



# 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.
-  **Karen Vorster:** Educator – Certificate in Education Support.
-  **Hayley Graham:** Educator – Studying Bachelor of Education.
-  **Sophia Rule:** Educator – Studying Bachelor of Education.
-  **Maddie Grant:** Educator – Studying Bachelor of Education.
-  **Lauren Player:** Educator – Studying Bachelor of Education.
-  **Georgia Hunter:** Educator - Studying Bachelor of Education
-  **Renee Blake:** Educator – Studying Bachelor of Education.
-  **Charlotte Ker:** Educator – Studying Bachelor of Education.
-  **Brianna Chisolm:** 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	
	\$48 at school program
	\$73 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

## Staff Day

### **Friday 3rd September - Mosaics**

'Create your own masterpiece today! Your scattered pieces can transform into something beautiful, something crazy, something fun! Mix it up and see what it becomes. Activities include:

- Chalk Drawing
- Clay Statues
- Dried rice mosaics
- Dream catchers
- Masking tape creations
- Marble Painting

## Week One

### **Monday 20th September – Woodwork Incursion**

Bring your hard hat and hammer and join us for Woodwork Day. Children will all receive a kit which they will build and construct to make an item that they get to take home. It will be a day of fun, creativity, working with friends, building the largest domino run, making finger puppets and much more. Activities include:

- 3D Mobile Dinosaurs
- Yarn wrapping
- Forest Walk
- Pipe Cleaner Finger Puppets
- Jenga & Domino Run
- Blossoming Craft

### **Tuesday 21st September –Reptiles & Fur Friends**

Join us today as we explore the different reptiles around the world. We will be doing a variety of games and activities involving reptiles as well as our fur friends. Let's investigate and learn about some of the scariest and wackiest reptiles around! Don't forget to bring along a fur friend toy or your coolest reptile toy from home to show your friends at OSHC. Activities include:

- Lizard drawing competition
- Outdoor Vet
- Reptile Scavenger Hunt
- Beaded Snakes
- Design a Reptile
- Jewellery for fur friends
- The Chameleon Game

### **Wednesday 22nd September – Art Class Incursion**

Bring along your creativity hands because today will be filled with paint creations and an Art Class. Test your limit by using any material you can think of with paint to create an art piece. Activities include:

- Squishes Painting
- Butterfly Painting
- Combination Art
- Sand Art in Bottles
- Texture Painting

### **Thursday 23rd September – Boxes**

You'd be surprised how much fun you can have with boxes! Come along to Box Day and find out all the games we can make! Bring along some boxes to share with your OSHC friends. Activities include:

- Box Building Laptop Creation
- Carnival Toss Box
- Target Golf Creation
- Marble Labyrinth
- Shoebox Foosball
- Roll and Count
- Box Furniture / Box Creations
- Play Target Golf
- Spin and Cardboard Toss

### **Friday 24th September – Games Day**

It's game day at OSHC! Be prepared to have your mind and body challenged with a bunch of indoor and outdoor games. Come join us, create your own game, play minute to win and don't forget to turn on your detective skills for our scavenger hunt! Hope you join us for our awesome lineup of games.

Activities include:

- Card Game Making
- Limbo
- Marble Run Mazes
- Treasure Maps
- Sandpit Scavenger Hunt
- Chess Comp
- Minute to Win it
- Chalk hopscotch
- Traffic Light Game
- Charades

## Week Two

### **Monday 27th September – Tech Day**

Join us for Tech Day when you can bring your own device to Vacation Care. How good is that? There will be all kinds of activities; get a chance to play a game with a friend on your device, use your iPad for inspiration to create an amazing drawing, try your hand at some easy coding, create your own technology. There will be something for everyone!

Activities include:

- Kids Art Hub
- Spy Decoder
- Make a Mobile Phone
- Go Noodle
- Bee Bots
- Osmo Coding
- Technology Word Jumble
- 3:3D Shape Building
- Paper Clock Watch (Smart Watch)
- Goldie Blox
- Play Game on own Technology
- Make own Technology from Box Construction

# Vacation Care Program

## **Tuesday 28th September - Build your own Incursion**

It's up, up and away today! Make your own kite, and let it loose, the sky is the limit. You will also be participating in making pencil cases, motor inventions, plaster money boxes and yoyos. Activities include:

- Ring Toss
- Twister
- Handprint kits
- Hopscotch

## **Wednesday 29th September – Young Scientists**

Whose dream is it to be a SCIENTIST!?! Come along to OSHC with your thinking caps on to discover how science works. You will be engaged in creating your own science and watching how science happens. You will even get to make your own bath bomb to take home for you to use at bath time. Activities include:

- M&M Colours
- Colourful Volcanoes
- String Painting
- Bathbombs
- Capillary Action Experiment
- Bathbombs
- Floating Ping Pong Ball
- Orange Fizz
- Crazy Cocoa Powder
- Fizzy Fruits
- Self Portraits
- Balloon Rocket

## **Thursday 30th September – Colour Run Disco Incursion**

Let's get this party started!! We have got lots of activities for you today including an awesome color run where you get the opportunity to be covered in colour and compete in a few competitions. Let's not forget about our disco that we will have running where we want to see some of your cool dance moves. You can wear some white coloured clothes that can get colourful for the colour run, however, don't forget to bring a change of clothes for after the colour run. Activities include:

- Headband Making
- Freestyle Dancing
- Musical Chairs
- Conga Line
- Balloon Dancing Challenge
- Corners

## **Friday 1st October – Footy Colours Day Fundraiser**

Come kick start your day by helping your OSHC friends fundraise for Footy Colours Day! Today you will be put to the test to showcase your outstanding footy skills as we play some group games and participate in the longest kick competition. You will also get the chance to show off your creative skills as you design your very own footy uniform, a football, and a poster to support kids with cancer.

Be sure to wear your favourite footy colours to support kids with cancer!

Activities include:

- Create a Poster
- Longest Kick Competition
- Create your own Jersey
- AFL 9s
- Shark and Islands
- Coast to Coast
- Create your own Guernsey
- Super Boot
- Design a Football
- Ruckman's Treasure
- Footy Game
- Create a Banner