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 though 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):

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<thead>
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<tbody>
<tr>
<td>School holidays / Pupil free</td>
<td>$45 at school program</td>
<td>$63 incursion / excursion</td>
</tr>
<tr>
<td>days</td>
<td></td>
<td></td>
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<tr>
<td>Casual - walk in / same day</td>
<td>$50 at school program</td>
<td>$68 incursion / excursion</td>
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<tr>
<td>booking</td>
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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.
**Vacation Care Program**

**Week One**

**Monday 19th September - Kawana Park Excursion and BBQ Lunch**
We are off to Kawana Park for a study of photosynthesis. The children will enjoy all the park has to offer and will play all sorts of games. We will also bring home another Reflection Tree to hold our reflections over the holidays. We have insect catchers, magnifying glasses and kites. On our return, we will use the projector to look at different parts of leaves and use some coloured water to examine the capillaries in plants. Our leaders will hold discussions about 'why trees are so important in our environment'.
- Rock painting
- Making fairy gardens
- Leaf projections

**Tuesday 20th September - Big Bang Science Day**
Today, children and educators will experiment with the properties of milk, colour, baking soda, vinegar, coke, Mentos and 3D holograms. We will engage children with our lab coats and safety glasses. We will ask them to hypothesise what will happen in each of the wonderful (safe) chemical reactions and experiments.
- Egg in a bottle
- Vortex experiment
- Fizz inflator

**Wednesday 21st September - Australia's Got Talent**
We invite all the children to bring their extensive talents to Vacation Care and share them in our Talent Show. Last year, we had musicians, singers and dancers. We have booked the College Gym to ensure we have a fantastic, versatile space. The leaders and educators will work with the children to plan the whole event from stage design and lighting, graphic design and tech support. Come along and share your talent, where ever it lies.

**Thursday 22nd September - Bellissimo Italiano**
Bellissimo Italiano, beautiful Italy. Today, we are going to ‘visit’ Italy and see the sights. We will learn a little Italian, listen to a little opera and eat a little pasta. Leaders will work with the children in small groups to foster interpersonal relationships and leadership skills. It will be like a Roman holiday in colour!
- Build a leaning tower of Pisa
- Cooking pasta
- Soccer with Drew

**Friday 23rd September - Bungy Fun at Kings Beach**
Today, children and educators will travel to Kings Beach on the College bus (children are requested to arrive at the Service by 8.30am). Children will be split into two groups and will have 10-15 minutes each on the bungy jumps and then will enjoy fish and chips for lunch. While one group is at the bungy jumps, the other group will explore the rock pools and sea life at the beach. Please ensure children wear sun smart clothing and sneakers.

**Week Two**

**Monday 26th September - Instrumentus**
We are pleased to invite all children to bring their musical instruments to Vacation Care for a concert. We will need a variety of people to be involved including a project manager, director, sound engineer, stage managers and of course, artists! There will be dancing and singing with the Wii. Come a long and join in the fun!

**Tuesday 27th September - MasterChef**
Today, children will have the opportunity to cook one of four dishes in a team. The teams will be a mixture of ages to foster pastoral care and leadership and team building skills. The wonderful outcome is a cooked lunch for everyone. Please email in your favourite family recipes for the children to decide on prior to the holidays.

**Wednesday 28th September - Animal Husbandry 101**
Today, children have a rare treat. We have Kirstie and her farm animals coming to the Service. We invite you and your children to come and see the baby farm animals. We will feed and care for the animals and learn about animal husbandry on a farm and in the city! Children will also have the opportunity to spend time outside with the pre-prep children, building relationships and sharing stories about their animals from home.

**Thursday 29th September - Olympic Games**
Today, children will discuss the Olympic games, old and new. Children will learn why they were so important in ancient Greece and now in modern times. We will also discuss what character traits and leadership qualities are important in a modern day Olympian.
- OSHC Race Favourites
- Olympic torch making
- Medal making

**Friday 30th September - Spring Carnival**
Today, we are off to the spring races. We have a fun day planned that is filled with horse racing and designing special themed hats to wear. We need designers and jockeys, a race caller and officials.
- Hobby horse races
- Hat making
- Cupcake making

**Student Free Day**

**Monday 17th October - Movie Excursion**
We are hoping to see the ‘The Secret Life of Pets’ movie today. This will be confirmed closer to the date. No money will be required. Please ensure children bring their shoes, hat and a drink bottle. We will be making our own popcorn and snacks for the movie.

**SCHOOL RESUMES TUESDAY 18TH OCTOBER 2016**