

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.
- Catherine Quinlan: Lead Educator – 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.
- Emily Hammill: Educator – Studying Bachelor of Education.
- Cassidy Harvey: Educator – Studying Bachelor of Education.
- Jack Strudwick - 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 \$65 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 bought 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

Friday 29/06/18

Red Nose day Disco

Today is Red Nose Day. We will be holding a disco to help raise funds for SIDS, if you are able to we ask if you could bring some change along to help us with our community fundraiser. Please come dressed ready to dance the day away. You may come dressed in red and let your imagination run wild.

- Disco
- Face Painting
- Photo Booth
- Red nose cooking

Monday 02/07/18

Incursion - Magic Show

Who loves a little bit of MAGIC? Today Magic Chris is coming to OSCHC to give us a show that will blow our minds and keep us wondering?

- Magic Show
- Learn a preform magic tricks
- Create costumes
- Put on your own magic show
- Science experiments (that are just like magic)

Tuesday 03/07/18

Country Day

Grab your boots and hats and get ready to YeeHaa! Life on the coast can be a bit different to life out in the country, so today we will be learning about the things they get up to in the country. We will try out some country dancing and bit of old country cooking.

- Toast Marshmallows
- Make a bandana
- Country cooking
- Country fair games
- Hobby horse races

Wednesday 04/07/18

Excursion – Caloundra Cinemas

We all love going to the movies, especially in the holidays. We will be heading to downtown Caloundra Cinemas to enjoy a movie with popcorn and drinks. Movie TBA.

Thursday 05/07/18

Carnival Circus

Step right up, step right up, the circus is in town! Get you tickets early so you don't miss out on all the fun carnival games and circus tricks.

- Ring Toss
- Bobbing for apples
- Acrobatic tricks
- Fairy floss
- Face painting

Friday 06/07/18

OSHC Kitchen Rules

Get your taste buds ready we're going to be cooking up a storm today. Who is the best cook at OSCHC? Come along and find out. Pack your aprons and your chef hats.

- Slices
- Scones
- Biscuits
- Styling the table
- Taste testing

Week Two

Monday 09/07/18

Art Show

Come along and learn some new art techniques that are out of the ordinary. The children will then set up their own art gallery displaying their creations.

- Big Wings
- Mosaic
- Small canvases
- Screen printing
- Teepee out of branches and wool
- Splat monsters

Tuesday 10/07/18

Incursion – African Dance Workshop

West Africa is coming to OSHC these holidays with African dancing workshop. There will be singing, dancing, body percussion, story and song. Children will be immersed into African culture with experienced facilitators that tell real stories of their personal experience in African culture with African people.

Wednesday 11/07/18

State of Origin

Today is the final battle of the states. Wear your colours loud and proud, BLUE or MAROON! The children will have the chance to participate in a game of touch and many more state of origin activities to get them pumped for the final show down of the year.

- Friendly touch comp
- Flag making
- Pom Pom making
- Red & Blue Jelly

Thursday 12/07/18

Caboolture Historical Village

Step back in time and dream of 1957. Today we are heading to Caboolture to immerse ourselves in the olden days. Children will have the opportunity to see villages and over 70 buildings. We will participate in a variety of activities that include washing, blacksmith, gem sieving, the dairy, the paint shop, transport displays and a train ride.

Friday 13/07/18

Novelty Games & Picnic

The good old novelty games are always the favorites. We will have a day of fun with games such as tunnel ball, 3 legged race, egg and spoon and much much more. For lunch we will gather to enjoy a picnic lunch together.

Monday 16/07/18

Excursion – Bowling

For our very last day of vacation care we are going to enjoy having a fun game of bowling together. The children love this excursion and have a blast whenever we go. We will be heading to Alexandria Headland bowling where the staff are always happy and welcoming.

We look forward to the school holidays as much as your children do! We can't wait to share the fun and excitement with all who attend OSHC!