

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

Week One

Monday 23rd September – Pet Adoption

Have you always wanted your very own pet? Come along to the first day of Vacation Care and receive your very own soft-toy pet! Children will have the opportunity to groom it, take it to the pet hospital, create a collar, make a house and children will also receive a pet adoption certificate. Everyone is welcome to bring along a toy from home as well, to add in some extra fun.

Tuesday 24th September – Air Museum (Excursion)

The Queensland Air Museum acquires, restores and maintains a collection of 75+ historically significant aircrafts. Children will have the opportunity to explore these awesome aircrafts, learn about their history, sit inside a jet and hear one fire up! Back at OSHC, we will create a variety of aircrafts out of cardboard, paper, straws and popsicle sticks and then race our creations.

Wednesday 25th September – Slime, Snow Globes and Glitter Jars

Bring your creativity today! We will be getting hands-on and making snow globes and glitter jars. Children will have the opportunity to walk through a wacky sensory experience, with each new step a completely different sensation. Challenge your friends by placing items from around the room in a box and they have to guess what it is. In the afternoon, things will get messy with slime making.

Thursday 26th September – Silent Disco (Incursion)

Get your dance shoes on, it's time to party! Our friends from Party Higher will provide us with a morning full of SILENT dancing fun! Everyone will get a pair of special light up wireless headphones to use. Children can control their own volume, making it safe and fun with no loud music. The professionally trained facilitators will have us all engaged throughout the disco by playing fun interactive games, activities and quizzes with the latest kid-friendly music. We will even get a chance to play with the world's coolest light-up limbo stick. In the afternoon, everyone will have a chance to show off their amazing skills with an OSHC talent show.

Friday 27th September – Around the World in 12 Hours

Join us on a trip around the world in 12 hours at Vacation Care. We will be celebrating various cultures today and ask children to come dressed in your family's traditional cultural clothes. For lunch, we will be having a taste around the world party, so please bring a plate of your family's cultural food to share with your friends.

(For the share plate, please include a full list of ingredients as we do have children with allergies. Please also remember we are a nut free service.)

Some other activities will include:

- Multicultural dancing
- Cooking
- Sporting games

Week Two

Monday 30th September – OSHC World Records

Have some fun with your friends while trying to break some OSHC world records. Children will enjoy tackling our challenging activities while trying to win some medals! Children are asked to bring a few extra pairs of socks in for today. Some of the challenges will include:

- Mummy wrapping
- Card towers
- Scoop 'em up
- Dominos
- Hula hoop spinning

Tuesday 1st October – Baking and Market Day

Today is Market Day! Children will be making and creating all sorts of things at our Market Day. We will have a baking stall, drinks stand and craft area. Children will have the opportunity to make their market stall and get creative in the kitchen and craft area! They can even try busking at our buskers stage.

Wednesday 2nd October – Butterfly Farm (Excursion)

"Butterflies bring a smile to everyone's face so come along and enjoy the excitement of the world of the butterfly." – www.bribieislandbutterflyhouse.org.

Join us for an amazing outing discovering the wonderful world of butterflies. They will enchant and captivate you. Children will learn about their life cycle as well as the different species of butterflies. If you are lucky, some may even land gently on your shoulder! So, come along for a hands-on magical butterfly encounter.

Thursday 3rd October – Mini Golf (Incursion)

Swing into your best golfing attire and get ready to show us your skills at our Mini Golf Day. This day is filled with loads of outdoor and indoor activities to get your creativity flowing and bodies pumping. From creating your own golf tracks to decorating yummy golf inspired cupcakes, there is something for everyone!

Vacation Care Program

Friday 4th October – Ninja Warrior

Get your running shoes ready! Do you have what it takes to become the Ninja Warrior Champion? Children will have the opportunity to go through various obstacle courses that will test their balance, agility and strength. Children must come in clothes that they can run in. The day will run as normal with the obstacle course being run outside. Could you be the next Ninja Warrior?

SCHOOL RESUMES ON TUESDAY 8th OCTOBER 2019 (MONDAY 7th IS QUEEN'S BIRTHDAY PUBLIC HOLIDAY)

Student Free Day

Monday 21st October – Aura Park Hop (Excursion)

Today we will be exploring our local community in Aura. There are a number of parks in Aura, which we will be exploring by foot. A BBQ sausage sizzle will be provided when we stop for lunch. Back at OSHC, we will be working on our focus projects as well as participating in story telling with our story bags, creating with loose parts and lots of physical activities on the oval, basketball courts and climbing equipment.