



# 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 **Jacob Graham: Educator** - Studying Bachelor of Primary Education
- 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	
	\$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 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

December 2024

## **Monday 2nd December - Incursion – Circus**

Roll up, roll up come and join us in our Circus workshop today. The energetic circus workshops include warm ups, group movement, team games and fun circus skills. The circus workshop is not only fun and exciting, but also boost participants' self-esteem and encourage team building and group collaboration. Come dressed in your Circus wear and have fun at our OSHC Circus day

**Whole group:** Clown swirl hair craft / Design your circus scene

## **Tuesday 3rd December – On campus - Minecraft Day**

Get ready for a pixelated adventure! We are excited to announce our upcoming Minecraft Dress-Up Day! Children get to join us for a day filled with all things Minecraft. We will have exciting activities like Minecraft-themed games and challenges to themed Minecraft food for morning tea and afternoon tea! Encourage your child to dress up as their favorite Minecraft character or wear Minecraft-inspired clothing/costumes. Let us transform OSHC into a pixelated paradise!

**Whole group:** Preparing Minecraft food, Minecraft drawing, pyramid bean bag toss, Minecraft scavenger hunt.

**SNR activities:** Minecraft box helmets, Making Minecraft card and board games.

**JNR activities:** Duplo / lego Minecraft village Minecraft box helmets, Creeper bean bag toss

## **Wednesday 4th December - On campus – OSHC Talent Show**

Today we will be exploring our magical, musical, and physical talents as the children explore their talents by using musical instruments, learning magic tricks and optical illusions as part of our OSHC talent show. What hidden talent do you have?

**Whole group:** Create your musical instrument.

**SNR activities:** Magic Cup Puppets, Make Juggling Balls, Magic tricks.

**JNR activities:** Band performance, sock puppets, Magic Mystery Painting, Puppet show.

## **Thursday 5th December - Excursion - Chambers Island**

Today we take a trip to one of our local islands "Chambers island". Chambers Island is a sand island located in the Maroochy River. The Island provides a playground for different age groups with various play equipment to explore. During our time on the island, we will be exploring sand play with our equipment, children will also have the opportunity to do drawings of the island as we take our clip board and pencils. If you enjoy exploring our local area well today is for you to come along and have fun with OSHC.

**Whole group:** Treasure worksheets / Puzzles / Dominos.

## **Friday 6th December - On Campus - Let's get soaked!**

You will need your SunSmart swim wear/ a bucket hat that can get wet/ towel / wet shoes, thongs/ spare clothes. It's time for some water fun as we see who will get soaked the most, will it be the children or educators? Variety of different water-based activities, where everyone can get wet and have a great time.

**Whole group:** Oil & Water droplet painting, roll 6 & Splash, the shark bit my cup, ready set jump, wet the educator, left & right game, frozen hand print.

## **Monday 9th December - On campus – What works and what doesn't work?**

Chess, a widely loved game of strategy, patience, persistence, and resilience. On this day at OSHC, we are providing your children with the opportunity to develop these skills and so many more as they navigate through this chess crusaders incursion. This incursion gives your children the chance to enhance their chess skills but also learn some new games that will extend their imaginations.

**Whole group:** This and that make it yourself game / Get to know your OSHC friend games.

## **Tuesday 10th December - Incursion – Might Movements: Board Buddies**

Today we welcome mighty moves back to OSHC with their board buddies incursion. We welcome you to the vibrant world of Board Buddies, where every game board becomes a portal to exciting adventures and valuable life lessons! In this magical realm, children embark on thrilling journeys, through Bravery in Battleship Bay, Forward Thinking in Puzzle Palace, Social Skills in the Twister Carnival, Emotional Development in Clue Canyon and Creativity in Storybook Square. Come along today and start your game adventure with us.

**Whole group:** Tic Tac toe, Hangman, Large twister spinner making, Table tennis.

## **Wednesday 11th December - Excursion – Tenpin Bowling & Lunch in the Park**

It's a strike! Today we are heading to Tenpin bowling at Alexandra headland. Team up with your peers for a game fun. After we have completed our game of bowling we will be taking a walk down the road to Nelson park Playground which is fully fenced for our lunch and play in the park.

**Whole group:** Design your own ball, tenpin bowling sheets, OSHC bowling.

## **Thursday 12th December - On campus – Creative m How wet, can you get?**

You will need your SunSmart swim wear/ a bucket hat that can get wet/ towel / wet shoes, thongs/ spare clothes. We're excited to invite your child to our upcoming persuasive day, "How Wet Can You Get"! This event is all about the joy of water play, from splashing to water racing games. Your child will have a blast socializing with their peers and educators whilst engaging in a variety of fun and active water games on a hot sunny day. Don't miss out on this fun-filled day!

**Whole group:** Water painting, water tube experiment, cup of chance, Bucket to bucket to cup, Sponge toss, slip and slide cup knock race, sandpit water canal, water spray knock out.

## **Friday 13th December - On Campus - Sensory Exploration**

Are you ready for an unforgettable adventure? Join us for a day of sensory exploration, where you'll discover the wonders of the world around you through exciting and engaging activities. From squishy textures to vibrant colors and delightful smells, there's something to spark your curiosity and ignite your imagination at every turn!

**Whole group:** Sensory walk, guess what you're smelling, guess what your tasting, how well can you listen, what is your favourite slime.

# Vacation Care Program

## December 2024

### **Monday 16th December - On Campus - Christmas Craft**

It's beginning to look a lot like Christmas! Let's celebrate this time of year by coming along to our OSHC Christmas Craft day. Today we will be participating in a variety of wonderful craft activities that you will be able to take home and share with your families. Get dressed up for the Christmas season today.

**Whole group:** Christmas tree greeting cards, Christmas corner door frames.

**SNR activities:** 3D Christmas Pyramids, wooden tree ornament, Bethlehem collage.

**JNR activities:** Nativity Window cling, Gingerbread Ornament, Assorted Christmas scratch art, Bauble collage.

### **Tuesday 17th December – Excursion - Kings Beach**

**You will need your SunSmart swim wear/ a bucket hat that can get wet/ towel / wet shoes, thongs/ spare clothes.** Today is our last excursion for the year as we head to King beach for play and a BBQ sausage sizzle for lunch. Children and educators will be interacting on the beach building sand creations, playing in park and running through the water fountains. Before heading to the BBQ area for the BBQ lunch children will have a choice of beef or chicken sausages on bread with sauce, we do still encourage children to bring their own lunch. Please Make sure your Child/ren come dressed in the beach wear. Children will also be able to wear thongs or water footwear. If you child is requiring their own sunscreen please make sure it is in their bag or at service. Come along for a day at the beach.

**Whole group:** Beach scroll painting / Jellyfish collage.

### **Wednesday 18th December - On campus – A Day of Christmas Cheer**

It's time to spread some Christmas cheer, come dressed in your favourite Christmas clothes. Today we are spreading the Christmas cheer throughout OSHC through various fun and exciting activities. To find out what we will be doing come along to a day of fun at our Christmas Cheer event.

**Whole group:** Snow Globe window art, Nativity scene game, Jingle in the trunk, reindeer game, Christmas Nativity window art, Magic Snow, Christmas Scavenger Hunt.

### **Thursday 19th December - Incursion - Christmas Silent Disco**

Get ready to dance your heart out at the most merry and spirited incursion this Christmas, where noise is nowhere to be found! It's time to rock around the Christmas Tree and dance to the most epic playlist ever crafted, filled with all your favourite holiday hits!

Children will be provided with a set of high-quality sounding wireless headphones. If you like listening to music and dancing around today is the day for you to come along to our Silent disco

**Whole group:** Chalk art disco ball, Decorate your Air guitar.

### **Friday 20th December - On Campus - Party for the last Day of the Year!**

Come celebrate the end of the year with a bang at our "Party for the Last Day of the Year"! We've got a ton of fun-filled activities just for you. Get ready to play exciting party games. Join us for a day of laughter, friendship, and unforgettable memories. Don't forget to come dressed in

your brightest coloured clothes like a bright firework, don't miss out on this amazing celebration!

**Whole group:** Party hats, Fireworks painting, Toilet roll challenge, Drop in a cup, Balancing ball drop.



## January 2025

### **Monday 6th January - On campus – New Year, New Start!**

Let's start the new year off with a bang with creating our new OSHC family wall, engage in team building activities allowing everyone to make new friendships with in our service. On our first day of 2025 we will be welcoming our new prep children and new families to our service. Today we have activities for children to get to know each other and feel welcomed at OSHC, so come in and see what we activities we have to start our New Year..

**Whole group:** Get to know you - board game, OSHC family wall, flip the sheet challenge, spiderweb activity, kindness activities, kindness chain, our promise.

### **Tuesday 7th January - On campus– Soak the Educator**

**You will need your SunSmart swim wear/ a bucket hat that can get wet/ towel / wet shoes, thongs/ spare clothes.** Get your swimmers on as we participate in a variety of water activities where educators and children verse one another! This is a day you will get wet in our fun water games and give you a chance to soak the educators.

**Whole group:** Tea Bag painting, Kinetic sand, body water print, Drip drip drop, Roll & Splash, Bucket of chance, water soaker painting, marble water run.

### **Wednesday 8th January - On campus – A Day of Fame**

It's all about glitz and glamour today as you come dressed as a celebrity (music or sporting hero). Create your name on the Celebrity Hall of fame, explore your creativity as you bling your accessories for the day and have a bubble dance off in the afternoon.

**Whole group:** Celebrity hall of fame, Draw your own movie, Bubble Dance off.

**SNR activities:** Celebrity mix up game, mirror mirror game.

**JNR activities:** Bling your disk, make your celebrity head, Bling your accessory.

### **Thursday 9th January - On campus – Texture Craft**

Come join us for a day of Textured Crafts! Get ready for a messy, fun-filled adventure as we explore different textures and create amazing crafts. From slimy textured paint to foamy grainy sand, there's something for everyone to enjoy! Don't forget to wear clothes you don't mind getting dirty, because we're going to have a MESSY blast!!

**Whole group:** Smudge art

**SNR activities:** Decorate art space signs, Paste textured canvas, sand art.

**JNR activities:** Car ramp painting, Textured finger painting, Sustainable textured stamp painting, Sand foam water play.

# Vacation Care Program

January 2025

## **Friday 10th January - On Campus - Green hands and plants**

Come join us for a fun-filled day of sustainable crafts and gardening, this day is called "GREEN HANDS AND PLANTS!". We will be turning leaves into beautiful butterflies, decorating your very own pot plants, and getting our hands dirty in the garden. Learn how to plant herbs and other plants that are good for the environment. It is going to be a fantastic day of creativity, learning, and fun!

**Whole group:** Fruit and Veggie portraits, Nature loose parts hunt, Leaf Butterflies, Clay Nature Ornaments, decorate herb tins and labels, design your own grass head pot, Planting grass head, planting and labelling herb tins, Planting outdoor pot plants.

## **Monday 13th December – Excursion - Sunshine Coast Parks**

Today we are off on an adventure as we visit wonderful parks on the Sunshine Coast. Let's play with joy as we travel to Banyan, Nirimba, Baringa, Bright water and Bokarina on our day of park playing fun. Ensure you bring along a big bottle of water to keep you hydrated and your lunch box filled with food.

**Whole group:** Design your own theme park / Create a lego Park.

## **Tuesday 14th January - On campus – Exploring through Art**

Get your creative art hat on and get ready for a day filled with artwork, imagination, and a variety of art activities. We will be using paint, oil pastels, and other art materials as we explore art in many ways. What will you create today?

**Whole group:** Nature Loose parts creations.

**SNR activities:** Snowflake art, Bubble art, loom bands.

**JNR activities:** Photo frame Decoration, Bubble art, squish painting, Showing painting.

## **Wednesday 15th January - Incursion - Mighty Moves: Kreative Kids**

Today we welcome to the colourful world of Kreative Kids our Incursion for the day, where imagination knows no bounds and creativity reigns supreme! In this vibrant realm, children unleash their inner artists, writers, inventors, and dreamers, discovering the joy of self-expression and the power of imagination. Come in and show us all your artistic skills through various activities Kreative kids have to offer us.

**Whole group:** Newspaper art / Nature Craft

## **Thursday 16th January - On Campus - Get slimed and get wet**

You will need your SunSmart swim wear/ a bucket hat that can get wet/ towel / wet shoes, thongs/ spare clothes. Today is all about being slimed wear your old clothes or SunSmart clothes that can be slimed as you work your way through activities whilst being slimed by the educators. Who will be the slimed the most.

**Whole group:** Moon dough, Maze of slime, Slime soccer skills, Hula hoop challenge, Bull bucket challenge, straw painting.

## **Friday 17th January - On campus – New Year, New Start!**

Bring your science brains and creative minds as today is all about inventions. We are getting creative and making inventions to take home. We will have kite making, kaleidoscope, learn to play hopscotch with a twist, make paper and more. Make a new game for OSHC to play.

**Whole group:** What invention can you create, Kite Making, make a Kaleidoscope, Make an OSHC bowling set, Let's make paper, Hopscotch with a twist.

## **Monday 20th January - Incursion - It's Wet and Wow**

You will need your SunSmart swim wear/ a bucket hat that can get wet/ towel / wet shoes, thongs/ spare clothes. Embrace the summer heat with some fun, exercise, adventure, and a little sneaky science using water as the central theme. Learn about rainbows and how to make them at home, build building standing today – using water! Master the science of surface tension and air pressure at our Wet and Wow incursion. Children will have the opportunity to cool down under the hose once the incursion has finished.

**Whole group:** Water Nature Play, Wet chalk drawing.

## **Tuesday 21st January - On campus – What's new and What's Old**

Today is all about old and new, come dressed in olden day clothes or come dressed as you are, you choose. Try your hand at playing the traditional game of marbles, knuckles (jacks), pick up sticks, Fly, and other fun group games. Step back in time as you make fossils, make a wanted poster and design your own frisbee then test your Frisbee skills.

**Whole group:** Olden day games, let's make fossils, basketball balloon challenge, Olden day portrait, Fly game, Elastics / Parachute games.

## **Wednesday 22nd January - On campus – Messy Art**

Get ready to unleash your creativity and have a blast at our Messy Art Day! Join us for a day filled with colorful fun as we explore different art techniques and express ourselves through messy masterpieces. We'll be covered in paint, coloured powder, and more by the end of the day, so make sure to wear **white clothes!** Do not worry, you can bring a change of clothes if you want to stay clean and tidy.

**Whole group:** What does your colour chart look like, Glove painting, Drop and splat, painting with rubber bands, Group colour run, Marbled shaving foam, Stam painting.

## **Thursday 23rd January - Excursion - Rush Adventureland**

Today we are off on an adventure as we run, jump, climb and slide our way around the indoor playground. Clamber your way up the padded ramps, race a friend down the double wavy slide, weave through noodles and spiral down the spiral slide. Don't forget to wear your closed in shoes and have socks.

**Whole group:** Marble Run, pipe tube connectors

## **Friday 24th January - On campus - Discovering Australia**

Come join us as we go through the States and Territories of Australia as we discover all things big in this beautiful country we all call home. Discover Australia with us today as we participate in various experiences and share in what makes Australia home to all of us.

**Whole group:** Australian animal wooden or scratch art, Australia Big thing creations, Flags of the world, we are 1 we are many, Aboriginal symbol discovery, Let's make a dam, Native plant painting.