



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.

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.
-  **Maddy Meyer:** Educator – Studying Bachelor of Education.
-  **Hayley Graham:** Educator – Studying Bachelor of Education.
-  **Maddie Grant:** Educator – Studying Bachelor of Education.
-  **Rob Belchamber:** Educator – Studying Bachelor of Education.
-  **Georgia Hunter:** Educator - Studying Bachelor of Education
-  **Ella Ousley:** Educator – Studying Bachelor of Education.
-  **Charlotte Ker:** Educator – Studying Bachelor of Education.
-  **Georgie Snelling:** Educator - Studying Bachelor of Education
-  **Sam Turner:** Educator - Studying Master of Teaching

Key Facts



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.

Fees and Charges

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

School holidays/Pupil free days	
	\$49 at school program
	\$74 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 Hand-book, 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 4th April - Animal World

Come and discover the world of animals! Today the children will be engaged in various experiences with animals. Children will be able to role play vets and marine hospital, exploring and sharing in their own ideas as they participate in this activity. Using prior knowledge and research skills children will be researching about animals and recording their findings in our OSHC project book. Throughout the day children will be creating animals through art and craft activities.

Tuesday 5th April - Easter Joy Incursion

Get your rabbit ears on and hop over to OSHC. Today is all about EASTER. We will be creating many Easter goodies for you to take home and share with your family! Bring your easter cheer and get ready for a day filled with fun.

Wednesday 6th April - Sport Spectacular

Come along to our sport spectacular. Today will be filled with high energy, playing all sorts of games. Children will engage in challenges as they take on their peers through various sporting activities to get their body moving. Some of the sporting events they will be participating in are: Movement chain, Penguins waddle, Table tennis and Bowling.

Come along and join in the fun with us at our sport spectacular day.

Thursday 7th April – Holiday Fun Incursion

Join us for a holiday fun incursion at the OSHC! Children will be engaged with a range of activities, reflecting on holidays across the globe, playing games and creating a scene about how they've spent their holidays! Hope to see you there!

Friday 8th April – Easter Cooking and Hunt

Come along to OSHC and join in the Easter festivities! We will be making delicious, no-bake Easter treats like sweet popcorn, Easter egg biscuits, and colourful skewers. The children will need to put on their thinking caps as they participate in an Easter hunt, solving tricky riddles to reach the end and receive their chocolate eggs. Don't miss out on this fun, yummy, and festive day!

Week Two

Monday 11th April – Green Thumb Incursion

Green Thumb Fun! Join us for a day filled with gardening fun! Children will decorate their pots and plant their own seeds ready to take home! We will be recreating the OSHC garden beds. These will be filled with a variety of seeds and flowers all planted by our very OSHC children!

Tuesday 12th April – Discovering the Outdoors

Come outside and discover the outstanding outdoors. Today we will be making some yummy scrummy camp fire stew, we will be challenging you to find the best stick you can, and we will be creating our very own spaceships. Join us to learn and explore the great outdoors we live in. Don't forget to bring your hat and water bottles!

Wednesday 13th April – Big Games Incursion

It's Big Games Day! Today at Vacation Care we have an incursion planned, students will have a great time playing with oversized games together at our morning incursion. Early in the morning children will have the opportunity to create straw airplanes and stress balls. In the afternoon we have several indoor and outdoor activities for children to enjoy with each other.

Thursday 14th April – Creative Thinking

Today is creative thinking day at OSHC, so get your thinking caps reading for an innovative day. Creative thinking day is all about imagination, creativity, and fun. We will be making dream catchers, crystal feathers, and contact sun catchers. We will also be creating mazes; cup stacking challenges and constructing your very own magic tricks. So, come along for a creative day to explore and intrigue your imagination.

Week Three

Tuesday 19th April – Finger Gym

Today is all about exercising our fingers and hands! We will be creating ninja stars, paddle pop objects, finger painting and a whole lot more. Children will also engage in OSHC's Wannabe Pilot Training Centre. Join us for a day full of hands on fun.

