



# 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:** Coordinator – Certificate III in Children's Services and studying a Diploma in Education and Care.
- c **Hayley Graham:** Educational Leader – Studying Bachelor of Education.
- c **Georgie Snelling** Educator – Studying Bachelor of Education.
- c **Georgia Hunter:** Educator – Studying Bachelor of Education.
- c **Maddie Grant:** Educator – Studying Bachelor of Education.
- c **Maddy Meyer:** Educator – Studying Bachelor of Education.
- c **Rob Belchamber:** Educator - Studying Bachelor of Education
- c **Ella Ousley:** Educator – Studying Bachelor of Education.
- c **Sienna Alexander:** Educator - Studying Bachelor of Education
- c **Deb Barwick:** Educator - Diploma of School Aged Care

## *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

Decemebr 2022

## **Wednesday 30th November - Juiced Up Groms (Incursion)**

Today is all about getting Juiced Up! Children will engage in a 60-minute show all about active living and healthy eating! Children will participate in a range of different activities and finish the day with a healthy smoothie! We will finish the day with an afternoon of different sports and ball tossing competition! If you enjoy an active lifestyle, this is the day to join us at OSHC.

## **Thursday 1st December - Aura Park and BBQ Tour (Excursion)**

Come and join us on an excursion to every child's favourite places – the park! We will be visiting different parks in the Sunshine Coast, making it a day of fun with a BBQ lunch! When we arrive back at OSHC, the children will be completing a scavenger hunt, solving clues to find a hidden gift. Your child and their friends will have a blast.

## **Friday 2nd December - What can you do?**

For International Day for Disabilities, we have planned some activities for students to play games and discuss what life would be like with a disability. This is to help students think about the lives of other and be grateful for what they have and celebrate the persistence and courage of the disabled community.

## **Monday 5th December - Cooking Classes**

Cooking classes we will be doing today, come along and design your very own chefs' hat. Today your taste buds will explore many flavored foods from around the world. Children will be able to participate in the preparation of the food and have the pleasure of eating what they made.

## **Tuesday 6th December - Noosa Museum and Cooroora Park (Excursion)**

Today at OSHC, we are heading out on an excursion to the Noosa Museum! The Museum was founded by the Cooroora Historical Society in 1985 mainly as a means to preserve what was rapidly disappearing of the past. The Museum houses an extensive and impressive collection of photographs capturing many moments of our pioneering past as well as modern moments that will one day be an important part of local history. We will also look at the library of books about the Noosa Shire & newspapers dating back to the early 20th century.

## **Wednesday 7th December - Run away to the Circus (Incursion)**

In this energy workshop kids show their physical creativity by trying their hand at lots of different skills using a variety of different circus equipment. A day full of creative activities where children can learn new skills and work together to complete a range of tasks. Children will get to participate in an awesome circus-themed workshop, so come dressed in your brightest clothes ready for a day of fun!

## **Thursday 8th December - Water Games**

Bring your SunSmart togs, towel, wet shoes, and a hat! Today is going to be a big day of sunshine and splashing. If you love water games today is your day to come to OSHC.

## **Friday 9th December - Friday Chill's**

Today is all about chillin having fun making things with recycles items, origami, puppet making, joke telling (don't forget your joke book), group games and enjoy a movie with popcorn.

## **Monday 12th December - Let's get wet**

Bring your togs, sun safe swim shirts and towels for our wet day at OSHC. Today we will be participating in water play involving sprinklers, squirt devices, buckets. Children may also bring in their own water devices.

## **Tuesday 13th December - Christmas Art**

Merry Christmas to our OSHC families, today we will be creating many Christmas decorations and children will be involved in making Christmas gifts for their own families. come along for the Christmas fun.

## **Wednesday 14th December - Christmas Food**

It's the season to be jolly, come along and make some lollies. Bring your appetite to make all things Christmas treats. Share in our Christmas fun and using your cooking skills to create yummy food. Children will also be able to make a snack for the Santa's reindeer for when they visit on Christmas eve.

## **Thursday 15th December - Aussie World (Excursion)**

Come spend a fun filled day with us at Aussie World! Aussie World is one of Australia's favourite theme parks that has endless experiences of adrenalin pumping, action packed rides and attractions. So, if you are a crazy thrill seeker for simulators, slides, bumps and coasters, then you are going to have a very exciting day! Once we have arrived back to OSHC, we will be having a relaxing afternoon to rest after a busy and fun filled day.

## **Friday 16th December - Silent Disco (Incursion)**

Join us for a day of fun at OSHC'S Silent Disco. Children will get to have advance party before the Disco even begins, as well as make their own songs. Mini paper handbags are the accessory all children will get to bring home! Join us for a fun filled day.

# Vacation Care Program

## January 2023

### **Tuesday 3rd January - New Beginnings**

With the start of a new school year we are welcoming a new group of students into PLC OSHC as this year's preps join our juniors. To celebrate we are having a day to introduce the fresh faces to the rest of our children and educators. We have activities for students to get to know each other and feel welcomed at our service.

### **Wednesday 4th January - OSHC Garden**

Bring your green thumbs and gardening gloves to help us work together to create an inviting OSHC garden. Learn how to look after and water our new plants. We need your help to keep our garden fresh and maintained.

### **Thursday 5th January - OSHS Fun Games**

Time to start a new year and come and join us for a day of fun at OSHC to continue our holiday fun. Children will make their own stress balls, enjoy games of musical statues, wool limbo. Best of all, in the afternoon children will have the choice of either oval games or spiderweb activities.

### **Friday 6th January - Let's mix it up**

We made it to our first Friday of the year, today we will be holding a let's mix it up day at oshc where children will be able to participate in a variety of experiences that educators will set up for the children to select what activities they would like to do. The variety of activities include, challenge your fired at a game of Jenga, sand pit creations, DIY guitars and many more. Come join in the fun today.

### **Monday 9th January - Suncity bowling and Cotton tree playground (Excursion)**

It's a strike! Let's begin this week by going Tenpin bowling at Alexandra headland. Team up with your peers for a game fun. After our 2 games of bowling we will be heading to cotton playground park for lunch and play under the big shady trees. Children will be able to select their own activities whilst at OSHC.

### **Tuesday 10th January - Sip Art**

Come along to OSHC sip art experience. Children will be participating in creative drawing/painting while enjoying the taste of cheese, crackers, kabana and sipping juice.

### **Wednesday 11th January - Clay Creations**

Our incursion today is clay creations, nothing beats getting creative with lay. A fun hand on learning experience where you can learn different clay forming techniques. We will then spend the afternoon making our own things with air drying clay.

### **Thursday 12th January - Splish Splash**

*Bring your togs and water squitter's. If you love to splish and splash today is your day to come to OSHC. Don't forget dry clothes and a towel! See you soon for a fun day of water play.*

### **Friday 13th January - Creative Friday**

Creative fun Friday! Today is all about getting into your creative side. Children will have a range of different art activities to choose from. Making their own jewelry, shaving foam art, and canvas painting. Today has it all, children will leave feeling more creative than ever.

### **Monday 16th January - Animal Discovery**

Today is all about animals as we discover interesting facts about animals, make elephants toothpaste, and engage in animal-based activities, craft and more. Seniors are required to bring electronic device for an activity.

### **Tuesday 17th January - Rush Adventureland (Excursion)**

Many of our children here at OSHC have expressed their interest in visiting the Rush Adventure Land at the Plaza. It would be a great experience for the kids to visit the adventure land with all of our OSHC friends – a large group of kids will make for a more exciting and enjoyable time at the indoor playground.

### **Wednesday 18th January - All Things Paper**

Today is all things paper. Each activity will have an element of paper and we will find out ways of how to use paper in many ways. Come and see what you can make just using paper.

### **Thursday 19th January - Fun Day**

Today is FUN DAY! We will be making butterfly sun catchers, sun sand art and straw airplanes. We will also be being playing some outdoor games such as capture the flag, skipping, and designing your own hopscotch court. In the afternoon we have WATER PLAY! So, pack your togs for a water balloon fight, fill the bucket, and sponge run.

### **Friday 20th January - Bubble Science (Incursion)**

An exciting day here at OSHC! Witness the most amazing, wonderful and impossible bubbles with professor Peanut Butter. In this session you will experience bubbles like never before! In the afternoon, the magic and science will continue as they make wands and try and crack a secret code with their friends.