

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. Our Service operates according to the following children to staff ratios:

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.

Meet The Team

- **Natalie Sorbello:** Service Leader – Certified Supervisor - Diploma in Children's Services.
- **Catherine Quinlan:** Lead Educator – Certified Supervisor - Diploma in Children's Services.
- **Natalie Rollings:** Lead Educator – Certified Supervisor - Diploma in Children's Services.
- **Alicia Smith:** Lead Educator – Studying Bachelor of Education.
- **Susan Kerr:** Lead Educator – Studying Bachelor of Education.
- **Michelle Greenhalgh:** Educator – Certificate III in Children's Services
- **Karen Vorster:** Educator – Certificate in Education Support.
- **Emily Hammill:** Educator – Studying Bachelor of Education.
- **Cassidy Harvey:** Educator – Studying Bachelor of Education.

Fees and Charges

The cost of our Vacation Care service is as follows (before CCB/CCR applied):

School holidays / Pupil free days	\$45 at school program
	\$63 incursion / excursion
Casual - walk in / same day booking	\$50 at school program
	\$68 incursion / excursion

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 will 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 Handbook, 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

Week One

Tuesday 3rd April – Inflatable Day (Incursion)

Who loves to bounce? Come enjoy and day of inflatable fun! In the morning children will play a game of bubble soccer and then, in the afternoon, they will race each other on the inflatable obstacle course.

Wednesday 4th April – Friendship Day

One of the best things about OSHC is all the friends we make, so this special day is all about friendship! Come along and join in friendship crafts, games and making a friendship OSHC mural to hang in our new space.

Thursday 5th April – Kings Beach BBQ (Excursion)

We have planned a fun-filled day at Kings Beach! Come and join in the fun with a swim in the ocean pool, a game of beach cricket, collecting items for a beach collage and a yummy BBQ for lunch.

Friday 6th April – Wheelie Day

Grab your helmets and bring along you bike or scooter for our Wheelie Day! Children will have the opportunity to set up a bike track and then ride around on their favorite wheelie. We will also be designing t-shirts, so bring along a plain shirt and we can get creative!

Week Two

Monday 9th April – Big Games and Putt Putt (Incursion)

Who will be the Putt Putt champion on OSHC's very own course? As well as Putt Putt, children will be able to challenge their friends on the big games we will have set up including large Jenga and Connect 4!

Tuesday 10th April – Engineering Day

Today, children will have the opportunity to explore their engineering side, creating and building and letting their imagination take control! From Lego to boxes to woodwork, the options are endless at our Engineering Day.

Wednesday 11th April – Sea Life Mooloolaba (Excursion)

Calling all young marine biologists! Today, we're heading to Mooloolaba to check out everything that Sea Life has to offer. We will get to experience the touch tank, the seal show and much, much more.

Thursday 12th April – Balloon Madness

Let's get balloon crazy today! Come along and join in balloon painting, balloon stress balls, balloon badminton and many more fun activities.

Friday 13th April – Australian Culture Day

Today at OSHC, children will learn about this fabulous land we live in and get to call home. Children will participate in a number of Australian culture themed activities including games, cooking and craft.

Student Free Day

Monday 16th April – Maleny Dairies (Excursion)

Grab your favorite farm outfit for our excursion to Maleny Dairies today! Children will participate in a tour of the farm and factory, have a chance to see how cows are milked and have a play with baby animals.

SCHOOL RESUMES ON TUESDAY 17TH APRIL 2018.