

OGS- ABC

Neufelder Straße

A...

- **AWO**

The Arbeiter Wohlfahrt Köln is the sponsor of the OGS Neufelder Straße.

- **Afternoon snack**

Between 14: 30-15: 00 we have a joint snack in the group rooms. We use this time for group discussions, exchanging information, birthday parties or rest periods. It is therefore essential to wait in front of the group room door during this time or to come punctually at 3:00 p.m.

- **Arrival**

The children come to their groups after class and register with their group leader or group staff.

- **Accident / insurance coverage**

The children are insured in the statutory accident insurance on the way to and from the facility, during their stay in the facility and during all OGS events also outside the property (walks, excursions, parties, etc.). In the event of an accident, the facility must submit a written report to the responsible accident authority within 3 days. The institution / carrier cannot be held liable for property damage caused by the child.

- **AGs**

In the afternoons we have a wide range of leisure-time educational offers from different educational areas, e.g. sport (football, active kids, gymnastics, yoga), art (colorful, art and clutter), handicrafts (wood workshop, sculptures), nature and the environment (naturalists, experiments), Housekeeping (cooking, baking), music & literature (choir, guitar, drums, bookworms, theater), media (PC, film group) and much more, choose the right AG from a wide range. You are welcome to support your child in their choice, but the child should decide according to their preferences. The child has a two-week "AG test phase" before finally deciding on half a school year. Participation in the AG is mandatory. Your child cannot be picked up at these times. The AG-assignment of the children is done by the OGS management. Make sure that your child selects at least 4 working groups. The number of participants in the working groups is limited. The multiple choice of working groups enables your child to get a working group that is interested in them. If there are more participants than places available for a group, the lot decides. We also respect your child's wishes if they don't want to have an AG for six months.

B...

- **Bridging days**

Individual flexible vacation days can be set by the school for each school year. We will inquire about the need for care on these days in advance. The children from all groups are looked after in the old building.

C...

- **Creative Activities**

We have cross-group creative projects, we do handicrafts for specific seasons or for special celebrations and also according to your child's own ideas or wishes.

- **Closing times**

- always the first three weeks of the summer vacation
- Rose Monday and Carnival Tuesday
- always between Christmas and New Years
- second week of Easter

- **Cellphone ban**

Please note that there is a ban on cell phones and photos on the entire school premises. This applies to both children and adults.

- **Change of clothes**

Appropriate change of clothes should be on the hook or in your child's compartment. Please make sure that everything is labeled with the child's name. Suitable shoes are also welcome. Your child's clothes are quickly soaked from snow, rain or a mishap and with the right change of clothes you can quickly solve the small problem.

- **court supervision**

Between 12:30 pm and 2:30 pm and 3:00 pm to 3:45 pm, your child can be outside in the schoolyard. For the protection and safety of the children, there are always two employees, easy to recognize by their green vests, who supervise the yard. Her tasks include providing first aid in an emergency, providing assistance in the event of conflicts, recognizing and averting conflicts and dangers in good time, and supervising compliance with the court rules. To protect the children, it is not possible to ride a bike, scooter or wave board on regular school days. During the holidays, this is permitted after consultation with the yard supervisor, provided that your child has sufficient protection (helmet, knees, hand and elbow pads).

- **Contact person**

Your personal contact person is first and foremost the respective group leader of your child.



- **Daily routine**

The children finish school at 11:40, 12:40 or 13:25. Accordingly, the daily routine shifts downwards. A four-hour school day could theoretically be structured as follows

Uhrzeit	
11:40	<ul style="list-style-type: none">• Registration OGS• Welcome• Free play
12:00-12:30	<ul style="list-style-type: none">• lunchtime
12:30-13:00	<ul style="list-style-type: none">• freeplay• creative offers
13:00-13:30/13:45	<ul style="list-style-type: none">• Study time
13:30	<ul style="list-style-type: none">• AGs
14:30	<ul style="list-style-type: none">• Afternoon snack
15:00-16:00	<ul style="list-style-type: none">• freeplay• AGs• Open offers• Collection phase

- **Disputes - rules of stopping - getting help is no cheat**

Children should first try to resolve conflicts among themselves. If the stop rule does not apply and the conflict resolution fails, the child gets help from the yard supervisor.

E...

- **Equal opportunities**

We offer all children different perspectives and opportunities to shape themselves individually and help the child in its development.

- **Education**

Education does not only include the reproduction of queryable knowledge, but also competence building, development and promotion. We want to create a framework for the children of the OGS and enable, deepen and promote the immense dimension of learning such as perception, communication skills, concentration, self-initiative, body awareness, conflict management, individuality, community ability, rule sovereignty or the satisfaction of needs.

- **Evaluation**

We regularly evaluate our work and the development of the children in a team. You are welcome to give us praise, tips or suggestions that we can include in the development of the concept.

- **Early Care**

The use of the early care between 8 a.m. and 9 a.m. is only possible for the children of working parents if this is not covered by lessons. Early care takes place in the old building in group 5, ground floor, opposite the dining rooms. Early care phone number: 0163/1629436

F...

- **Food offer**

Invia supplies our OGS with lunch. The compilation of the menu is based on the "DGE quality standards for school catering" published by the Federal Ministry of Food and Agriculture. The quality of the food is very important to us and we attach great importance to a balanced diet rich in vitamins. We only have beef or poultry meat. Your child is welcome to choose a vegetarian menu at the beginning of the school year. If your child is lactose or gluten intolerant, please let us know and your child will receive a separate meal. All OGS children receive a warm, balanced meal after class. This is taken together and offers the opportunity to exchange experiences with the carers and other children in a pleasant atmosphere. Since many children often finish class at the same time and then many people are in the dining rooms, acoustic cubes were attached to the ceilings for sound insulation. We enable an "educational lunch menu". The children can help themselves from the prepared bowls and determine their side dish themselves. They cover up and down and leave their place tidy and clean.

- **Free play**

It is important to us that, despite a tightly structured daily routine with homework, working groups or other offers, your child has enough time for free play. In this way we support and encourage the children in their own initiative, creativity, inventiveness and social interaction with one another.

G...

- **Games and play**

"Did the child just play today and do nothing else?" Playing still has a derogatory aftertaste. Playing is an unconscious, high-intensity acquisition of skills. The game is more or less the job of the child who tries to understand the real world and the events around them and imitates them on a small scale. Children can acquire skills and abilities that are essential for their independence, personal responsibility and self-determination. In their "play job" they not only have to develop and strengthen their own skills or assert themselves, but they have to learn to decipher situations correctly, they have to respond to the needs of others, communicate with others and perhaps make compromises. You have to understand the rules of the game or create your own rules. Likewise in this "doing nothing" your child has a lot of worries and thinks about a lot. At the latest when the child has a problem in the game, you will recognize the complex entanglements involved in a simple game.

- **Group**

In one group there are 27 children from grades 1-4. These are looked after by their group leaders and group employees. In the old building, where groups 1-5 are located, each group has a large, child-friendly, safe group room. These groups are made up of children from different classes. Groups 6-9 are in the new building. The classroom and an adjoining room are available to these groups. These groups also have a PC that may be used. Here the groups are formed homogeneously. All group rooms are equipped with various learning and play materials and play options according to the needs of the children.

- **Group rules**

In order for the harmonious togetherness and cooperation in the individual groups to work, there are certain rules that everyone should adhere to. Respectful togetherness is assumed and cultivated in the group. The group rules are visibly hung up in the respective groups and are supplemented and renewed with the children if necessary.

- **Game components**

In our groups we have a large number of versatile play, construction, movement, role play, painting and handicraft materials. In this way we support and encourage the joy of learning and interests of your child.

H...

- **homework supervision**

Monday-Thursday from 1 pm to 3 pm in the school classrooms As stipulated in the decree, the homework time for children in grades 1 and 2 is 30 minutes each, and for children in grades 3 and 4 45 minutes each. If the children do not complete their homework during this time, you will be informed about this by a note in the homework booklet. The learning time is an integral part of our structure. In a pleasant learning atmosphere, children can do their homework under the guidance of a pedagogical specialist. On three days, a teacher comes for one hour each for individual support. Teachers and educational staff provide help and no tutoring with homework. There is always a lively exchange between group leaders, teachers and employees doing their homework and you are always informed about the processes and circumstances.

- **Holiday care**

We offer holiday care at the following times:

- first week of January
- first week of Easter holidays
- second half of summer holidays
- autumn holidays

You will receive a written query from us in good time. A separate fee is required for the holidays. The registration with time is binding. The specified arrival and pick-up times for the children are binding for personnel planning. During the holidays we are there on the opening days between 8:00 a.m. and 4:00 p.m. The latest arrival time is 9:30 a.m. Please remember to let us know if your child is sick or has other appointments and cannot come later or not at all. We would miss the child and call her. This is at the expense of the leisure quality of the children present and can easily be remedied with an SMS. A varied program is offered to the children during the holidays. We have topic-specific projects, many excursions and still enough time for free play and relaxation. Telephone number holiday program: 0163/1629436

- **Health (including lice, fleas, measles)**

In the interests of everyone involved, please leave a sick child at home. This will protect the other children from infection and your child will be much better off when they can find peace and quiet at home and sleep soundly. If your child is affected by lice / fleas, notify both the school and the OGS. The child should only visit the facility after successful treatment. In order to get the problem under control and to prevent it from spreading, we are obliged to anonymously inform other parents about lice infestation in the group.

- **Hygiene**

This is an important issue for us and we recommend that children wash their hands before and after eating, after using the toilet, before playing in a group or before the fruit show. Soap and disposable towels are provided by us.



- **Individual Support**

We want to do justice to the task of education and upbringing and to help every child in the individual development of their social and personal skills and to encourage them as best as possible. For example, there are overarching staff who do their homework who, if necessary, provide additional support to their child on a small scale or with individual support. Our educational offers are educational incentives that cover the interests of your child in a variety of ways.

- **Info about the child**

Every year you will receive a contact sheet for the child (information about the child). A form with all information such as telephone numbers, pick-up authorization in an emergency, photo permission, special features, etc. It is very important for everyone involved that they fill out the form immediately and inform us immediately if anything has changed in their details.

- **Inclusion**

In an inclusive system, children with and without disabilities cooperate and learn from one another from the very beginning. Only in this way will they become strong together and positively influenced in their development.

J...

- **Jackets**

Every child has a satchel compartment for their satchel and their own hook for a jacket and gym bag. Jackets and other things belong on the appropriate hooks. The change of clothes too.

K...

- **Kid's council**

The participation of the children in the whole day is a valuable concern to us. Children's council is a forum where you can share your thoughts, wishes and needs with us.



- **Let us know in good time**

Should your child ever fall ill, please inform the responsible group leader in good time. You are welcome to leave this as an SMS or voice message. Otherwise we would miss the child and not know that it is safe at home. It is just as important to notify us during the holidays. If you have registered the child for holiday care and the child falls ill or there are other appointments so that the child cannot come, we ask you to send an SMS or voice message on 0163/1629436 (holiday phone).

- **Lost property / lost and found box**

Huge amounts of jackets, hats, scarves, shoes and sports bags accumulate every year. We have found boxes with mountains of clothing in the entrance area of the new building and in the gym. If you name your child's possessions, we may be able to identify and return them more easily.

- **Liability**

We accept no liability for any clothing, objects or toys your children bring with them. Please make sure that your child does not bring any valuables or play materials into the OGS. The child takes responsibility for the toys brought with them on Friday (toy day).

- **Late care**

The use of late care between 4 p.m. and 5 p.m. is only possible for children of working parents if necessary. The late care takes place

in the old building in group 5, ground floor, opposite the dining rooms.

Telephone number for late care: 0163/1629436

- **Leather ball**

Your child is only allowed to bring one soft or plastic ball to play football.



- **medication**

We are not allowed to give medication. If your child needs medication on a regular basis, please make an individual appointment with the group leader to find an acceptable solution for everyone involved.

- **Misunderstandings**

Since we all think differently and often associate and interpret the same words differently, misunderstandings can arise again and again. If you ever feel misunderstood, have a bad impression or are unsure, please contact us. Because only in a joint conversation can we clear up the misunderstanding, exchange arguments, find compromises or accept the opinion of the other.

N...

- **Numbers/Emergency Telephone numbers**

The info on the child form also contains the contact details of persons authorized to collect. Like your telephone number, these must always be kept up-to-date so that we can reach someone if your child is not doing well.

O...

- **Outside / the school yard**

We encourage and support the children's urge to exercise in the fresh air and have various climbing opportunities, designated soccer fields, table tennis courts, basketball hoops and an extensive sandpit area for the designers. Your child has the opportunity to play outside in all weathers. Keep this in mind when choosing clothes and changing clothes. The children are only allowed to play outside if the yard is supervised.

- **OGS Management**

The OGS is managed by Mrs. Hinze. Your contact details are:
OGS Neufelder Str. 2-4,
51067 Cologne

Email: hinze@awo-koeln.de
Phone: 0221/965001020

If you have any questions, please feel free to make an appointment with Mrs. Hinze.

- **OGS opening times**

Monday - Thursday: 8 a.m. - 9 a.m. (early care)

Monday - Friday: 11.40 a.m. - 5.00 p.m. (4 p.m. - 5 p.m. late care)

Care in the OGS is also possible during the holiday periods. In summer the OGS is closed for 3 weeks.

- **OGS festival**

Every two years the parents and OGS employees organize a party together. A relaxed get-together. Everyone contributes something. Delicious food, desserts, drinks stand, assembly or dismantling, exciting educational offers, football tournament or dodgeball, or simply just having a relaxed chat.

P...

- **Parental mail**

You will receive Infopost with queries or news from us at regular intervals. Therefore, please check your child's yellow folder every day. For the smooth OGS process, we ask for quick feedback.

- **Photos**

In the framework agreement with the provider, you can decide and sign whether your child can be photographed in the OGS. We need a photo for our pin board in the group and there are other nice situations that your child would like to have a memory of. Of course, we handle the photos carefully and only take a picture if the child agrees.

- **Pick-up times**

The OGS is open until 4 p.m. As contractually agreed, the child stays in the OGS until 3 p.m. We ask you to adhere to this, as otherwise the structured, rhythmic daily routine of the children cannot be guaranteed. If you pick up the child beforehand due to a doctor or therapy appointment, this is possible with a written notification. Other deviating regulations must be discussed individually and agreed in writing with the OGS management. The first graders can be picked up flexibly in the first few weeks to get used to them. After the autumn break, they stay until at least 3 p.m.

- **Property of children**

So that no chaos breaks out and no tears flow if a beloved item of clothing is lost, it would make sense if you name the items of clothing and other important things. In this way, forgotten things can be assigned more easily or confusion can be avoided.

- **Parents' talk / parent's consultation hour**

Of course, you can make an appointment for a one-on-one discussion after 4 p.m. if required. The OGS management is also happy to assist you by individual arrangement.

- **Parents evening**

At the beginning of the school year there is a parents' evening with the respective group leader. Here you will find all the information you need about everyday OGS life. You have the opportunity to get to know the other parents of the children in care, to create telephone lists and to find answers to open questions.

- **Participation**

A constant principle in our facility is the conscious involvement of children in everyday activities. We want to encourage the personal responsibility of every child.



- **Quality**

Quality is a supreme accompanying principle down to the smallest detail in our everyday life. Quality accompanies us everywhere. Starting with the furnishings and selected materials through lunch to the quality and qualification of our employees. We regularly take part in innovative training courses that optimize our work.

- **Query of data**

Inquiries about the care of your child are always made in writing via the parent mail.

R...

- **Roules** → group roules

S...

- **Signing up**

The registration for the open all-day and the OGS place allocation takes place in close cooperation between the AWO and the school management. Registration takes place for the entire period of primary school. However, you have the option of giving notice in writing up to the end of May at the end of a school year. Timely inquiries about requirements are made in writing.

- **Signing off**

When picking up your child, it is important to inform the responsible group staff personally, as we may look for the child and call you. Please keep in mind that deregistration is not a "door-to-door" meeting.

- **Student support**

In a separate room, we offer comprehensive funding from Monday to Thursday. In consultation with the group leaders / teachers, children there have the opportunity to do their homework in individual support or in small groups and to deepen their learning content through learning games. Language and reading support is also offered.

- **Sunscreen**

In the interest of your children, we ask you to bring your own sunscreen (allergies) and a hat with you during the summer months. Please also make sure to put some lotion on your child before taking part in the OGS.

- **Sports equipment**

Your child needs sports equipment for a sports group, otherwise they cannot take part in the group.

- **sweets**

In general, your child should not have sweets with them, unless there are enough for all children on special occasions.

- **Security and protection**

Your child's safety is a top priority. The school grounds with courtyard supervision provide an external protective framework. The outside area, the group rooms in conjunction with the group rules form the basis for the protection and safety of your child.

- **sponsor**

AWO Kreisverband Köln UG
area Schulkinder Betreuung

Rubensstr. 7-13, 50676 Köln
contact Frau Krämer
phone: 0221/2040752
Email: kraemer@awo-koeln.de



- **Together and community**

You and we have one relevant thing in common: your children! We are all a large community and should support and help each other so that a harmonious coexistence for the benefit of the children is created.

- **Trips**

During the holidays or on individual bridging days, there are various excursions to attractive destinations in and around Cologne such as: Bridge Head Park, Tummel Dschungel, Kommern open-air museum, climbing hall, Naturgut Ophoven, Jumping House, Odysseum ...

- **Table manners**

It is very important to us that all children have the opportunity to eat in a quiet atmosphere, to talk quietly and to eat properly with cutlery.

- **Toy day**

Children are only allowed to bring their own toys on Fridays. Please ensure that toys are only brought along on this day. This does not apply to electronic devices such as cameras, cell phones, smart watches, PSP, Nintendo, tablets, etc. These are not allowed in the school. There is more information on a separate information sheet. Please note that your child is solely responsible for their toys. Inline skates are possible on Fridays, provided that your child has sufficient protection (helmet, elbow, knee and hand protectors) with them.

- **Time**

We always have time to make an appointment. We are grateful for praise or advice and we are open to small and large problems or open questions. Talk to us and we will arrange an appointment outside of the "door and hinge".

- **Team**

We are a big team. Each group has a group leader and a team member. There are also student employees, general staff and the coordinator / management of the OGS.

- **Toilet rule**

With us, the children go to the toilet in pairs with toilet baskets. The second child goes with you to be on the safe side and serves as a control body to ensure that the toilet is left clean and that hand washing is not forgotten.

X...

- **Xylophone**

We have loads of musical instruments in our groups. A xylophone too, of course. Your child is welcome to practice on it.

Y...

- **Yippee**

There's at least one reason to scream Yippee OGS every day, just keep being happy with friends.