



*Für Menschen.  
Für Münster.*



# INFOBOOKLET

## ALL-DAY CARE (OGS) OF THE THOMAS-MORUS- SCHOOL

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# OUR SLOGAN



## TREE

The tree stands for the growth of children and their healthy development, that we make possible by our work.

## TRUNK

A symbol for the stability and security, the OGS grants the children, a SAFE SPACE, where children can grow up to have strong and individual personalities.

## LEAF AND BRANCHES

We see every child as unique. For us the support and consideration of the individual needs of every child is an important part of their self-development.

## RAINBOW COLORS

The diversity of our children and of every single coworker is the pillar of our principles. Diversity is an enrichment and differences are a resource. Respectful interactions are a core value we teach the children.



# **GUIDING PRINCIPLES OF THE CARITAS**

## **in excerpts**

- material, physical, and mental wellbeing of humans
- support of individuality and defending everyones dignity and self-determination
- representation of the interests of the weak and disadvantaged
- perceive humans in their individuality with regards to differences in religion, nationality, gender, age and ethnicity, as well as physical or mental individuality, independent from social status or political beliefs
- reliability, transparency and trust to build a strong collaboration between governmental, Christian and other institutions
- the employees are the most valuable potential of the Caritas

## **OGS**

The number of children in the open all-day care of the Thomas-Morus-School, is constantly increasing.

We are a multiprofessional Team consisting of 9 full-time employees, 7 support staff members, half-timers and 5 kitchen workers. Within the framework of the “Förderinsel” project, our pedagogue works closely together with us. She offers individual accompaniment in support groups as well as individual support. We are aware of the responsibility which comes when working with children, so we strive to make every day individual, exciting, creative and involving.



# GENERAL INFORMATION

## **ABSENCE / SICKNESS OF THE CHILD**

Please inform the secretary, by calling 0251 / 230 14 52.

## **PICK UP TIMES**

You can pick up your child at 15.00 and 16.00 p.m.. Please wait in front of the school building and we will accompany your child.

Exception: Until the autumn vacation the first graders can be picked up at 14.00, 15.00 and 16.00 p.m..

On Friday we will close at 15.00 p.m.. There will be only the capacity for a group of 30 children for care outside of normal hours.

## **CORRESPONDENCE**

We send all letters and information via IServ!!

## **VACATION CARE**

We offer to care for your children in parts of the school vacations, which you can book bindingly. In the Easter holidays we are available for the first week, in the summer for the first three weeks and in the autumn for both weeks.

All necessary information including how to sign up will be sent out in time via IServ.

## **COOPERATION WITH PARENTS AND LEGAL GUARDIANS**

A regular correspondence with parents, by hosting parents' afternoons, parent-teacher-days and group afternoons is important to us.

We are glad about all sorts of constructive criticism, ideas and the participation of parents and legal guardians. If you wish to take this offer you can either talk to any OGS employee or the parents' representatives.



## DAILY SCHEDULE

- 11:50/12:35/13:20 Eating lunch in the cafeteria together, with the times depending on the timetable of the school. The children's wishes are considered while eating and choosing the food.
- 11:50 Study time for the second graders in their respective OGS group.
- 12:35 Study time for the first graders in their respective OGS group.
- 14:00 Study time for the third and fourth graders in their respective OGS group.
- 14:00 Start of the first grader's extracurricular activities.  
Free play time  
Pick-up time for the first graders until the autumn vacation.
- 15:00 Start of the second to fourth grader's extracurricular activities.  
Free play time  
Pick-up time for all children.
- 16:00 Last pick-up time (except on fridays)

Every day, each OGS group has a short meeting, called group round, where fresh fruit and vegetables are given out. The times for these vary but are mostly right after the study time.



# LUNCH

Lunch is an important part of the day, that's why we value a well-balanced and healthy Nutrition. Our Food comes from the company "Apetito" and will be delivered frozen to be warmed carefully to preserve nutritional values and vitamins. We offer meat (exclusively beef and chicken) or fish twice a week, but there will be a vegetarian choice every day.

We can deal with allergies easily, by ordering special single menus from Apetito. If your child has any allergies, please consult Ms. Blankenhaus.

Our fresh vegetables and fruits are delivered by regional and organic Producers. Alternating every week, the groups, except the first graders, go there to buy the product. In this way, the children can actively participate in a healthy diet.



# STUDY TIMES

The study times take place Mondays to Thursdays in each group's room. The times for the first and second graders are adjusted in a way, that the participating teachers can support the children individually.

The study times are as following:

<b>first graders</b>	<b>12:35</b>
<b>second graders</b>	<b>11:50</b>
<b>third and fourth graders till</b>	<b>14:45</b>

On fridays there are no homework assignments at the Thomas-Morus-School.

The study time is a permanent part of the day, where OGS employees support the children in their learning and individuality. Each question will be discussed individually, and the children are supported in a way that they try to find a solution. Please note, that we are not responsible for either completeness or correctness of the homework, for the teachers, it's important to know whether or not your child has problems with certain topics.

## GROUP ROUND

Right after the study times, the group round is held. Over fresh fruits and vegetables the children have time to exchange news or information, celebrate birthdays or plan activities.

Once a week the "children's council" is held. After the first few times, the children will discuss individually about the topics important to them, without intervention of OGS employees. The results of this discussion will be brought up in the OGS Team, letting the children participate in decision making.



# THE AFTERNOON

## **Extracurricular activities (EAs)**

On Mondays to Wednesdays, we offer a vast variety of EAs. To ensure that every child has the possibility to participate in an EA, there will be a change every 3 to 6 months. At the beginning of every school year, children can get a short experience of some EAs and can choose afterwards if and what EA they want to participate in.

## **Special on Thursdays - JeKisS**

To ensure that all interested children have a chance to participate in the choir, the JeKisS rehearsal for OGS children is in the afternoon. For first graders it's from 14:00 to 14:45 p.m. and for second to fourth graders it's from 15:00 to 15:45 p.m..

**The rehearsal takes place in the gym and registration needs to be done at the music school.**

## **Free Play**

Choosing EAs is not mandatory in the OGS. If a child doesn't want to participate in any EA at the beginning of the school year but rather want to play with their friends are a day of sitting still during class, then that's what free play is all about. They can decide freely what they want to do from indoor games in the group room to different activities on the schoolyard.



# SPECIAL EVENTS

Besides the traditional German holidays like Easter or Christmas, we discuss and celebrate many other holidays. Our school unifies people from many different cultures and every holiday is equally important to us.

We celebrate with your children:

- Chinese New Year
- Beginning of Ramadan
- Persian New Year
- Eid al-Fitr (or the holiday of breaking the fast)
- Tamil New Year
- Russian-orthodox Easter holiday
- Pessach
- and of course, the Children's Day

Over time there will likely be even more holidays coming from other cultures.

Obviously, carnival and Halloween are celebrated as well. The children have a lot of fun in dressing up.

## **Other events**

- Parent information evenings
- Departing event for fourth graders
- Birthdays of children in their OGS groups
- field trips
- twice a year a big parent's afternoon with performances of the EAs
- once a year a small parent's afternoon in the OGS groups