



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 **Ella Daniec:** Educator – Studying Bachelor of Education.
- c **Sienna Alexander:** Educator - Studying Bachelor of Education
- c **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

Staff Day

Friday 24th June - Chillaxing and Popcorn

Come along to OSHC today in your most comfy chillaxing clothes for a fun, relaxing day where the children are able to explore the different sides of their creativity. Through our quiet time children will have the opportunity to drink warm chocolate and snack on popcorn.

Week One

Monday 27th June - Cube Sports (Inursion)

Join us for day of physical fun! Children will participate in a Zumba class ran by professionals. Children will enjoy large Jenga games, table tennis and yoga! To practice our new Zumba moves, children will engage in Just Dance for the afternoon!

Tuesday 28th June - Science Discovery

Science discovery at OSHC is a fun filled day consisting of a wide variety of educational and exciting activities for children of all ages to enjoy.

Wednesday 29th June – Ginger Factory

Join us for a fun day out at the Ginger Factory! Children will see the plant nursery, explore tropical gardens and all the ginger products. There is also a playground with tunnels, stairs, slides, windows for peaking, and ropes for climbing. Children be engaged in an interactive bee show, have a trip on the train and travel by boat to watch the gingerbread man show. We hope to see you there!

Thursday 30th June – Design Your Art

Children will bring out their inner artist today at OSHC, completing art inspired activities all day! We will be creating our very own Art for Kids Hub and using all kinds of creative materials like wool, stained frames, loom bands and paints to test the children's imaginations!

Friday 1st July – Let's Get Physical

Wear your trainers and bring your water bottles because today is physical activities! We will be keeping active today with lots of games and sport! We have morning Yoga, our Ninja Warrior Course, Meteor and Dinosaur Tiggy, Capture the Flag and more!

Week Two

Monday 4th July – NAIDOC Activities

Today we pay respect to Aboriginal Culture. Children will engage in a variety of different Indigenous activities including making clapping sticks and traditional Aboriginal Dot Painting. Join us for day of Indigenous Craft and watching dream time stories.

Tuesday 5th July – Wild Life HQ (Excursion)

Today at OSHC we are heading out for an excursion to Wildlife HQ. Wildlife HQ is home to native and exotic animals from around the world! We will get to explore all the different animals and experiences Wildlife HQ has to offer. After the excursion back at OSHC we will be doing safari sand art. So, if you are an animal lover this day is perfect for you, come along for a great day out with the animals.

Wednesday 6th July – Wildlife Unleashed (Inursion)

Do you love animals? If yes today is the day to come to OSHC. We are having live reptiles come into visit us today. Today will be packed with fun facts and live experiences with some cool and slimy reptiles.

Thursday 7th July – The World Around Us

Travel with us around the world. Today we are appreciating our countries and our individual ethnicity. Come on an adventure discovering the different parts of our world.

Friday 8th July – On Wheels

Bring your helmets for a day on Wheels. Today we will be riding our own wheels bikes or scooters that you bring along, to do this you must wear your safety gear. Today will be a ride as we go outside and challenge ourselves on wheels. Outdoor games, street sign making and team building games will keep you busy. On wheels will be wheelie fun!

Week Three

Monday 11th July – Winter Warmers and Snacks

Come celebrate winter at OSHC with our winter warmers day! Today we will creating and designing some winter activities. These activities include designing snowflakes, winter masks, paper puppets, and light up snowman's just to name a few. We will also be making nachos for lunch to warm everyone up. So come along on this winter day for some fun winter inspired activities.