

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

- **Julie McCosker:** Service Leader and Nominated Supervisor - Bachelor of Teaching/Diploma of Children's Services.
- **Natalie Sorbello:** Educational Leader - Certified Supervisor - Diploma in Children's Services.
- **Cath Quinlan:** Lead Educator - Certified Supervisor - Diploma in Children's Services.
- **Natalie Rollings:** Lead Educator - Certified Supervisor - Diploma in Children's Services.
- **Chloe Donovan:** Lead Educator - Diploma of Children's Services.
- **Jack Strudwick:** Educator - Studying Bachelor of Education.
- **Andrew Sorbello:** Educator - Certificate in Active After School Coaching and Certificate III in Outdoor Education
- **Jess Quinlan:** Educator - Certificate in Active After School Coaching and Certificate III in Fitness.
- **Michelle Greenhalgh:** Educator - Certificate III in Children's Services.
- **Nick Zammit:** Educator – Bachelor of Psychology.
- **Susan Kerr:** Educator - Studying Bachelor of Education.
- **Jade Selby:** Educator - Studying Certificate III in Children's Services.
- **Jaksen Brose:** Educator - Studying Bachelor of Education and Arts.

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

Student Free Day

Friday 23rd June – Bowling (Excursion)

A day out that no child would want to miss! Bowling, a walk at the beach and a play in the park at Alexandra Headland. It will be a great day to teach children hand-eye skills, teamwork and maybe even discover a hidden talent. When we are back at OSHC, we will set up our own bowling set on the verandah, while creating a bowling trophy using craft.

Week One

Monday 26th June – Magic Show (Incursion)

Abracadabra! Show a little faith, there's magic in the air. Come and be amazed by Magic Chris – The Magician as he performs his outstanding show. We will also make magic happen with other activities including:

- Magic tricks
- Making kinetic sand
- Magic wands and hats
- Card tricks
- Juggling

Tuesday 27th June – Winter Wonderland

Walking in a winter wonderland, come and feel the cold snowy breeze. Children will be eating ice blocks and drinking slushies, so remember to bring your warm winter clothes because the best style in winter is warmth! On this chilly day we will be:

- Making winter in a jar with snowmen (don't forget to bring your jars)
- Making snow flakes
- Face painting
- Snow clay
- Making fake snow

Wednesday 28th June – Planetarium (Excursion)

Children will become astronomers and explore the galaxies for our trip to Brisbane to discover The Sir Thomas Brisbane Planetarium. The Planetarium is home of the Cosmic Skydome, a 12.5-metre-diameter projection dome. Children will enjoy a fantastic show here called 'Perfect Little Planet'. Children will then design their own planets and solar systems, create their own custom-made telescopes and compete in the universal games! So throw on your Star Wars shirts and come get lost in space!

Thursday 29th June – Fantasy Island

Let's all take a journey to Fantasy Island! Come dressed up as pirate or a fairy and let's see what we can discover. Children will participate in a treasure hunt, following the clues and digging for gold. X marks the spot! On this day of exploration, we will be:

- Making our own pirate and fairy hats
- Decorating our own treasure boxes
- Making our very own treasure maps
- Doing some coloured sand art

Friday 30th June – My Kitchen Rules

We hope you are hungry because today it's all about food! We will be forming teams and cooking a three-course meal for everyone to enjoy! We will be making garlic bread, pizza and cupcakes. Other activities will include:

- Donut string game
- Decorating menus and chef hats
- Decorating and setting up the tables for lunch
- Slime

Week Two

Monday 3rd July – Fluro Disco

Who's ready to PARTY? We sure are! Come along dressed in your fabulous fluro outfits for our awesome fluro disco. This is a party not to be missed, with lots of fun and dancing. So don't forget your dancing shoes and your best moves. Children are encouraged to bring a plain white top for their friends to sign with our groovy glow paints. Get excited for:

- Glow sticks
- Face painting
- Coloured hair spray
- Photo booth
- VIP badges

Tuesday 4th July – Rollerdrome (Excursion)

Get ready to roll! Before we get to the Rollerdrome we're going to design our own pair of funky skating socks to wear, so bring along a pair of white socks to jazz up. While we are there, children will be able to choose a bottle of water or a slushee. After we will be heading to Bells Reach Park for a picnic lunch and playtime. Once we have returned to OSHC, children will have a variety of activities to do including:

- Shrink Art
- CD wind spinners
- Making a tic tac toe set
- Making a wrestling set
- Free sport and physical activities

Wednesday 5th July – Mad Hatter's Tea Party

Don't be late for a very important date. You're invited to our Mad Hatter's Tea Party. At the tea garden in wonderland, we will enjoy some delicious milo, making our own biscuits and rainbow cupcakes. It is going to be a crazy day, so don't forget to dress up and arrive in your wackiest outfits and hair-styles. On this fantastic day be prepared for:

- Crazy hats and glasses
- Cupcake sewing
- Coloured hairspray
- Scratch masks and crowns

Vacation Care Program

Thursday 6th July – Variety Day

They say variety is the spice of life! So come along and 'spice up your life' with us. Children will have lots of fun choosing and participating in a variety of activities. Bring your gardening gloves (if you have some) because we'll be getting dirty in the garden. Children will also be able to have a go at:

- Stencil art
- Making garden decorations
- Wooden pictures
- Painting our resident gnome
- Tinkering with electronics
- Gardening and lots more

Friday 7th July – Carnival Day (Incursion)

Step right up, step right up! Come and see all the attractions at our OSHC Carnival. Today children will have fun at their very own carnival. From go-karts to a jumping castle, to show bags, to fairy floss and fun carnival games like:

- Can knock down
- Ball in the bucket
- Bottle toss
- Clown cut outs
- Guessing booth
- Fishing hole
- Ping Pong toss

Everyone's a winner so don't miss this fantastic day full of fun and laughter!

Student Free Day

Monday 10th July – GOMA (Excursion)

To celebrate the end of Vacation Care, we are heading to Brisbane for the day to check out some cool art. We will be participating in fun, free activities as well as going to see the Marvel Super Hero Exhibition. We will also be heading to South Bank for a picnic lunch to enjoy the parks and gardens. At OSHC we will also be participating in activities such as:

- Clay sculptures
- Water pencil painting
- Balloon POP Art
- Blind fold artists
- Musical murals

See you all there for our cultural art adventure!

SCHOOL RESUMES ON TUESDAY 11TH JULY.