

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.
- **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.
- **Cassidy Harvey:** Educator – Studying Bachelor of Education.
- **Jack Strudwick:** Educator - Studying Bachelor of Education.
- **Hayley Graham:** Educator - Studying Bachelor of Education.
- **Sophia Rule:** 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 and \$65 incursion / excursion
2019 Fee Increase	\$47 at school program and \$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 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

Program

Wednesday 5/12/18

Water Play (At School)

Join us for our water play day where you can compete in a variety of activities and games to keep cool on our first day back at vacation care. Remember to bring along your swimmers, rashie, towel and a spare change of clothes.

- Ice cube painting
- Water bucket relay
- Liquid limbo
- Sponge bullseye

Thursday 6/12/18

Kings Beach (Excursion 10-2)

Summer is here, therefore it is time to go to Kings Beach pool! This day is jam packed with fun beach activities. Please remember to wear your togs because it is swimming time.

- Sandcastle competition
- Shell candels
- Sand clay play
- Cup crabs

Friday 7/12/18

Finders Keepers (At School)

Let's all come on an adventure to the Land of Finders Keepers. We have fun filled activities here ranging from making your own treasure maps, discovering hidden treasures, and working out clues to the jack pot treasure.

- Balloon Pop game
- Pass the parcel
- Scavenger hunt
- Rock painting

Monday 10/12/18

Christmas Craft (At School)

Calling all our Christmas elves! It's almost Christmas and there is no better time to start making some festive decorations. Today the children will be creating their own Christmas crafts including tree decorations, reindeers, Christmas trees and lots of other goodies. The children will also have the chance to create their own Christmas Play. With festivity all around, this is not a day you want to miss.

Tuesday 11/12/18

Santa Sign (Incursion 10-12)

The lovely people from Children's entertainment fun will be coming today to guide and help us to create our very own wooden personalised SANTA STOP HERE garden sign. The children will also have time to continue with our Christmas craft from the previous day and to decorate our Christmas Workshop.

Wednesday 12/12/18

Christmas Cooking (At School)

Bring your apron as today is all about Christmas cooking. There will be lots of fun in the kitchen as we make lots of tasty treats.

- Yoghurt bark
- Reindeer truffles

- Christmas punch
- White Christmas cups
- Games

Thursday 13/12/18

Aussie World (Excursion – 9-3)

The children have been asking and we are delivering! To celebrate 2018 we are taking a trip to spend the day at Aussie World. The children will have a blast of a time riding all the rides including:

- Speed Stars
- Little Beaut Toot
- The Wasp
- Bombora Bounce
- Redback
- The plunge and so much more.

Don't miss out on the fun and exciting day.

Friday 14/12/18

Christmas Disco (At School)

Come dressed in your best Christmas party gear and get ready to dance! Today is a disco dance party! There will be lots of dancing and fun today.

- Face paint and hair spray
- Dance competitions
- Making dance ribbons
- Lots of games!
- Making christmas shakers

Wednesday 2/1/19

New Year (At School)

We're sure that everyone had a fantastic Christmas and a big bang to bring in the New Year. Today we're going to continue that at OSHC by creating time capsules, party poppers, lots of dancing, go on a treasure hunt and make cupcakes.

Thursday 3/1/19

Sports Day (At School)

Dress up in your favourite sports gear and join us for a fun filled day of sports and outdoor games. We will be making pom poms and medals to use throughout the day's events. We will also join each other in playing:

- Long Jump
- Tunnel ball
- Leader ball
- Building and tackling an obstacle course.

Friday 4/1/19

Games Games Games (At School)

Who doesn't love good old fashioned games and board games? Come and challenge your friends and the educators to your favourite board game, everyone is welcome to bring their favourite game from home. Some of the old fashioned games we'll be doing are:

- Hopscotch

Vacation Care Program

- Pick up sticks
- Marble's
- The Chocolate Game and so much more.

Monday 7/1/19

Movies (Excursion 9-12)

Who loves going to the movies? WE DO!!!! Today we are heading to Big Screen Cinemas at Caloundra to watch Wreck it Ralph 2. Video game bad guy Ralph and fellow misfit Vanellope von Schweetz must risk it all by traveling to the World Wide Web in search of a replacement part to save Vanellope's video game. Children will enjoy a drink and some popcorn. Back at OSHC we will:

- Create secret picture drawings
- Experiment with magical coloured flowers
- Coloured Pumpkin seeds

Tuesday 8/1/19

Wheelie Day (At School)

Get ready for a *Wheelie* Fun day. Bring along your bikes and scooters to participate in some free riding activities and even have a go at the obstacle course. We will decorate our bikes, paint with cars and just have wheelie wheelie fun day. DON'T FORGET to bring your helmet.

Wednesday 9/1/19

The Dude that's Different & Didge for Kids (Incursion 10:30-11:45)

Jason Morris will be coming along today to do two fantastic shows for us. One show is called "The dude that's Different" the children will learn that being different and looking different is good and why teasing and bullying is wrong. The children will be inspired to keep on trying and will be amazed as they watch Jason demonstrate everyday challenges that he faces, such as tying his shoelaces with one hand, getting dressed, cutting up food, playing card games and much much more. The children then will get to experience the fantastic sounds of the oldest woodwind instrument, in the "Didge 4 Kids" show. The Show includes all children acting out animal sounds and being involved in a didgeridoo short story. We will also learn a brief history about the didgeridoo. Learning about circular breathing, fun with voice box sounds, termites, Aboriginal art, bee's wax, musical games, and of course alot of didgeridoo fun.

Thursday 10/1/19

Messy Madness (At School)

Today is a child dream day, we are going to get MESSY! All different types of slime and messy.

- Bubble art
- Sandpit volcano
- Shaving cream twister

Remember to wear something you can get messy and a change of clothes.

Friday 11/1/19

Team Building (At School)

At OSHC we love making new friends and working as a team. Today we are going to participate in a number of activities to get to know each other and build our friendships. Some of the activities we will be doing together are:

- Blindfold Seek
- Back Pictionary
- Charades
- Sneak a Peek.

Monday 14/1/19

Super Hero Day (At School)

Super Heros! Today is a day where everybody is **super**. Children will be encouraged to dress up with costumes from home, or create their own during today's morning activities. Students will have a blast testing their super hero abilities in a variety of challenging games.

- Make a mask and cape
- Ninja Warrior course
- Speedy relays
- Tunnel ball and over and under

Tuesday 15/1/19

Ice Skating (Excursion – 9:30-12:30)

One of our most popular excursions is the ROLLERDROME. To get out of the heat we are going to try our skills at ice skating. Don't forget to put in some nice warm clothes because it gets cold in there. Back at the service we will be crafty with our cooler crafts:

- Button snow flakes
- Sand Man (AKA Snow Man)
- Polar Bear Craft

Wednesday 16/1/19

Brazil Day (At School)

It's Brazil day, have your cooking skills and taste buds ready as we are doing Brazilian cooking. Ready, set, go there's a soccer match to be played and Zumba class to be shaken. We also will be creating:

- Rain clouds in a jar
- Rice Musical Shakers
- Beading
- Masks

Thursday 17/1/18

Bouncefit (Incursion 9-12)

Grab your active wear because today we're doing Bouncefit. Bouncefit is taken place on a mini tramp and is a mixture of jumping, dancing and games encouraging fitness, coordination, strength and most importantly FUN. Kids will be smiling and laughing for the full hour.

Friday 18/1/19

Nerf Day (At School)

Today is the day that all the children get to participate in a NERF BATTLE! Children will create a base/fort with their teams, made from cardboard boxes, paint their team sign and get ready for

Vacation Care Program

a Nerf Battle like no other. So children bring your Nerf tools, NAMED so that you are ready to play! You may need to bring along an extra pair of clothes and a towel for a possible water balloon battle!

Monday 21/1/19

Ocean Life (Incursion 9:30-10:30)

Our Friends from Ocean life are coming today to share with us The "Weird & Wonderful Creatures of the Sea". This will be an interactive touch and learn session where children discover amazing facts about extraordinary ocean animals. Marine creatures the children can touch and artefacts create excitement, while teaching the important message of caring for our environment. Children will be surprised at the diversity of bizarre looking creatures in the ocean! The children will have the opportunity to see baby bamboo shark, blue linkea sea star, sand sea star, decorator urchin, tropical sea cucumber, common black sea cucumber, freshwater turtle and more.

Tuesday 22/1/19

Summer Music Festival (At School)

We all love our summer festivals and OSHC is bringing their very own festival to the service. Today will be full of fun, laughter and MUSIC! The children will be tie dying (don't forget to bring something to tie dye), Dancing on the dance floor, Creating wild hair in our hair station, Glittering up with glitter tattoos and chilling out in the chill zone. What is a festival without food and drinks? Children will be making pizza and drinks to share for lunch. Get those music festival outfits organised and see you there.

Wednesday 23/1/19

Kings Beach (Excursion 10-2)

We love going to the beach and enjoying this beautiful place we call home. Today the children we have the opportunity to explore the rock pools, play in the sand and enjoy a swim in the pool. At lunch time we will gather together and enjoy a sausage sizzle together. Come along and enjoy the beach fun.

Thursday 24/1/19

Super Soaker Day (At School)

It's time to get wet and wild with your super soakers. Bring in your super soakers to battle it out with each other or improve on your target practice. We will also be:

- Water painting
- Sand castle building
- Play the duck game

The day will be a wet one. So be sure to wear your togs and pack a dry set of clothes.

Friday 25/1/19

Australia Day

Tomorrow is Australia Day so we are going to celebrate this amazing country that we are lucky enough to live in. Come dressed as Aussie as you can so you can enjoy all of our fun activities:

- Thong throwing comp
- Crickets
- Wattle Pom-poms
- Water fight
- Clay animals and so much more.