

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.
- **Jack Strudwick:** Educator - Studying Bachelor of Education.
- **Andrew Sorbello:** Educator - Certificate in Active After School Coaching and Certificate III in Outdoor Education
- **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

Week One

Monday 18th September – Camp Out Day

Bring your sleeping bags and tents; it's camp out day! Today it's all about the outdoors! We will be setting up OSHC as a campground and doing activities such as making damper, bush dancing and we will also explore the forest board walk to collect leaves and sticks for our pretend fire so we can have our toasted marshmallows! Be sure to bring a glass jar so you can make your own lantern.

Tuesday 19th September – Medieval Day (Incursion)

Enter all ye brave knights and maidens. Warsong Kids will take children through squires training where they will learn the basics of the two most important aspects of Larp (live action role-play): combat and role-play.

- Making a life-size checkers board and pieces
- Making knights and goblets
- Making stained glass windows

Wednesday 20th September – Harry Potter Day

Catch the Hogwarts Express from Platform 9 and $\frac{3}{4}$ into OSHC for a fun-filled day of spells and magic. Make sure you dress up as your favourite Harry Potter character and practice your spells for the magic competition! Hogwarts awaits you for an awesome day of activities.

- Hogwarts sand castle competition
- Face painting
- House Cup (dodgeball)
- Harry Potter movie

Thursday 21st September – Strawberry Fields (Excursion)

It is that time of the year when strawberries are at their best. On this very exciting day, we will firstly be going to Mary Caincross Park and then to strawberry fields in the afternoon. At the strawberry fields, we will learn the history of the farm, enjoy a tasty ice cream and pick lots of strawberries. It is going to be a berry good day!

Friday 22nd September – Games Day

Games Day is fun for children of all ages! It is a day for children to get up off the couch and enjoy the outdoors. There will be games such as 'Steal the Treasure', soccer and a scavenger hunt. Children will also have the opportunity to create their own board games. Come and join the fun with us on Games Day!

Week Two

Monday 25th September – Laserzone and Point Cartwright (Excursion)

Children will need to bring lots of energy today for Laserzone! After our morning at Lazerzone, we will head to Point Cartwright for a picnic lunch, walk, play and sand pit competition! Back at OSHC, there will be a variety of activities such as sports games, scratch art and glow in the dark painting.

Tuesday 26th September – Circus Day

Come one, come all to Circus Day! There will be a range of circus themed activities for children including face painting, making our own juggling balls and circus games like ring toss and hoola hooping. There will also be an assortment of circus arts and craft activities, as well as some tasty popcorn and pretzels during quiet time (be careful that the elephants do not eat it first!).

Wednesday 27th September – Professor Jelly Bean (Incursion)

Professor Jelly Bean is coming to OSHC today to show us the most fantastic experiments in town. Professor Jelly Bean is a unique science learning experience for children. Come and join in the fun as Professor Jelly Bean shows us how to make Slimy Ice, Sea Foam and Glitter Freaky Goo Worms. Don't forget to dress as a nutty professor. See you in the lab!

Thursday 28th September – Disney Day

Come on a magic carpet ride to Disney and technology day. We will be spending the day doing all sorts of exciting craft including:

- Spray art of mickey mouse
- Making our very own enchanted rose
- Making frosty exploding snow, fairy dough and much more.

Children will also complete their own Disney activity booklets. Bring along your devices for technology times throughout the day. Don't forget to dress in your best Disney costume!

Friday 29th September – Teddy Bear's Picnic and Bike Day

You're invited to a Teddy Bear's Picnic. If you go down in the woods today, you will never believe your eyes. If you go down in the woods today, you are sure of a big surprise. For every bear that ever was is gathered there together. Because today is the day the teddy bear's have their picnic. Don't forget your teddy bear and bike for this day. Please also bring a pair of socks to make a sock puppet.

Vacation Care Program

- Making puppets (wooden and sock)
- Face painting
- Decorating snack boxes
- Preparing morning tea for the picnic

**SCHOOL RESUMES ON TUESDAY 3rd OCTOBER
(AFTER QUEEN'S BIRTHDAY PUBLIC HOLIDAY).**

Student Free Day

Monday 16th October – Movie Surprise (Excursion)

Today we will be heading to the movies in the morning and then to a local park in our community. Which movie and park will it be? To find out which movie and park, come along and discover the secret!