



# 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 Early Childhood Education and Care
- c **Deb Barwick: Educational Leader** - Diploma School Aged Education and Care
- c **Sieanna Alexander: RP Educator** - Studying Bachelor of Primary Education
- c **Patrick Clough : Educator** - Studying Bachelor of Primary Education
- c **Ella Ousley: Educator** - Studying Bachelor of Primary Education
- c **Noah Taverner: Educator** - Studying Cert. 4 Education Support
- c **Kaitlyn Hunter: Educator** - Studying Bachelor of Primary Education
- c **Hayden Morris: Educator** - Cert. 4 Education Support

## 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	
	\$51 at school program (2023) \$54 at school program (2024)
	\$76 incursion/excursion (2023) \$81 incursion/excursion (2024)

**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 enrol-ment. 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 Improve-ment 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 2024

## **Tuesday 2nd April - Let's get Creative**

Children will be getting crazy creative at OSHC today, ready to show us their artistic talents and displaying their imagination and creativity! From spray painting to creating crazy hair self-portraits, we are going to have a fun filled day full of all things arts and crafts! OSHC educators cannot wait to see what the children create!

**Whole group:** OSHC hand tree

**SNR activities:** Sand zentangle, pipe cleaner animals, team scavenger hunt (children create their own scavenger hunt).

**JNR activities:** Spray painting paper, experimenting with colours, crazy hair portraits, not painting on paper.

## **Wednesday 3rd April - Explore with your hands**

Come into OSHC today and explore with your hands the different textures and surfaces of the experiences we have planned for you. All children will be participating in outdoor rotations of hands on activities, throughout the day. Come and get your hands dipped in the slime tray and discover what objects are hidden inside, or drip the goop through your fingers and do some drawing with chalk puffy paint on the cement. You like hands on experiences this day is for you.

**Whole group:** Hand painting, what's hidden in the slime?, goop through the fingers, draw with puffy paint, shaving foam and sand station, spray paint your master piece.

## **Thursday 4th April - Group game challenges**

Embark on an exciting journey of learning and collaboration with our curated collection of group games and challenges designed specifically for OSHC children! Put your thinking caps on and try to construct a tower using toothpicks and marshmallows! Create your own maze and challenge your friends to try and complete it. Test your senses to see if you can figure out what the hidden objects are in the box while blindfolded!

**Whole group:** Toothpick stem challenge, coloured ball nest group game.

**SNR activities:** Active maze, giant twister, catch spin and clap.

**JNR activities:** Blindfold challenge, parachute tug a war, shadow chasing.

## **Friday 5th April - White Ridge Farm (Excursion)**

Become a farmer for the day and learn in a hands-on experience as we head off to White ridge farm for the day. White Ridge Farm is a unique opportunity to learn about the sights, sounds and at times the smells of a real farm environment! Come along and see llamas, alpacas, horses and camel! See the goats playing, the sheep and their little lambs. Let's all enjoy being in the great outdoors and see how the farm animals live.

**Whole group:** Duplo farm building, paddle pop animal creations.

**SNR activities:** Egg nest / easter egg hunt / dance games.

## **Monday 8th April - What can you build?**

*On this day children should come equipped with their wildest imaginations, ready to create whatever their hearts desire. From monsters to animals to towers and buildings, children will be able to let their creativity flow as they build and construct all day long.*

**Whole group:** Mobilo.

**SNR activities:** Lego Building, recycled box monsters, how many sticks?

**JNR activities:** Crazy Bird craft, shelter cubby building, duplo, rock towers.

## **Tuesday 9th April - Bus Tour Riddles(Excursion)**

Today we are off on adventure where children will discover some landmarks of the Coast. Who knows where we will visit. To begin our journey children will be given clues on where to go, once the clue has been solved by the children, we will be able to travel to our next destination. This is a fun exciting way of discovering different areas on the sunshine coast.

**Whole group:** Board games, yard play, excursion park play.

## **Wednesday 10th April - OSHC drawing studio**

This day will bring out the artist within every child. Armed with pencils and paper the possibilities are endless for what your child will bring home. Let their creativity flourish as their imaginations come to life right in front of their very eyes

**Whole group:** Blind drawings.

**SNR & JNR activities:** Folding drawings, art hub drawing studio, large art drawing and craft, symmetry art craft.

## **Thursday 11th April - Juiced Up Groms (Incursion)**

Come along to our Juiced up GROMS Incursion, it is going to be a blast! A Juiced up Grom is a happy, healthy and thriving child. Children will participate in a range of different activities and finish off the session with a refreshing and delicious smoothie. We will finish the day off with a Bean Bag tournament. If you enjoy an active lifestyle and like smoothies, this is the day to join us at OSHC.

**Don't forget to wear your runners and sports attire.**

**Whole group:** Sporting activity, bean bag tournament.

## **Friday 12th April - Foodie Friday**

Mmmmm what's that smell? Just the storm your children will be cooking up in the OSHC kitchen! Not only will your children have fun creating kitchen masterpieces, but they will also be learning life skills that they may bring home to treat you with! **If you would like a list of ingredients we would be using please let me know.**

**Whole group:** Restaurant play, making fruit and vegetable salad. Select your meal: Mini pizza's, vegetable, cheese & meat skewers. Desert bar: Fruit/custard and yoghurt cups, damper.

## **Monday 15th April - A little bit of this & a little bit of that**

This day is will stretch your children's imagination. With a variety of activities that encourage your children to be creative, confident and clever they will experience a little bit of this, a little bit of that and a whole lot of fun.

**Whole group:** Rubik race.

**SNR activities:** 1-minute challenge, map making (school walkaround), paddle pop wall hanging art, STEM landmarks.

**JNR activities:** Celebrity heads, domino challenge, CD ccratch art, rock pictureser.