



# 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 **Sienna: RP Educator** – Studying Bachelor of Primary Education
- 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** – Studying Bachelor of Psychological Sciences
- c **Carly Flood: Educator** – Diploma of Early Childhood Education and Care
- c **Jacob Graham: Educator** - Studying Bachelor of Primary 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

June 2024

## **Thursday 20th June - On campus – It's chalk art**

Join us at OSHC for a fun filled day of all things chalk! We will be exploring the many different ways we can use chalk for art. Come prepared with your artistic skills to paint with liquid chalk, design chalk obstacle courses and blend chalk colours to create blended art! We will also be doing a crazy chalk rocket experiment and watching it explode! It is recommended that you don't wear your favourite clothes on this day, in case they get chalk on them!

**Whole group:** Landscape painting with liquid chalk.

**SNR activities:** How to make chalk rockets - Design chalk obstacle course - Sidewalk chalk interactive art.

**JNR activities:** Blending with chalk - Chalk tape art - Fizzy frozen chalk - Chalk obstacle course.

## **Friday 21st June - On campus – Welcome to Mario Land**

Chuck on your blue overalls and red hats to race into Mario Land at OSHC. On this day, children will be immersed in as many Mario activities as possible. From Mario Kart craft, to becoming Mario or Luigi with your own Super Mario headband, to Mario Board games, to Mario origami. This day is sure to unlock new levels of creativity and imagination in your children.

**Whole group:** Mario colouring activities - Mario Kart paper plate craft - Super Mario Headbands - Super Mario Bros Paddle Pop Stick Craft - Mario Board Game - Mario Mushroom Origami - Mario Pixel Art.

## **Monday 24th June - On campus – Incursion: Is it science or is it magic**

Come along today and join in our incursion "is it science or is it magic?" A voyage of discovery, where science meets science fiction and magic meets mystery. In this engaging and interactive incursion, the facilitator weaves dry ice fog, coloured lights, and crystals into a multi-sensory, multi-media experience.

**Whole group:** Magic toothpick star trick experiment, Tie Dye glue experiment

## **Tuesday 25th June - OSHC Mini Olympics**

Every child, dreams of winning a gold medal, so why not give them the opportunity to be a winner at the OSHC mini Olympics! With a day full of individual, group and creative events, every child will get the opportunity to be a winner and get a medal.

**Whole group:** Make an Olympic Torch and Participation Medals, Diamond relay race, Ping pong ball & marble spoon race, Skipping tournament, Javelin throwing with a pool noodle sack race, Frisbee throwing.

## **Wednesday 26th June - 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:** Paddle pop animal creations - Farm building.

## **Thursday 27th June - On campus – Outdoor activity day**

Children love being outside, so why not spend a day outside participating in an array of activities. From building challenges, to nature craft activities to treasure hunts, children will be able to experience how being outside can help their imaginations run wild. Don't forget your hat and your water bottle, let's get outside and have some fun!

**Whole group:** Card and board games - Ten pin Bowling Challenge - Leaf and nature painting - Building with giant Jenga and dominoes - Treasure map hunt - Butterfly nature craft - Sandpit animal play

## **Friday 28th June - On campus – OSHC PJ Party**

Put your pajamas on, kick your feet up, and enjoy the OSHC PJ party! Children will be able to participate in all their favourite party activities such as, board games, musical chairs, karaoke, and balloon games. Remember to wear your pajamas to OSHC so that you can fully relax with popcorn during our movie time!

**Whole group:** Roll the dice games - Create your own microphone - Paper Spinners - Board Games - Musical Chairs – Karaoke - Balloon games

# Vacation Care Program

July 2024

## **Monday 1st July - On campus – NAIDOC celebrations**

Here is the sky, here is the land, here are our friends and here am I. We acknowledge the Gubbi Gubbi people. We learn, discover and play. From the past, to the present, to the future, Wunya. Come and explore the wonderful and rich cultures of our Indigenous people as we celebrate NAIDOC week at OSHC. Children will create a range of wonderful Indigenous inspired art and be able to engage in activities to learn more about the Indigenous cultures from around Australia.

**Whole group:** Collage Boomerang Art - Indigenous designed wooden dominos - OSHC Rainbow Serpent - Air Drying Clay Australian Animals - Abstract Art painting with mud - Indigenous Research Project - Group Window Art - Write your own Dreamtime Stories

## **Tuesday 2nd July - 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 boards and pencils. If you enjoy exploring our local area well today is for you to come along and have fun with OSHC.

**Whole group:** Aboriginal puzzles and dominos - Island worksheets

## **Wednesday 3rd July - On campus – Mixed up creations**

Children have the wildest imaginations, so why not celebrate that on our mixed-up creation's day these holidays. On this day, your children will be able to challenge themselves creatively and explore outside the box. With NAIDOC Week puzzle creation, paint experimentation, finger knitting, outdoor group games and more, the list goes on for the ways in which your children will be able to express their creativity.

**Whole group:** Creation of NAIDOC Week Puzzles

**JNR group:** Experimenting with Paint - Cartoon Drawing - Making Dot-to-Dot Pictures - Group Game of Red Rover

**SNR group:** Finger Knitting - Film Pictures - Silhouette Spray Paint

## **Thursday 4th July - Incursion: Emu Dreaming**

Pacific Lutheran OSHC advocates for reconciliation of all Australians and understand the importance of including First Nations voices and culture into our service. To help celebrate this we are lucky to have First Nation's artist, storyteller and educator Rick Roser join the service in the morning to run a workshop educating and sharing traditional culture with the children. We will spend the rest of the day running activities to celebrate First Nation's culture with the children, integrating Aboriginal and Torres Strait Islander voices as much as possible.

**Whole group:** Aboriginal fuzzy art - Canvas hand prints.

## **Friday 5th July - On campus – Let's Get Physical**

Ready...Set...GO! Come along to our Let's Get Physical day these school holidays! Children will participate in a range of outdoor activities where they will be able to work both individually and in groups. To finish off the day of fun, children will also get to participate in some calming meditation time and indoor group challenges.

**Whole group:** Nature loose parts dot painting - active maze - Bean bag tournament - Hop Scotch games - Hurdle ball games - Meditation time - Hot and cold trials .

## **Monday 8th July - On campus – Fun and Games**

Children love playing board games so why not make a day of it. Children can bring in their favourite board to share with their friends at OSHC, learn to make their own memory card game, challenge their friends to a lego building relay race. Challenge educators in game of Giant Twister and parachute ball games.

**Whole group:** Group Card Games - Let's play our own Pictionary - Lego Building Relay Races - Make your own Memory Game - Balloon games - Parachute games children verse educators - Giant Twister children verse educators.