

OOSH Development Factsheet #4 Essential Equipment

Administration

- Telephone & answer machine
- Office desk with suitable supportive chair
- Notice board for parent communication
- Security system
- Admin supplies
- Cash tin
- Lockable filing cabinet
- Computer (not strictly essential but very useful)



Health & Safety

- First Aid kit & manual (& portable First Aid kit for excursions/outdoor play)
- Fire extinguisher/ fire blanket
- Soap and paper towels
- Circuit breaker

Food preparation

- Kitchen utensils
- Fridge
- Sink with hot & cold running water
- Cleaning equipment
- Garbage bins with lids
- Stove/ microwave/ electric frypan/ toaster oven
- Airtight storage containers
- Benchtop
- Cutlery & crockery

Building requirements

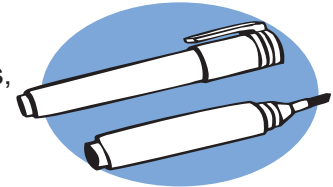
- Minimum 2 suitable sized toilets per 30 children with handwashing facilities
- Areas for messy and quiet activities such as crafts, homework, free play etc.
- Well ventilated areas for activities that make use of toxic paints or glues.
- Storage areas for children's belongings, craft and sporting equipment
- Lockable storage for valuables, poisons & confidential records
- Security system
- Bookshelves



OOSH basics

Programming

- Art & Craft Materials
- Sporting equipment: balls, bats, witches hats, beanbags etc.
- Toys & games: construction sets, jigsaws, board games, pretend play toys
- Tables & chairs designed for children
- Lounge or cushions for quiet area
- Display area for children's craft work etc.



Suppliers

Admin supplies:

- Viking Office Products-ph: 1800 621862
- Government Stores (Q-Stores) if your service is in within a school approach the office to see if you can order through them.

Art & Craft Supplies:

- Reverse Garbage Truck Co-op Ltd.- ph: 02 9569 3132, 142 Addison Road, Marrickville
- Modern Teaching Aids/ Kangaroo Holdings-ph: 1300 300112
- Fee Fie Foh Educational Supplies-ph: 02 42574622, www.feefiefoh.com.au
- Educational Experience- ph: 1800 025270 www.edex.com.au
- Fee Fie Foh Educational supplies (02) 4257 4622
- Look under Craft Materials and supplies in the Yellow Pages for local suppliers.

First Aid:

- St John Ambulance (NSW) First Aid Kits, supplies and services-ph: 9899 5366
- St John Ambulance (NSW) First Aid Training-ph: 9212 1088

Use your community:

- Check your enrolment forms to see if parents have any useful skills or contacts that could be for the centre.
- Meet with other services in your area to see if they are able to lend or hire equipment.
- Obtain Networks list of Resources for hire, items available include badge making machines, parachutes, craft materials and other fun things for OOSH services.
- Advertise on your notice board for things you need.
- See if any local businesses have any promotional items (pens, balloons etc) they would like to donate.
- Your local council may have resources available for community use.

Further information:

- Policies in Practice, a Network publication, has exhaustive details on equipment needed in OOSH centres, available from Network.
- The National Standards for OOSH (available on Networks website- www.netoosh.org.au) is a very useful document to consider when equipping an OOSH centre.
- Workcover publishes many documents relating to OH&S and the use of proper equipment in the workplace- ph: 131 050.
- How to On Craft Activities, available from Network