

# 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:** Coordinator – Diploma in Children's Services.
- **Michelle Greenhalgh:** Educational Leader – Certificate III in Children's Services and studying a Diploma in Children's Services.
- **Natalie Rollings:** Educator – Diploma in Children's Services.
- **Susan Kerr:** Educator – Studying Bachelor of Education.
- **Cassidy Harvey:** Educator – Studying Bachelor of Education.
- **Karen Vorster:** Educator – Certificate in Education Support.
- **Hayley Graham:** Educator – Studying Bachelor of Education.
- **Sophia Rule:** Educator – Studying Bachelor of Education.
- **Sophie Freeleagus:** Educator – Studying Bachelor of Education.

## Fees and Charges

The cost of our Vacation Care service is as follows (before CCS applied):

School holidays / Pupil free days	\$47 at school program
	\$67 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 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

## Student Free Day

### Friday 28<sup>th</sup> June 2019 – ELC Visit and Movie Day

Today is the first day of school holidays! Last holidays we started a tradition of visiting our Early Learning friends every Friday during the break. Children love connecting and building friendships with the ELC community. This interaction also helps to prepare ELC children for their transition to the College and OSHC. Later in the day, children will relax at OSHC and watch some movies!

- Two movies
- Making popcorn
- Movie theatre role play
- Make your own movie
- Outdoor / sports activities

## Week One

### Monday 1<sup>st</sup> July 2019 – Sandwich Wax Wrap (Incursion)

Welcome to the world of eco-friendly sandwich wraps! At today's incursion, children will participate in making environmentally friendly sandwich wraps. Children will also have the opportunity to explore our garden facilities and even plant seeds from vegetables. Bring along your love for our environment, gardening essentials and get ready to explore the world of healthy eating.

- Garden labels
- Making seeds
- Fruit salad making
- Food bingo
- Box construction

### Tuesday 2<sup>nd</sup> July 2019 – Dental Visit

Bring along your best smile today as we will learn about the dentist, who really is a friendly person! Children are asked to bring along their toothbrush so they can learn all about dental hygiene and have the chance to brush their teeth after each meal. Let's go inside the mouth and learn how to look after it while creating our own crazy smile creations.

### Wednesday 3<sup>rd</sup> July 2019 – Laserzone (Excursion)

Join us for a fun-filled day at Laserzone! Children will have the opportunity to participate in three missions, which are each 12 minutes long. Children will have a blast with their friends, exploring the indoor arena trying to score the most points against their friends. When we come back to OSHC, we will create:

- A maze
- Obstacle course
- Safari craft binoculars

### Thursday 4<sup>th</sup> July 2019 – Spa and Woodwork Workshop

Time to put your creativity, hands and feet to work with our spa and woodwork workshop day. With many DIY activities such as making our own face masks, lip scrubs and board games to hammer practice and robot creations, this day is full of learning experiences! So, come along in your best robes and hardhats and put your skills to the test.

- DIY bath bombs and lip scrubs
- Massage station
- Wooden robots
- Hammer practice

### Friday 5<sup>th</sup> July 2019 – ELC Visit and Sushi Making

Today we will make sushi for lunch for everyone to enjoy! We will have a variety of different fillings for children to add to their rolls. The day will also include:

- ELC visit in the morning
- Origami making

## Week Two

### Monday 8<sup>th</sup> July 2019 – NAIDOC Day

Bring out your inner artist by painting your own Indigenous inspired artworks. Children will learn about traditional Indigenous stories as they paint. Other activities will include hand print flag painting and creating our own journey sticks. As a mark of respect to our Indigenous culture, children are encouraged to wear yellow, black or red to represent the Aboriginal flag. Come along and learn more about the traditional custodians of the land.

### Tuesday 9<sup>th</sup> July 2019 – Forest School (Incursion)

Come and enjoy our wonderful forest school incursion! Our forest friends from Wildlings will spend the morning with us as we get back to nature. We will also work on our OSHC gardening projects, create a worm farm and do some nature craft. Please bring your own gardening gloves if you would like to participate in the gardening fun.

- Nature craft
- Sun catches
- Worm farm
- Nature crowns

# Vacation Care Program

## Wednesday 10<sup>th</sup> July 2019 – State of Origin and Athletics Day

It's that time of year again when NSW and QLD play off in the State of Origin. Children are invited to come dressed in their origin team colours. We will participate in our own state of origin game and other team building activities.

We will also make team support flags and shakers.

- Origin team face paint
- Pom-poms
- State of Origin game

## Thursday 11<sup>th</sup> July 2019 – Big Pineapple Zoo (Excursion)

Join us for a fun filled outing to Wildlife HQ Zoo at the Big Pineapple. Wildlife HQ is home to about 200 animals; some native to Australia and others from around the world. Children will learn about some of the animals, their habitats, what they eat and how the Zoo their conservation. Don't forget your hat and water bottle.

- Animal alphabet competition
- Animal masks
- Free play

## Friday 12<sup>th</sup> July 2019 – ELC Visit, Nerf Day and Colour Run

Today is our last ELC visit for the holidays. After our visit, children will have a blast in our nerf tournament and colour run. Children will enjoy tackling our challenging obstacle course around the oval while we turn them into a human rainbow with colourful powder. Children are asked to come dressed all in white or bring a set of white clothes (or old clothes) with them.

## Student Free Day

## Monday 15<sup>th</sup> July 2019 – STEM Day

It's time to put our thinking caps on because today we are going to explore all different types of design and engineering challenges. Children will put their construction and problem-solving skills to use and have a fun day with their friends. Activities include:

- Bridge construction
- Building challenges
- Straw rockets

## SCHOOL RESUMES ON TUESDAY 16<sup>TH</sup> JULY 2019.