS is open during the times stated above, with a few exceptions. Different opening times apply during the holidays (Ferien). You can find special opening times on our homepage.

Sick notes

Please let us know when your child is sick and cannot attend the OGS.



ogs.am.lousberg@gmx.de

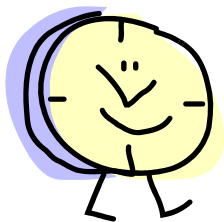


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08:00 - 11:30

Daily Schedule

- **from 8:00**
Lessons, the OGS is open
- **After school (lessons):**
1st pick-up phase
- **11:35 – 14:00**
Lunch in several groups
- **11:50 – 13:15**
Free play within the groups
From 13:15 p.m. in the school yard
- **13:45 – 14:45**
Study time/playing study time
- **14:45 – 15:00**
2nd pick-up phase
- **15:00 – 16:15**
Courses or free play
- **16:15**
3rd pick-up phase
- **16:30**
End of day for ALL



Please call if you are running late to pick up your child!



Study time

The OGS study times take place from Monday to Thursday. They serve to complete homework. However, parents should of course check their child's homework.



The learning time takes place in the classrooms. There, the children are looked after by a permanent OGS team member.

There is close communication between the OGS supervisor and the class teacher. If your child or the whole class has difficulties with their homework, the teacher receives appropriate feedback.

Contact person for homework questions: Each class has a key caregiver and a teacher who you are welcome to ask questions to.



Courses

In the afternoons, the children can take part in various courses. These take place Monday to Thursday between 15:00 and 16:00, and on Fridays from 14:00 to 15:00, because there is no study time then.

The children in the first grade can try out all the courses only after the autumn holidays. From January, the first graders also choose their fixed



courses. The allocation takes place a little later. It is not always possible to fulfil all requests, but the OGS tries its best.

The courses are changed every 12 weeks, so that every child can attend their favourite course once during the school year.

Children can also spontaneously attend many (not all) courses.

Pick-up

Pick-up times

1. After school (lessons)
2. 14:45 – 15:00
3. 16:15

In principle, the children can be picked up at any time, but only outside of study time and courses. If it is necessary to pick up your child during this time due to an appointment, we ask that you please let us know in time.

Notice of departure !!!

The children should always give notice of departure when leaving the school to their caregiver or another OGS employee. Please remind your child of this!

People authorized to pick up your child



At the start of school, a list of people authorized to pick up your child will be created. It is particularly important at the beginning to make these people known to the team.

What do I need in the OGS?

An era is coming to an end. Many different things had to be taken to kindergarten. Slippers, a change of clothes, rubber boots...

Your child does not generally need any additional items for the OGS. A change of clothes would be advisable at the beginning.

We also ask you to label items of clothing and other "things" with your child's name.

If the OGS goes on tour and additional things are needed, we will let you know in advance.



What is where?

Office of the Coordinator:

Lower entrance directly to the left

Canteen (Mensa):

Lower entrance 1st floor left

Parents' kitchen:

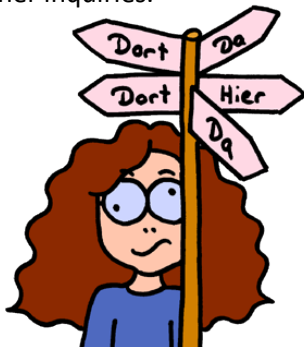
Upper entrance (from the schoolyard) directly to the left around the corner

Info box:

Lower entrance on the 1st floor in the stairwell

Lost and found box:

A box/clothes rack in the hallway area (parents' kitchen). Further inquiries.



Holiday care/Meal orders



The OGS is open during the holidays. Together with the OGS Passstraße, the entire holiday period is covered.

Holiday care needs will be requested via parental mail (Postmappe) timely before the start of the holidays. The registration is binding. For the summer holidays, you can register your child for the OGS holiday care for a maximum of three of the six weeks.

During the holidays, the OGS organizes an attractive holiday program (posted and available online). The children experience the school rooms completely differently, with many excursions and activities on offer.

Everything takes place in a relaxed daily routine. The OGS is open at its usual times, the children can come between 8:00 and 9:00. If the children decide to go on an excursion, they cannot be picked up before 15:00.

There is no lunch offer during the holidays. Please give enough to eat and drink for the child to take with them.

Meal orders:

If your child wants to eat vegetarian food, please send a message to the email address above.

This information is important for the meal orders.

Supervision



In the OGS, children can move around freely. Access to all rooms is permitted. The OGS employees are assigned to the rooms so that your child is under supervision. There are small "islands" everywhere where the children can feel unobserved. The OGS promotes these islands because our children need them.

Deregistration

Deregistration from the OGS must be made in writing. If the child no longer attends the OGS (e.g. due to moving), the deregistration must also be made in writing. Forms are available in the OGS.

Going home alone

Your child can go home alone as soon as the OGS has your written permission (the form is available in the OGS). They must then notify a caregiver of their departure. This is required by law so that the teachers are released from their duty of supervision.

Activities

Information evening

The OGS regularly organizes information evenings on topics related to kids, upbringing and education. Inspiration for the various topics comes from the parents.



OGS on tour

The groups either have a fixed day for an excursion or sometimes go on a spontaneous excursion.



OGS Institutions

Peace Bridge

This method is developed, practiced and regularly implemented with the children in every class.

So that the children can use this method independently.

The materials for this are available in the respective classes and in one of the OGS rooms.

Children's Parliament (KiPa – Kinderparlament)

The Children's Parliament meets every two months on Fridays. Here the children have the opportunity to discuss and decide on important issues together with their elected representatives. These decisions are implemented in the everyday life of the OGS.

The KiPa speakers meet every two weeks on Thursdays in the music room.

Parents' council

The parents' council of the OGS consists of around eight to ten parents who are the link between the parents and the OGS employees.

The parents' council:

- forwards your questions and clarifies them
- supports the OGS
- initiates various campaigns

The parents' council is elected democratically during the first Information evening of the school year.

Parental support

Our parents are active.

Whether in the support association (Förderverein), the school or the OGS - in the end it is always about setting up something special for your child. That is why everyone works together here!



Rules

The rules set by the children ensure a pleasant atmosphere. Please stick to them!

Rules for the OGS

1. We treat each other and everything with care and love!
2. We **walk** through the hallway and the stairwell!
3. We walk quietly from room to room!
4. Check in and out with the caregivers!
5. Tidy up the playroom.
6. Only use the indoor toilet during study times.
7. Tidy up between 13:00 – 13:15, then everyone goes outside!

You can find more rules in your child's school planner!!!!

Rules for study time

1. I quietly find a place and start my homework!
2. I work calmly and quietly!
3. If I have a question, I raise my hand quietly!
4. I sign out when I go to the toilet (duck)!
5. We only use the toilets in the school building!

No-go's in the OGS at Lousberg

- Physical violence against children & adults (fun fights)
- Verbal violence
- Exclusion
- Leaving the premises without authorization
- Cell phones, tablets, portable game consoles and smartwatches (also not on toy day)
- Ball games in the school building (except in the exercise room)
- Violation of privacy and intimacy

Notes

If the children have any questions, they are always welcome to turn to the third and fourth graders.
