



# 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.
- 👤 **Cath Quinlan:** Educator – Diploma in Children's Services.
- 👤 **Cassidy Harvey:** 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.
- 👤 **Sophie Freeleagus:** Educator – Studying Bachelor of Education.
- 👤 **Lauren Player:** Educator – Studying Bachelor of Education.

## Key Facts



<b>At the Service:</b>	15 children	to	1 staff member
<b>Excursions:</b>	8 children	to	1 staff member
<b>Water activities:</b>	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

### 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

## Staff Day

### Friday 26<sup>th</sup> June – Paper Craft Modelling

We're breaking out the glue, paper and scissors and getting crafty today. We've even got some different competitions and you'll be able to take some of your new paper decorations home!

- Paper strip rainbows and hearts
- Paper fish
- Pinwheels
- Pop-up cards
- Paper chains and flowers
- Make your own puzzle
- Origami and lanterns
- Paper plane competition

## Week One

### Monday 29<sup>th</sup> June – The Big Band

Join us today as we create a range of instruments. From maracas to box drums, there is something for everyone. In the afternoon, we will create THE BIG BAND and present to our friends using the new instruments we have made.

- Pan flutes
- Banjos
- Water xylophone
- Rice maracas
- Strummies
- Balloon drums

### Tuesday 30<sup>th</sup> June – Outside the Box (Incursion)

Today we want you to use your imagination and think outside the box! There will be a variety of activities on offer including Lego, challenges and games, cubby and fort building and some not so normal craft. Everyone will be taking home their very own Lego creation from our workshop incursion.

- Lego games
- Shoe box dioramas and construction sites
- Kinetic sand
- Paper craft and marble runs
- Cubby and fort building
- Lego Workshop

### Wednesday 1<sup>st</sup> July – Big Innovators Day

Our Big Innovators Day gives you the chance to try out numerous activities and build with your own ideas and creativity. Let's see who can design the coolest cartoon character or create an awesome mask to show off. So, join in and become an innovator!

- Box construction
- Design your own cartoon character
- Finger kitting
- Splatter art
- Clay
- Sculptures

### Thursday 2<sup>nd</sup> July – Dino Explorers (Incursion)

Calling all budding paleontologists! Today, we will be learning about dinosaurs; identifying them and discovering and rebuilding their habitats. There are lots of experiences to get involved in, including making your own fossil kit that you can take home!

- Dinosaur lanterns
- Dinosaur habitats
- Plaster molds
- Dinosaur sand play
- Dinosaur Fossil Workshop

### Friday 3<sup>rd</sup> July – Healthy Cooking

Today we will be cooking up a storm! We will be making lots of healthy delicious food for our very own OSHC Café. We will also be creating a recipe book so bring along some of your favourite recipes. Don't forget a mug for your hot chocolate!

- OSHC Café
- Menu and recipe book
- Hot chocolate and raspberry muffins
- Quesadillas
- Vege crisps
- Milk bottle plant pots
- Yoga

# Vacation Care Program

## Week Two

### Monday 6<sup>th</sup> July – Mini Scientists (Inursion)

Bring your curiosity for a wonderous and messy day! You will be able to make elephant toothpaste, coffee filter art, fizzy rainbows and so much more. We need your help to create a range of experiments, so wear your oldest clothes and let's see what we can discover together.

- Coffee filter art
- Fireworks in a jar
- Fizzy rainbow
- Elephant toothpaste
- Calming jars
- Mentos experiment
- NAIDOC activities – stain glass flag and homemade paint brushes

### Tuesday 7<sup>th</sup> July – Pirate Day

Ahoy, me hearties! Time to dust out your costumes and dress like a pirate. Let's get adventurous, go back in time and talk like a pirate. Avast ye, we'll make a boat and head to the island... watch out, you might have to walk the plank. Aaaarrggghhhh!

- Treasure maps
- Pirate puppets
- Make a parrot
- Paddle pop stick craft – treasure chest and boat
- Build a life size box boat
- NAIDOC handprint activities

### Wednesday 8<sup>th</sup> July – Teddy Bear's Picnic (Inursion)

Its picnic time! Put on your best bear clothes and join us for an interactive, fun day where you can hand stuff your very own bear (just like build a bear) to take home. Children can also bring a favourite teddy from home for our Teddy Bear's Picnic.

- Make teddy ears
- Face painting
- Bear Inursion
- Picnic basket and bear cave construction
- Teddy Bear's Picnic
- NAIDOC canvas art activity

### Thursday 9<sup>th</sup> July – Mini Beasts

Join us to learn about and create all types of mini beasts today! Children will also be able to design their own t-shirts to acknowledge NAIDOC Week. Please bring in a plain white shirt for this activity.

- Cork and clay bugs
- Insect wire sculptures and trivia
- Handprint spiders
- Life cycles and food chains
- Scavenger hunt
- NAIDOC shirt activity

### Friday 10<sup>th</sup> July – Let's Get Physical

Bring along your activewear, because today we are going to get physical! Join us for lots of fun activities where we will work in teams and get active.

- Obstacle course
- Balloon hockey and volleyball
- Horse gallop the hay
- Basketball shoot-out
- Yoga
- NAIDOC Keentan activity (kangaroo play)

## Staff Day

### Monday 13<sup>th</sup> July – Lost in Space

Calling all astronauts...Blast off into space with us!

Launch Date: Monday 13<sup>th</sup> July

Mission Control Centre: PLC Vacation Care

Create your own space station, rocket or space rover. Discover the planets, their sizes and colours.

- Milky way chalk art
- Foil printed moon
- Wool wrapped planets
- Moon sand
- Make a collapsible telescope