



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

- c **Michelle Greenhalgh:** Diploma in Early Education and Care.
- c **Deb Barwick:** Educational Leader – Diploma of school age care
- c **Sienna Alexander** – RP Educator - Studying Bachelor of Education
- c **Charlotte Ker** – RP Educator - Studying Bachelor of Education
- c **Maddy Meyer** – Educator - Studying Bachelor of Education
- c **Patrick Clough** – Educator - Studying Bachelor of Education
- c **Noah Taverner** – Studying Cert IV in School based education support
- c **Maddi Camm** – Educator - Cert IV in disability support

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 (2022) \$51 at school program (2023)
	\$74 incursion/excursion (2022) \$76 incursion/excursion (2023)

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

September 2023

Friday 1st September - Pupil Free Day

Come into OSHC on our Pupil free, and freely select between all over activities we have set up today. The experiences that will be on offer today for all children, making a wooden spoon puppet of your choice, socket buddies, outdoor water and nature play, coloured sand art. Children can also choose their own activities throughout the day.

Monday 18th September - Bellingham Maze (Excursion)

Today we are going to venture out on our excursion to Bellingham maze. Once we are there we will be splitting into small teams and will work together to navigate our way to the centre of the maze to the viewing deck and back out again. At OSHC children will be making their own puzzles and challenge their peers to complete it. Come along and join in the fun.

Whole group: Car ramp.

Tuesday 19th September - Bubble Soccer (Incursion)

Come to OSHC today for the ultimate bubble soccer experience! In other words, you will be playing fun and crazy soccer games while being inside a seriously big, blown up Zorb bubble! After this fun incursion, you will be engaging in some fun sport activities like Capture the Flag and Newspaper Hockey. Dress up in your favourite sports jersey or outfit!

Whole group: Foosball competitions.

SNR activities: Newspaper hockey.

JNR activities: Capture the flag.

Wednesday 20th September - Community Day

What do you want to be when you grow up? Come dressed as your future self. Sunshine Coast Council will be visiting the service with their Waste 2 Resource education program. Throughout the day children will make plant able seed gift tags out of scrap paper, upcycling and being creative as they explore and make things with recycled items. What will you create with recyclable items?

Whole group: Which Waste goes where / Race to Recycle board game / recycled paper plantable seed gift tag.

SNR activities: Sunshine coast council guess speaker / Recycle Craft Creations.

JNR activities: Sunshine coast council guess speaker / Loose parts Recycle craft.

Thursday 21st September - Superhero Day

Welcome to our superhero day, where you can dress up as your favourite superhero and share in superhero activities with us. Today all children will be participating in superhero training and be able challenge themselves and friends in these training exercises. There will be plenty of superhero craft suited for all children.

Whole group: making superhero mask, design your cape template, superhero training.

SNR activities: Making a spiderweb, superhero canvas.

JNR activities: Popsicle superheroes, Superhero Cuffs, making a spider web.

Friday 22nd September - Around the world

Children are able to travel around the world without leaving the OSHC gates! On this day children will be learning about different countries and famous landmarks from all around the globe as well as making and eating their own burgers at lunch time.

Whole group: Create your own flag, STEM Challenge: International Landmarks, Miniature Safari Make your own burger/hotdog.

Monday 25th September - A Day of Colours

Show us your favourite colour by coming into OSHC by wearing your favourite colour outfit. Prepare yourself to get a little messy during our creative coloured activities. Today we will be discovering colours through various indoor and outdoor experiences.

Whole group: DYI paper fans.

SNR activities: Large DYI twister mat, magic paper towel art, coloured coasters.

JNR activities: Rainbow suncatcher, group table blow art, coloured cotton balls, coloured nature collection.

Tuesday 26th September - Creative flare

Bring your creative flare to OSHC today as we are making all things creative! In the morning, the juniors will be making collage pictures, colour changing art and exploring the seasons through collage. The seniors will be participating in pastel artwork drawing and exploring sensory painting. In the afternoon there will be outdoor activities such as bubble painting and discovering inspired aboriginal painting techniques to create artwork for the OSHC room. .

Whole group: Real life art.

SNR activities: pastel drawing, sensory painting, Aboriginal inspired painting

JNR activities: Collage pictures, colour changing art, season collage, bubble painting.

Wednesday 27th September - Caloundra Air Museum (Excursion)

Today is all about Aviation as we visit the Queensland Air Museum where we will get up and close with planes, helicopters and all things aviation. Children will enjoy a picnic lunch as we watch the planes take off.

Whole group: Paper & Craft Stick Aeroplanes / Paper Helicopter that Flies.

Thursday 28th September - The Magical World of Harry Potter

Today is the day for you all to come in and explore all things magical that is Harry Potter. We encourage all children to come to OSHC wearing your best Harry potter costumes. Throughout day all children will be able to participate in experiments and making our own nature potions using various resources from the environment.

Whole group: Harry potter worksheets, Professor Sprout: Nature potions.

SNR activities: Professor McGonagall: Mystery Craft, Hagrid's: fireworks in a jar, Professor Dumbledore's: Kinetic sand, Professor Hooch: Quidditch world cup match.

JNR activities: Professor Snape's: Tornado in a bottle, Professor Lockhart's: creative drawing, Harry potter's secret Message, Professor Hooch: Oval hoops quidditch.

Friday 29th September - Colour Warriors (Incursion)

Let's get crazy today with our colour warriors' incursion. Please wear your white clothes as we run through clouds of colours while completing outdoor activities. You all will be also participating in many creative experiences throughout the day. If you want a day in a crazy fun world well this is your day.

Whole group: Colour run, fireworks coloured sand art, fizzy art, puffy slime, wooden spoon people.