



# 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 **Charlotte Ker: RP Educator** - studying Bachelor of Primary Education
- c **Patrick Clough : Educator** - studying Bachelor of Primary Education
- c **Maddy Meyer: Educator** - studying Bachelor of Primary Education
- c **Maddie Grant: Educator** - Cert. 4 Education Support
- c **Ella Ousley: Educator** - Studying Bachelor of Primary Education
- c **Noah Taverner: Educator** - studying Cert. 4 Education Support
- c **Shanny McAllister: Educator** - studying Cert. 4 Education Support
- c **Sam Baillie: Educator** - Bachelor of Primary Education
- c **Kaitlyn Hunter: Educator** - studying Bachelor of Primary Education
- c **Maddi Camm: 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	
	\$49 at school program (2022) \$51 at school program (2023)
	\$74 incursion/excursion (2022) \$76 incursion/excursion (2023)

### 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

## November 2023

### **Wednesday 29th November - Kings Beach & BBQ (Excursion)**

Today we start our summer vacation care by heading to King beach for play and a BBQ lunch. Children and educators will be interacting on the beach building sand creations, running through the water fountains. Before heading to the park for a play before lunch. Come along for a day at the beach. (We won't be going swimming in the ocean or pool).

**Whole group:** Beach in a tuff tray, collage beach picture

**At the beach experiences:** sand play on the beach, water fountain splash, park play, BBQ sausage sizzle lunch, Grass area (cricket, frisbees, catch ball, basketball).

### **Thursday 30th November - All things Clay & Nature**

Let's take on this today, by being creative with clay and explore what we can do with it. Our morning session children will all be able to sink their hands into building and sculpting clay using their own creative ideas to create their clay creations. Nature experiences for children to join in will be done today and making their own crass head creature cups. Can't wait to see what you can make out of clay.

**Whole group:** Nature Sign

**SNR activities:** Grass heads, clay creations

**JNR activities:** Wooden beaded branches, Nature prints, clay creations

## December 2023

### **Friday 1st December - School's out for Summer**

That's right school is out for summer, today we are going to celebrate by mixing our JNR and SNR children together where everyone gets to participate in all our daily activities. Today will be all about children's choices and musical fun. As children will be able to freely select between our activities we have provided for them and put on a talent show for educator's and peers. Let the fun begin!

**Whole group:** Balloon animal faces, Scribble drawing challenge, Diffuse art, Drag cardboard painting, Musical instrument show, Fruit salad game

### **Monday 4th December - Water games & activities**

When there's warm days, there's time to get wet and cool off. This is what we will be doing today, staying cool getting wet in our water games on the oval, children will be participating various water group game challenges. The groups will be a combination of our JNR and SNR children.

**Whole group:** Colourful aquarium, Shaving foam swirls, Water animal relay races, Water obstacle course, Drip Drip Drop, Children verse Educators, Dunk the educator.

### **Tuesday 5th December - Park Hop and OSHC splash of waterplay (Excursion)**

Do you like playing at the park? Wonder what park we will end up today? Let's take an adventure, all together as we take a bus ride and explore our play in some of our local parks. We will be departing from OSHC at 8:30 am and returning at 2:30pm. Please ensure you pack SunSmart togs and towel for your child/ren as we will be doing water play this afternoon when we return from our excursion, this will be children's choice.

**Whole group:** Paddle pop car craft, Sun catcher traffic light poster, Yard water play

### **Wednesday 6th December - Young Scientist**

Calling all mad scientists! Grab your lab coat and goggles as we explore all things science today. Join us as we explore rainbow & ice salt experiment, making fake snow & slime. Can you fit through an index card? engineering challenge with paddle pop sticks & pegs, make a bouncy ball and erupting volcanoes in the sandpit.

**Whole group:** Hidden Message.

**SNR activities:** Glitter Bouncy Ball, Slime, Erupting Volcanoes.

**JNR activities:** Rainbow & Ice Salt experiment, Marbling art, slime, Erupting volcanoes.

### **Thursday 7th December - Inflatable waterslide (Incursion)**

Today is our inflatable waterslide incursion day at OSHC, come dressed in your SunSmart togs and enjoy cooling off on the slide. We also have a variety of activities to do during the day at OSHC that you also can do, water and nature play in the yard, making of balloon bowls, making our own puffy paint to do creative painting.

**Whole group:** water and nature play, balloon bowls.

**SNR activities:** puffy paint making and painting.

**JNR activities:** cupcake liner craft.

### **Friday 8th December - Sail across the 7 seas**

Ahoy, me Hearties! Join us for a Pirate themed day, come dressed in your best seafaring clothes! We will be making a hidden message treasure map, make a floating pirate ship with recycled items, walk the plank, learn what your Pirate name is and find the hidden treasure in a Treasure hunt as well as other pirate themed activities throughout the day.

**Whole group:** I spy pirate, what's your pirate name, secret treasure map, captains order & walk the plank, treasure hunt / blindfold treasure hunt, origami pirate hat.

### **Monday 11th December - Christmas Cooking**

Today is about becoming little and big chef's as we explore different ways of making yummy Sweet and savory Christmas treats. All children will be able to taste their treats at OSHC and take some home. So, let's enjoy this jolly time and come to OSHC today.

**Whole group:** Banana Snowmen.

**SNR activities:** Oreo Santa cookies, wrap Christmas trees, Decorating a mug for Christmas, little cookie house.

**JNR activities:** Reindeer biscuits, Christmas pizza delights, magic reindeer food, Little cookie House.

### **Tuesday 12th December - Christmas Craft**

Let's bring that Christmas cheer into our home with some Christmas craft creations. All children will be participating in making, painting, gluing, using creative thinking to make their own Christmas creations to take home.

**Whole group:** Paddle pop Christmas Trees.

**SNR activities:** Making and Painting salt snowflakes, Christmas Hanging creations, Nativity Scene.

**JNR activities:** Paint the snow, Nativity Scene, Christmas Mask, wooden Christmas Ornaments.

### **Wednesday 13th December - Ice Skating (Excursion)**

"Brrr" it's going to be a cool day as we all head off to Caloundra roller drome on our Ice-skating excursion. All children will be hitting the ice with their skates and wrist guards these must be worn at all times for their own safety. Our educators will also be joining the children on the Ice to assist them.

**Whole group:** Snowmen craft, board games.



# Vacation Care Program

## December 2023 continued...

### **Thursday 14th December - Silent Disco (Incursion)**

It's a silent disco at OSHC today, as we all put our head phones on and dance the day away in silence. During this time everyone will be participating in dance competition and music games. Children will also have their chance in making some fashion clothing using recycled materials, abstract art will also be on offer for all of the children to do. Lots of fun involved activities that will suit everyone so pop into our silent disco.

**Whole group:** recycled fashion show, disco ball making, Musical instrument play, make a spin drum.

### **Friday 15th December - End of Year Fun**

Time to say goodbye to 2023 with end of year fun. Today is a flexible day for the children to be able to select what activities they would like to do. We will take this day and celebrate the year in a social lunch setting as children can select from our Friday lunch foodie dishes. Come and say your end of goodbyes to your peers and educators.

**Whole group:** Straw blow art, rainbow coasters, outdoor hand painting, crazy face art.

**Our foodie Friday selections are:** Corn chips with salsa and Guacamole dip. Party pies and sausage rolls. Mini dim sims and spring rolls. Make your own wrap.

## January 2024

### **Tuesday 2nd January - Let's celebrate a new year**

Welcome to 2024, as we begin our new year at OSHC why not start it with a welcome back party, as children will be participating in some music and balloon party games. We will also start our year off by creating an OSHC children's birthday chart, we need your help to decorate and make our chart also you need to share with us your special birthday date.

**Whole group:** Birthday chart making, party games, design your own name poster.

### **Wednesday 3rd January - Out of the box Craft**

It's time to delve into the secret box of resources blindfolded then get creative as you use the resources to make things throughout the day. Sandcastle creations – challenge your friends to make the biggest sandcastle.

**Whole group:** Out of the box craft and sandcastle creations

### **Thursday 4th January - It's your choice**

Come on in to OSHC today, as it will be your choice on what activities you would like to do. Educators will be setting up various activities around the service for you to choose to select from. These include: optical illusion creation, coloured water blending with sand play, why not enjoy a dance off competition with your peers and educators and bring in technology for tech time.

**Whole group:** Optical illusion creation, coloured water blending with sand play, dance off, alien straw art, making flowers.

### **Friday 5th January - Games Day**

It's board games day at OSHC! We will be engaging in board game activities, versing our friends. We will be designing and creating our own board games and teaching our OSHC friends how to play the game and we will be building our own foosball and race car tracks. It is going to be a fun filled day of construction, creativity and play!

**Whole group:** Large domino and Jenga play, create your own board game, Race car track, Create your own foosball, large twister game, board game play

### **Monday 8th January - Explosive arts and Crafts**

Let's get creative with explosive arts and craft day at OSHC! Today, we will be artists and will be learning different artistic and crafty skills and techniques like origami skills, finger painting swirls, monster craft, diffuse art shapes, silhouette portraits and a magic milk experiment! We would love to see your creations!

**Whole group:** Drawing studio

**SNR activities:** Origami making, Diffuse art, Magic milk.

**JNR activities:** Finger paint swirls, Hand tree painting, Monster craft, Silhouette self portrait.

### **Tuesday 9th January - Bug Biz (Incursion)**

If you are interested in bugs and beasts today is your day as we introduce you to Bug Biz incursion. Get up close and personal with some live local Australian insects such as giant stick insects, preying mantids and caterpillars at our Incursion.

**Whole group:** Learn to draw animals, Bugs and Mini Beastie play, design your own bug or mini beastie, nature bugs

### **Wednesday 10th January - Amazing wet Race**

Let's cool off today with in a splash splash way with an amazing wet race around the school. Challenge your friends in a domino challenge, what can you create with dominos? Children must wear shoes that can get wet or bring thongs. This is going to be water race fun that includes peers and educators.

**Whole group:** water painting, Domino challenge, water relay race.

### **Thursday 11th January - 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 and yard play, bus tour bingo.

### **Friday 12th January - Mixed up Friday**

Today is Mixed Up Friday! We will be having different activities to play at OSHC today like arts and crafts, group games, outdoor experiences and more to enjoy a fun filled, creative day at OSHC!

**Whole group:** Felt craft, Clay creations, Parachute games, making shelters, owls' yarn.

### **Monday 15th January - Dino Discovery**

Dino Discovery is today at OSHC! Children will be making and wearing dinosaur hats all day to pretend they are dinosaurs and engaging in fun activities that are all about dinosaurs such as pin the tail on the dinosaur, constructing dinosaur enclosures in the sand, dinosaur paper plates and discovering fossils! If you have any dinosaur clothes or dress up/costumes, we would love to see you dressed up for the day!

**Whole group:** Dinosaur handprints.

**SNR activities:** STEM – make a bird's nest, Dinosaur – hat, fossil discovery.

**JNR activities:** Dinosaur – hat making, pin the tail, enclosures, paper plate dinosaur.

# Vacation Care Program

January 2024 continued...

## ***Tuesday 16th December - Sunshine Coast Castle (Excursion)***

Calling all Knights and Queens we are off to explore the medieval era and visit Knight Sir Justyn at Sunshine Castle where he will take us on a Medieval talk and weapon display and test your skill Medieval long-bow archery. We will enjoy a picnic lunch at the Castle and return to the service to create their own Sand Art Castle.

**Whole group:** Sunshine coast castle, making a castle.

## ***Wednesday 17th January - Children verse Educators waterplay***

Join us today as we make puppets and then put a puppet show for our friends, what puppet will you make? Explore making Zentangle Transparent pictures in the morning followed by children verse educators in some fun water games. Which educator will get wet the most? Explore sand foam play and spray and squeeze art painting in the afternoon. Children to wear SunSmart clothing whilst engaging in water activities, have a change of clothes and bring a towel.

**Whole group:** Making puppets, puppets boxes, educators verses children water games, Zentangle pictures, sand foam play, spray and squeeze art.

## ***Thursday 18th January - Sea Life (Incursion)***

Let's explore the deep blue sea and its animals through an interactive sea life incursion where children will learn about the wonderful creatures of the sea. Children will get to touch the animals, including sea stars, sea cucumber, sea urchin and more. Junior children will engage in Salt Ocean artwork with the seniors creating an Ocean Silhouette artwork, throughout the day children can explore and learn about ocean animals through ocean water play, word searches and other activities.

**Whole group:** Ocean Theme word search, ocean animal play, salt ocean art, ocean silhouette.

## ***Friday 19th January - New beginnings***

Today is all about getting ready for the new school year, children can design their own pencil cases, make happy word inspirational posters for their bedroom wall, crazy emotions art and finish off the day with a group game of Giant twister.

**Whole group:** Bag tags, Board games, design your pencil case, inspirational poster, emotion drawing, giant gam of twister.