



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.
- 👤 **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

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 4th September – Plant Heaven

Plants, plants, plants ... can you spot the fairies? 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! There's lots of activities planned for today, including:

- Fairy doors and letter boxes
- Enchanted garden
- Writing fairy letters
- Mud painting
- Grass heads and bird feeders

Week One

Monday 21st September – Pajama Day

Let's have the ultimate pajama party! You can just roll out of bed, put your slippers on and join us at OSHC! There will be something for everyone including creative craft activities, relaxing in your pjs while watching a movie and even some fun group games. Bring your pillow and soft toy if you want to. Please remember to wear closed in shoes for outside play.

- Mindful colouring
- Creative writing – OSHC Story Book
- Quiet critters
- Cloud dough/sand and cloud in a jar
- Elastic beaded bookmark

Tuesday 22nd September – Dance Workshop (Incursion)

Today is all about dance and movement! We will be having an awesome dance workshop to learn hip hop and street dance. Other activities include skipping, limbo challenge, exercises and musical craft. We will also be making our own wind chimes, so feel free to bring along treasures such as shells to add to your masterpiece!

- Musical instruments
- Wind chimes
- Musical games and go noodle
- Skipping and group exercises
- Limbo challenge

Wednesday 23rd September – Treasure Hunters

Explore the world of crystals on our Treasure Hunt day. From hanging charms, candle holders and crystal experimentation, this is a day you can't miss out on. There will be activities for everyone to engage with and many take home creations. So, come along, join the fun and become a crystal enthusiast.

- Hanging charms – wire beading
- Jewellery box making
- Mosaic creation
- Treasure hunt
- Clay crystal tealight holders

Thursday 24th September – Australia Zoo (Excursion)

Calling all zoologists! Today we are visiting the wonderful Australia Zoo, learning about animals and discovering their habitats. Once we get back from the Zoo, we'll be making:

- Animal face masks
- Talking animals
- Paperchain pythons
- Animal origami

Friday 25th September – Explore Your Imagination

Get ready to explore your imagination with activities where you'll need to think creatively, including:

- Healthy eating café
- Monster stones
- Cardstock TVs
- Dramatic play – TV show
- Paper cup phones

Vacation Care Program

Week Two

Monday 28th September – Drawing Workshop (Incursion)

For both beginners and experienced drawers, this day is for you. We will be having a drawing workshop at OSHC. The day will be filled with different drawing activities and challenges so it's a great opportunity to come and build your skills.

- Tracing cartoons
- Still life drawing
- Art for kids hub
- Pop up cards
- 3D animals

Tuesday 29th September – Ninja Warrior

Calling all ninja warriors! Dress as your favorite ninja and come prepared with your best moves...ninja style!

- Popsicle stick and paper plate ninja
- Ninja turtle masks
- Cheerleading pom poms
- Ninja warrior course
- Red Ninja, Green Ninja (Red Light, Green Light)

Wednesday 30th September – Sea Life (Excursion)

Join us on an adventure to Sea Life Mooloolaba and discover the weird and wonderful creatures of the sea. Watch as sharks and stingrays swim above your head in the shark tunnel, see the beautiful sea dragons and magical jellyfish. Have a laugh at the seal show while learning about Australian Fur Seals and Australian Sea Lions. Everyone is going to have an incredible time!

Thursday 1st October – Bits and Bobs

Today we will be doing a bit of everything and a lot of box construction! Please bring in boxes for us to create with. We'll be setting up an area for our dinosaurs and animal as well as creating an awesome monster truck track. There will be stick and rock weaving and lots of nature craft as well, so feel free to bring extra materials in.

- Box construction
- Dioramas
- Dinosaur area

Friday 2nd October – MasterChef Day

Ready, steady, cook! Today at OSHC we will be engaging in different food creations from pizzas to fruit skewers. You can create and sell items at our pop-up market stalls or be a head chef in our pizza shop. Come along and join the fun on our MasterChef Day!

- Market stall
- Home corner – MasterChef
- Banana boats
- Mini pizzas and fruit salad skewers
- Zoo trail mix and apple fruit donuts