



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.
- 👤 **Natalie Rollings:** Educator – Diploma in Children's Services.
- 👤 **Cassidy Harvey:** Educator – Studying Bachelor of Education.
- 👤 **Karen Vorster:** Educator – Certificate in Education Support.
- 👤 **Pia Henriksen:** Educator – Certificate in Education Support.
- 👤 **Hayley Graham:** Educator – Studying Bachelor of Education.
- 👤 **Sophia Rule:** Educator – Studying Bachelor of Education.
- 👤 **Sophie Freeleagus:** Educator – Studying Bachelor of Education.
- 👤 **Lauren Player:** Educator – Studying Bachelor of Education.

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	
	\$47 at school program*
	\$72 incursion/excursion*

*From 1st January 2021, there will be a \$1 fee increase for both at school and incursion/excursion programs.

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 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 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 your child has sensitive skin we encourage you to bring your own sunscreen.



Vacation Care Program

Week One

Wednesday 2nd December – Balloon Games

Balloon games... we'll huff and we'll puff as we let the balloons lead us on some fun games today. It will be a popping good time for all ages, so don't miss out on the fun.

- Balloon volleyball, tennis and hockey
- Balloon messenger
- Water balloon egg and spoon races
- Balloon rockets and other experiments
- Pass the balloon
- Balloon obstacle course

Thursday 3rd December – Kings Beach (Excursion)

A visit to the iconic Kings Beach saltwater pool is a must over the summer holidays, so join us for a day at the beach. Have fun at the water fountain with its surprise bursts of water. What about a sandcastle competition or sand hopscotch? Remember to bring your hat, swimwear and don't forget to slip, slop, slap!

- Make a placemat
- Octopus and turtle craft
- Sand art

Friday 4th December – Get Back to Nature

Today, the children will be getting back to nature with lots of flower and natural resource activities in the OSHC yard.

- Sun catchers
- Flower chains and felt flowers
- Nature clay and pot decorating
- Fishing hole
- Nature walk
- Rock and leaf art

Week Two

Monday 7th December – Geckoes Wildlife (Incursion)

This year, the children have really embraced learning about the different animals and creatures of our world. These holidays we can't wait to have Geckoes Wildlife join us here at OSHC with all of their amazing animals. The children will also have the opportunity to engage in craft activities such as:

- Create a skink house
- Animal craft
- Dingo houses
- Newspaper koalas

Tuesday 8th December – Sensory Play Day

Does your child like goopy, gooey, squishy hands-on play? Then Sensory Play Day is sure to interest them. Sensory play is important for young children, as it provides endless opportunities to develop and learn. It combines science,

fine motor skills and senses but most importantly it is lots of fun! Children will learn, discover and play while using their senses.

- Squishy sensory bags
- Spaghetti worms
- Sand foam
- Dinosaur fossils
- Clay pencil holder
- Sock puppets
- Beading

Wednesday 9th December – Thrill Hill and Coolum Aqua Park (Excursion)

Today our junior children (Prep – Year 2 2020) and senior children (Year 3+ 2020) are heading to different locations for their excursions. Our junior children will have a blast at Thrill Hill, while the senior children put on their life jackets and have fun at Coolum Aqua Park. So, grab your swimwear and let's go!

- Waterpark box construction
- Marble track – super slide
- Bubble art
- DIY kinetic sand

Thursday 10th December – Board Games Galore

A day full of board games! Today, children will discover a range of different board games. They can even bring their favourite board game from home to play against their friends. Children will also have the opportunity to create their own game to take home.

- Hopscotch
- Large naughts and crosses and snakes and ladders
- Hangman
- Twister
- Dice instruction game
- Go noodle

Friday 11th December – Mexican Day

The children have been asking for nachos and tacos, so today we would like all our OSHC amigos to join us for a FIESTA! Come dressed in your favourite Mexican outfit and don't forget that sombrero. After all our fun activities in the morning, we will need a siesta before the fun continues in the afternoon.

- Making maracas
- Cooking nachos and tacos
- Making Mexican jars for our pinata treats
- Escondidas (hide and seek)

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Week Three

Monday 14th December – Christmas Craft

Who doesn't love a little bit of homemade Christmas craft?! Today will not be your ordinary paper craft, these items you will want to cherish every Christmas. A Christmas card making station will also be set up so children can make their friends and family a personalised card.

- Stencil art
- Pop-up cards
- Christmas ribbon wreath ornament
- Pine cone ornament
- Sewing felt Christmas ornament
- Snowy frosted candle holders
- Button Christmas tree
- Christmas bauble scene
- Merry Brickmas tree hangers

Tuesday 15th December – Christmas Build-a-Bear (Incursion)

The children really enjoyed the our Build-a-Bear and Lego day earlier this year, so we are combining these two days again, but this time with a Christmas theme. The children will have the opportunity to build their very own Christmas Bear as well as their very own Lego Christmas set. Throughout the day, children will also get to create some Christmas art and outdoor games.

Wednesday 16th December – Christmas Cooking

Cooking is a fun part of preparing for Christmas. Today the children will make some Christmas treats that are a little bit different. They will also have the opportunity to play some Christmas games. We'll try and save the special treats for the children to bring home, but we can't promise anything!

- Reindeer M&M's
- Santa reindeer chow and reindeer noses
- Christmas popcorn
- Christmas cookie houses and cookies in a jar
- Hot cocoa mix ornament
- Christmas movie bingo
- Gingerbread playdough

Thursday 17th December – Aussie World (Excursion)

Our most anticipated excursion is our end of year visit to Aussie World. Today will be full of fun and adrenaline. Children will have the chance to go on their favorite rides, enter the illusion room and can cool off with a splash in the water park. Don't forget to pack your swimwear and a towel!

Friday 18th December – Christmas Party

Today is our last day of OSHC for 2020. It's been a big year, so come along and celebrate with us as we party the day away. There will be lots of fun activities including:

- Christmas guess who and bell game

- Beaded Christmas ornament
- Christmas slime
- Dance party
- Christmas painted rocks
- Pass the parcel
- Christmas scavenger hunt

Christmas closure from Monday 21st December 2020. Reopening on Monday 4th January 2021.

Week 4

Monday 4th January – OSHC Environment Day

Today we will give our environment a big warm hug! We are going to spend the day looking after our OSHC environment and creating fun and exciting objects for our garden. We will be making hanging gardens, land art and awesome terrariums for the children to take home. Come along and join the fun on Environment Day!

- Terrariums
- Leaf lanterns
- Fairy and elves garden
- Hanging herb gardens
- Shadow drawing
- Land art

Tuesday 5th January – Physical Activities

Today is all about getting active with lots of physical activities planned. So, make sure you wear your activewear! We will be doing basketball challenges, relay races, music activities and to finish the day, we will make smoothies and relax with yoga!

Wednesday 6th January – Cubby Hideaways

Today is sure to bring a homely feeling to OSHC. With giant cubby houses, puppet making and cooking, there is something for everyone to enjoy! Bring along a cozy friend or a blanket to join in on our cubby house creations!

- Sandpit castle creations
- Pokémon houses
- Lego
- Clay houses
- Cardboard tube village
- Fairy bread and orange juice making

Thursday 7th January – Magic Art Thursday 07/01/21

Today is all about getting creative! Together, we will explore our imaginations with colours and crazy monsters. However, it could get messy, so make sure you are wearing old clothes that you don't mind getting a little colour on. Come and join us on this day full of colour and fun!

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- Paper towel water art
- Splatter paint
- Magic monsters
- Rainbow art
- Food colouring marble
- Line rugs

Friday 8th January – Lego, Wool and Beads

What things can you make using wool, Lego or beads! We have so many different activities planned for today including:

- Friendship bracelets
- Beading
- French knitting
- Mobilo, Duplo and Lego cities
- Origami wallets
- Melted beaded key chains
- Loom bands
- Basket weaving

Week Five

Monday 11th January – Ocean Life Show (Incursion)

Today we have organised an ocean life show to come to OSHC. The show will begin at 10.00am; make sure you're on time so you don't miss this interactive and informative show. Throughout the rest of the day, you will be able to create your own ocean sensory bags, wind chimes with sea shells, ocean puzzles as well as make sea creatures out of egg cartons.

Tuesday 12th January – Plant Heaven

Plants, plants, plants, plants... Get your hands dirty with our fun plant day and watch them come to life at home. If you look very closely in the garden, you might even spot some fairies hiding.

- Enchanted garden – imagination play
- OSHC café plant
- Mud painting
- Grass heads
- Fairy letter box
- Sprout house
- DIY bouncy balls

Wednesday 13th January – Movies and Bowling (Excursion)

Today the junior children (Prep – Year 2 2021) will be going to the movies and the senior children (Year 3+ 2021) will be going bowling. When we return to OSHC, there will be lots of activities such as celebrity heads and cartoon drawing!

Thursday 14th January – Think Shapes

Shapes are everywhere! Our world and everything in it are made up of different shapes. It's amazing once you stop and look around. Today will be a fun day filled with all kinds of shapes... Test your skills at recognising and building shapes,

use your imagination as you create an amazing work of art and most importantly, have fun with your friends as we explore and learn more about the different shapes in our world.

Friday 15th January – Labyrinth Day

Explore the world of Labyrinths and brain teasers on our OSHC Labyrinth Day. Today will include labyrinths, puzzles, meditation, rock discoveries and much more! Bring along any interesting rocks or earth discoveries to share and discuss with your friends at OSHC.

- Rock discovery
- Maze puzzles
- Outdoor meditation
- Spinning tops
- Rubik's cubes and brain teasers
- Rock labyrinths and labyrinth craft
- Visit to Pacific's Labyrinth

Week Six

Monday 18th January – Armadillo Discovery

Come join us on an armadillo hunt. Use the clues given to you and learn about how they live. Today we will be creating burrows for your very own hand made armadillos. This involves playing in the sandpit, box construction, online research and many more exciting games.

- Word search
- Discovery hunt
- Armadillo and burrow construction
- Investigations

Tuesday 19th January – Inflatable Waterslide (Incursion)

Summer holidays can seem long when the days are so hot, so what better way to escape the heat than with some water fun. Join us today for our GIANT inflatable waterslide incursion. There will also be lots of fun water play with water balloons and other team activities. Make sure you bring along your water pistol to enjoy an afternoon water fight!

- Towel water balloon toss
- Cup races
- Water colour art
- Water pistol fight

Wednesday 20th January – Sunshine Coast Tour Guide

Do you have what it takes to be a Sunshine Coast Tour Guide? Today the children have the opportunity to share their knowledge of our local area. We have lots of activities to turn you into a tour guide for the day!

- Make cameras, tour guide booklets and postcards
- Recreate Sunshine Coast landmarks
- Beach sensory play
- Tour guide centre
- Marble track waterfalls

Vacation Care Program

Thursday 21st January – Bowling and Movies (Excursion)

Today for our bowling and movie day, our juniors (Prep – Year 2 2021) will get the chance to show us their skills at the alley, while our seniors (Year 3+ 2021) will watch the cameras roll at the movies! A rolling good time will be had by all. Back at OSHC, we'll also get to do the following activities:

- Movie charades
- Three-legged races
- Movie Pictionary

Friday 22nd January – Castles and Dragons

Come and join in the magical world of Castles and Dragons. We will be exploring our wonderful imaginations today. Come dressed as a fairy, queen, king or knight if you like, but keep an eye out for that dragon, we wouldn't want to wake him from his sleep!

- Sock puppets
- Crowns
- Box castles
- Prop making
- Catapults
- Stem castles
- Dragon Lego and drawings

Week Seven

Monday 25th January – All Things Australian

Today at OSHC we will be celebrating all things Australian! Through many experiences, children can explore, learn and discover their creativity. We will also be cooking some Australian tucker such as damper and good old vegemite and cheese scrolls.

- Australian inspired dot paintings
- Australian animal sand art
- Wooden boomerangs
- Australian mosaics
- Wooden animals
- Nature clay impressions

**Australia Day Public Holiday Tuesday 26th
January 2021. School resumes Wednesday 27th
January 2021.**