



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.

Meet the Team

- c **Michelle Greenhalgh: Coordinator** – Diploma of Early childhood Education and Care
- c **Deb Barwick: Educational Leader** – Diploma of School aged Education and Care
- c **Ella Ousley: RP Educator** - Studying Bachelor of Primary Education
- c **Patrick Clough: RP Educator** – Studying Bachelor of Primary Education
- c **Noah Taverner: Educator** - Studying Bachelor of Secondary Education
- c **Hayden Morris: Educator** – RP Educator
- c **Carly Flood: Educator** – Diploma of Early Childhood Education and Care
- c **Maddy Evans: Educator** - Certificate 3 of Early Childhood Education

Key Facts





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.

Fees and Charges

The cost of our Vacation Care service is as follows (before CCS applied):

School holidays/Pupil free days	
	\$54 at school program (2024) \$56 at school program (2025)
	\$81 incursion/excursion (2024) \$84.50 incursion/excursion (2025)

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 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 Hand-book, 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 brought 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

April 2025

Monday 7th April - On campus - Big games with a twist

What's better than playing your favourite games? Playing giant versions of your favourite games! On this day your children will be able to engage in a range of their favourite games, from giant Jenga to large connect four, bring them along to see what other games we can make bigger!

Whole group: Large Twister, fishing game, Giant Jenga and pick up sticks, DIY hopscotch, Tic Tac Toe challenge, Lg Connect 4, Glow in the dark ring toss.

Tuesday 8th April - On campus - Masquerade Party

Get ready to party in style at our OSHC Masquerade Party! We will make our own masks, accessories, play some awesome party games and top it all off with a super fun dance party in the afternoon. Don't forget to bring your best moves and your coolest party clothes!

Whole group: Roll a face, Paper Plate crowns, Masquerade Dance off.

SNR activities: Beaded Jewelry, Masquerade Mask, Guess the celebrity Mask game.

JNR activities: Masquerade Mask, snap bracelet, dress up party game.

Wednesday 9th April - Excursion - Kings beach & Rollerdrome: Roller-skating

Skate into this fun-filled vacation care day! We will begin the morning by designing the coolest pair of rollerblades anyone has ever seen. Then show off your skills on the roller rink with all your friends and finish off the day creating some incredible surprise folded drawings.

Whole group: Design your dream roller blades / Pop up cards.

Thursday 10th April - Incursion - Football Fanatic

This day is all about kicking up some serious fun! Children will have the opportunity to learn some new skills, show off what they already know and most importantly have fun outside with all their friends. So, remember to wear clothes and shoes that will help you show off your speed!

Whole group: Jersey designing / Design your own soccer ball.

Friday 11th April - On campus: A day of paper craft

Let's get creative today and see what we can create with paper! Your child should arrive with their creative hats firmly on their heads so they can create the coolest crafts imaginable! From paper animals to optical illusions, the possibilities are endless!

Whole group: String painting / paper plate mask / scratch art.

SNR activities: Breathing paper crafts / paper weaving / DIY paper spinner.

JNR activities: 3D paper fish / Octopus Craft / Bird Kites.

Monday 14th April - Sunshine coast - Excursion: Sunshine coast parks

Join us on an adventure as we visit wonderful parks on the Sunshine Coast. Which park will we end up at for lunch? Will it have a flying fox? Or will it have slide? We will be departing the service at 9am and returning by 2:30pm.

Whole group: Design your own park / create your own lego land

Tuesday 15th April - On campus: Incursion - Hip Hoppers

Make sure you arrive with your dancing shoes laced up and ready to bust a move! On this day, children will be able to explore how their bodies move and groove through different dance styles. We can't wait to see what moves you will bring with you!

Whole group: I like to move it, move it / Design your own hip hop outfit

Wednesday 16th April - On campus: Crazy Creative Day

Bring your little artists in and allow their craziest ideas to come to life. Through crazy sock puppets, crazy hats and crazy creatures, we are sure that their creativity will be running wild all day long!

Whole group: Crazy sock puppets / Crazy charades / crazy large connector creatures.

SNR activities: Crazy hats / Crazy Clay creatures / Design your Picasso portrait.

JNR activities: Crazy hats / Roll monsters / Crazy playdough creatures.

Thursday 18th April - On campus: Hop into Easter Craft

Hippy-hop into this awesome Easter craft day this vacation care. With a range of Easter crafts and ornaments to be made, we are sure that your children will be hopping home with the biggest smiles on their faces!

Whole group: Easter window cling / Water colour Easter surprise / Easter Collage.

SNR activities: Wooden Stained-Glass Crosses & Wooden Moveable Bunnies / Painted foil Easter Craft / Wooden Easter Dioramas.

JNR activities: Design your own Easter Basket / Nature printed air drying clay ornaments / Easter Silhouette art.