Vacation Care Service

Our Service

Welcome to Pacific Lutheran College's Vacation Care Service. We look forward to caring for your child during school holidays and providing an environment where they can learn, relax and play. Our Service provides a caring, safe and secure environment for children and families from Pacific Lutheran College as well as the local community. Our Service aims to foster creativity and support co-operative learning through activities that are both fun and challenging. Our program is tailored to ensure all children's interests and abilities are considered through a variety of recreational leisure activities.

The ethos of our Vacation Care service supports and embraces the Christian values of Pacific Lutheran College.

Our Staff

Our highly qualified staff members are experienced educators who will support your child’s interests and individual needs. All staff are qualified in accordance with the guidelines set in the Education and Care Services National Law (Queensland) Act 2011 and National Regulations. Our Service operates according to the following children to staff ratios:

- At the service: 15 children to 1 staff member
- Excursions: 8 children to 1 staff member
- Water activities: 5 children to 1 staff member

All staff members have completed first aid training, which includes asthma and anaphylaxis training in the use of various medical devices such as Epi-pens.

Meet The Team

- **Julie McCosker**: Service Leader and Nominated Supervisor - Bachelor of Teaching/Diploma of Children’s Services.
- **Nyssa Babos**: Educator - Certified Supervisor - Diploma of Children's Services.
- **Cath Quinlan**: Lead Educator - Certified Supervisor - Diploma in Children’s Services.
- **Natalie Rollings**: Lead Educator - Certified Supervisor - Diploma in Children’s Services.
- **Natalie Sorbello**: Lead Educator - Certified Supervisor - Diploma in Children’s Services.
- **Andrew Sorbello**: Educator - Certificate in Active After School Coaching.
- **Jess Quinlan**: Educator - Certificate in Active After School Coaching.
- **Jack Strudwick**: Educator - Studying Bachelor of Education.
- **Chloe Donovan**: Educator - Diploma of Children’s Services.
- **Theresia Marhin**: Educator - Diploma of Educational Support.
- **Chris Zweck**: Educator.
Fees and Charges

The cost of our Vacation Care service is as follows (before CCB/CCR applied):

<table>
<thead>
<tr>
<th>Service</th>
<th>School Holiday/Pupil Free Days</th>
<th>Casual - Walk in / Same Day Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>School holiday / Pupil free</td>
<td>$45 at school program</td>
<td>$50 at school program</td>
</tr>
<tr>
<td>days</td>
<td>$63 incursion / excursion</td>
<td>$68 incursion / excursion</td>
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</tbody>
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Please note:
- Some activities may incur extra fees to cover additional costs;
- The college Business Office will issue statements each fortnight via mail;
- Any families without a verified CRN number on file will be charged full fees. To obtain a CRN number, families will need to contact Centrelink directly;
- Any cancellations made without 5 working days’ notice will incur the full cost of the day, including any excursion fees.

Hours of Operation

Our Vacation Care Service operates from 6.30am to 6.00pm during school holidays and pupil free days. The Service will be closed on public holidays and for two weeks over the Christmas and New Year period.

How to Enrol

New Families
Families who are new to our Service are required to fill out an enrolment pack and booking form for each child who will attend Vacation Care. Each newly enrolled family will receive a copy of our Parent Handbook, which details our policies and conditions of enrolment. New families will be shown around the service and given a rundown on basic operations such as staffing and programming.

On enrolment, basic information will be required from the parent/guardian including emergency contact details, any custody arrangements or special family situations. Following enrolment, it is important to ensure that these details are kept up-to-date.

Enrolment packs can be obtained by contacting our Service Coordinator. Completed packs and booking forms need to be returned to a staff member in order to secure your child’s attendance at our service.

Existing Families
Families on our existing database, who have used our Service before, are required to complete and return the booking form attached to this brochure. Booking forms need to be returned to a staff member in order to secure your child’s attendance at our service.

Our Program

Our Vacation Care program is developed in close consultation with families and also incorporates the ideas and suggestions of the children. We aim to provide a balanced program of fun and educational experiences that include a mixture of incursions and excursions.

Excursions
Excursions are considered an integral part of our Service and we aim to provide a broad range of learning experiences for all children who attend. All excursion details will be outlined in the program and a signed consent form is required to be completed for each child on the day of the excursion. The Risk Management Plan and Excursion Travel Route is also available for families to peruse prior to the excursion. On excursion days it is recommended that children arrive 15 minutes before the scheduled departure time so they can be briefed on the details. For excursions, children are asked to bring a small backpack to store their food and any other personal items.

All children who are enrolled for an excursion must attend the excursion on the day, as no staff members will remain at the college. This is a condition of enrolment and is to assist with the child / staff ratios when organising the excursion.

Transport
Unless otherwise advised in the program, our Service utilises the Pacific Lutheran College buses to transfer children to and from excursion locations. All vehicles used in the transportation of children comply with the appropriate legislation, regulations and Transport Operations.

Policies and Procedures
Our policies and procedures are available for all staff and families to access at the sign in/out desk. These policies are constantly revised as part of our Quality Improvement Plan and parent feedback is greatly appreciated. Staff members, families and children must follow these policies to ensure our Service complies with all legal and regulatory requirements. These policies are approved by Queensland Lutheran Early Childhood Services (QLECS).
Information for Parents

Clothing

During Vacation Care, we ask that children wear comfortable clothing that is suitable for the scheduled activities. If any special clothing is required for certain activities it will be noted on the program. The following guidelines should be adhered to:

- Sun smart clothing (no sleeveless shirts).
- Wide brim hats for outdoor activities.
- Appropriate footwear (closed in shoes). On swimming days, sandals will be allowed.
- Change of clothes, depending on the activity.

Food

Our service does not provide food for your child. Children are required to bring their own morning tea, lunch and afternoon tea each day. Children should also bring their own water bottle. On some occasions, children may be provided with lunch depending on the scheduled activity. Families will be notified of these days on the program.

Personal Effects

We understand that from time to time, children will bring personal items from home to play with during their time at our service. We allow children to bring iPods, iPads and other electronic devices however, please ensure a staff member is made aware so their use can be monitored. It is recommended that children do not bring electronic items on excursion days.

Children are not permitted to have mobile phones at Vacation Care. If parents need to contact their child they are encouraged to call the Service office or mobile number.

No bikes or scooters are to be bought to the Service unless otherwise specified on the program. Please ensure all personal items are clearly labelled. Whilst every care is exercised, the Service assumes no responsibility for damage or loss to any item belonging to any person.

Health

Parents should advise the service of their child’s particular health needs, including medication. Please make sure any medical or health needs are listed on the booking and enrolment forms.

Medication

All medication must be given to a staff member and be clearly labelled. Our Service can only administer medication to your child if:

- A parent / guardian has completed and returned a medication request form; and
- The medication has been prescribed by a medical practitioner, is clearly labelled and in its original packaging.

Food Allergies

Our Service operates under a strict nut-free policy. Please ensure that you read all food labels when packing your child’s meals as peanut butter, nutella and some muesli bars are not permitted. If your child suffers any type of food allergy, please notify staff and include details on the booking and enrolment forms. If your child requires an epi-pen, please ensure that you provide the Service with an appropriate plan and the epi-pen must be sent on days when your child is at the Service.

Sun Smart Policy

Children are required to wear sun smart clothing and a wide brim hat at all times when playing outside. If children do not have appropriate sun smart clothing, they will be instructed to remain in the shade. Our Service does supply sunscreen, however if you child has sensitive skin we encourage you to bring your own sunscreen.
Week One

Wednesday 30th November
Summer Day
It’s the first day of Vacation Care and we have lots of fun things to do! Children will enjoy lots of art and craft, outdoor fun and all things summer, including:
- Ice cube painting
- Colour diffusing art
- Baking crystals
- Paper craft
- Coconut bowling
- Icy cups
- Bubbles

Thursday 1st December
Wet N Wild Water Day
Get ready for a fun day with water! Children and staff will enjoy a day full of water play and craft, including:
- Water games
- Water bombs
- Slip n slide
- Cosmic sun catchers
- Puffy paint

Friday 2nd December
Craft and Baking Day
Today is the day for children to show their creative side! We will be making and decorating some yummy treats, getting crafty with various activities and chilling out with some ice chalk drawings.
- Cupcakes and cookies
- Ice chalk
- Dream catchers
- Shrinky dinks
- Mosaics
- Beading
- Wooden star mobiles

Week Two

Monday 5th December
Pajamas and Movie Day
This is the day to chill out and watch lots of movies! Children will enjoy a movie marathon, doing some craft and feasting on some yummy snacks.
- Movie snacks
- Pass the parcel
- DIY magnets
- Loom bands

Tuesday 6th December
OSHС’s Spa and Salon
Come and get pampered at the OSHC Salon and Day Spa. Children will be making their own bath bombs, having facials as well as getting their nails painted. The boys can join in the pampering by getting their hair styled and coloured.
- Paper mache
- Group games

Wednesday 7th December
Maroochy River Nature Cruise Excursion
Join us for an awesome time on the water – we are going on a nature cruise! We will be shown around the Maroochydore River, while nature spotting. Afterwards we will have lunch and a play on Chambers Island.
- Nature craft
- Sand art

Thursday 8th December
Minute to Win It
Today, children will challenge themselves and others with lots of one minute challenges! Who will beat the clock?!

Friday 9th December
Stufflers Incursion
Come and stuff your own plush toy and join us in lots of craft activities and outdoor games.
- CD craft
- Scratch art
- Finger painting in a bag
Week Three

Monday 12th December

Everything Christmas
Join us for all things Christmas! Children will enjoy making lots of festive art and craft. BYO white T-shirt to decorate!
- Cards
- Stockings
- DIY wrapping paper
- Cloud clay

Tuesday 13th December

Christmas Cheer
Spread the holiday cheer and make some salt dough ornaments, sun catchers, snowflakes and stained glass nativity craft. Relax and watch a Christmas themed movie or join us in a scavenger hunt.
- Plaster moulds
- Chatterboxes

Wednesday 14th December

Brisbane Museum and Science Centre Excursion
Today we will be heading off to the Science Centre and Museum where we will get to check out lots of cool exhibits and all things science!
- Colouring in
- Paper gingerbread men
- Days of creation craft

Thursday 15th December

Christmas Treats Incursion
Today we will be making lots of yummy Christmas treats. Get creative with constructing and decorating your own Gingerbread House!
- Baking
- Fake snow
- Angel craft
- DIY Christmas bingo

Friday 16th December

Christmas Break Up Party
Come dressed up and boogie down at our disco where we will have music games, balloon making, face painting and lots more! Bring a plate of nibbles to share and join in on a game of pass the parcel.
- Music games
- Elf yourself


Week Four

Tuesday 3rd January

Jungle Safari Day
Join us on a jungle safari where we will be making animal masks, paper plate chameleons, DIY nature journals and binoculars. Get sticky with some jungle slime and have fun on the oval with outdoor games.

Wednesday 4th January

Wet Wednesday
Have lots of fun bouncing in the jumping castle, cool down with water games, water bombs and a sprinkler! Let’s get creative with stained glass cross craft and 2017 Pop up calendars.
- Paper spinners

Thursday 5th January

Get Messy
It’s time to get messy. Enjoy a day full of activities where you can get messy and have fun too! Help the OSHC team make a service banner with all things messy and bring along a t-shirt or pillowcase to tie-dye.
- Paint Bombs
- Slime
- Clay
- Decoupage
- Feet painting
- Graffiti art

Friday 6th January

Movie Excursion
We are off to the movies! Back at the service we will be doing embossed foil art, swipe art and paper bag ninjas. Children can enjoy group games on the oval or quiet time at the Labyrinth.
Week Five

Monday 9th January
Camp Out Chill Day
Join us for a chilled out day pretending we are on an OSHC camping trip! We will be making some yummy camping treats and lots of craft.
- BYO tent/sun tent
- Bird feeders
- Nature craft
- Scavenger hunt

Tuesday 10th January
Cotton Tree Pool Excursion
We are off to the Cotton Tree pool for a day of fun in the sun! The fun will continue back at the service with craft and games.
- Kinetic sand
- Crayon resist painting
- Cardboard wool cross craft
- Movie chill out time

Wednesday 11th January
Pop Up Bakery
Mmmm can you smell the yummy treats already?! Children will enjoy helping to make lots of yummy bakery treats. We will also be getting creative with some cool craft.
- Glitter playdough
- Puffy paint
- Colour collage

Thursday 12th January
Wheels Day
Bring your bike or scooter for a ‘wheelie’ good day cruising around.
- DIY bouncy balls
- Face painting
- Bubble blower painting

Friday 13th January
Geckoes Wildlife Incursion
Get ready for a wildlife show where children will meet and greet some friendly creatures!
- Stick art
- Nature frames
- Chromatography art

Week Six

Monday 16th January
Cultural Day
Join the staff on a trip around the world as we share some interesting craft and experiences from other countries.
- Maori jewellery
- Dot painting
- Mexican mirrors
- Japanese carp kites
- German oatmeal cookies
- Plus so much more!

Tuesday 17th January
Porcelain Craft
It’s all things porcelain today where children will enjoy creating, making and decorating lots of things on porcelain clay. Join the staff for outdoor games and fun.
- Decorate a mug
- Nature pressed clay decorations

Wednesday 18th January
Tinkering Day Incursion
Today we will have Terri and Mark from Woodcraft For Everyone visit us. Children will get the chance to build their very own functional wooden masterpiece. Get tinkering at the tinkering table where children can pull apart old electrical goods and put them back together again!
- Tape resist canvas art
- Tin foil pendants

Thursday 19th January
Top Shots Excursion
Get ready for a fun day of mini golf, rock wall climbing and rides as we go to Top Shots! The fun will continue back at the service with lots of craft on offer.
- Scented painting
- DIY I-Spy bottle/bag
- Shrinky dinks

Friday 20th January
Water Play Day
Nothing but water play fun today!
- Slip n slide
- Ice cream in a bag
- Ice block treasure hunt

SCHOOL RESUMES MONDAY 23RD JANUARY 2017