

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. Our Service operates according to the following children to staff ratios:

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.

Meet The Team

- **Natalie Sorbello:** Educational Leader – Diploma in Children's Services.
- **Sophie Freeleagus:** Educator – Studying Bachelor of Education.
- **Hayley Graham:** Educator – Studying Bachelor of Education.
- **Michelle Greenhalgh:** Educator – Certificate III in Children's Services
- **Cassidy Harvey:** Educator – Studying Bachelor of Education.
- **Susan Kerr:** Educator – Studying Bachelor of Education.
- **Cath Quinlan:** Educator – Diploma in Children's Services.
- **Natalie Rollings:** Educator – Diploma in Children's Services.
- **Sophia Rule:** Educator – Studying Bachelor of Education.
- **Karen Vorster:** Educator – Certificate in Education Support.

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
	\$67 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 you child has sensitive skin we encourage you to bring your own sunscreen.



Vacation Care Program

Student Free Day

Friday 5th April 2019 – Environment Day

It's time to get out and about today and enjoy the great outdoors, investigating and exploring all that nature has to offer. We will discover new elements of our surrounding environment, go on a nature scavenger hunt, walk through our very own forest and so much more:

- Upcycled folk art competition;
- Sandwich bag compost experiment; and
- DIY Earth Day wildflower seed bombs.

Week One

Monday 8th April 2019 – Traditional Day

Come and join OSHC for our traditional day. We have many fun-filled cultural activities planned ranging from papier-mache, painting and exploring our heritage. Activities include:

- Aboriginal dot painting of boomerang; and
- Cultural handprint love heart.

Tuesday 9th April 2019 – Recycle Man (Incursion)

Get ready to put your recycling skills to the test as we participate in activities that are focused on helping our environment by reusing everyday items. The Recycle Man will be helping us on our recycling journey and there will be games to play as well as craft activities using recyclable materials:

- DIY bird houses;
- Cardboard maze; and
- Snail CDs.

Wednesday 10th April 2019 – Art Explosion

Come and join in the fun of art explosion day. There will be many art and craft activities to unleash the creative artist in you as well as some DIY craft experiences, including:

- Make your own chalk;
- Create your own foam playdough; and
- Make your own stress balls.

Thursday 11th April 2019 – Woolworths Tour and Park Lunch (Excursion)

Today we will explore healthy foods and have our very own tour through Woolworths. After our tour we will be heading to Crummunda Park for lunch. During the day we will investigate and identify healthy foods and eating habits and also get the opportunity to cook delicious healthy meals and create vegetable art including:

- Food pyramids;
- Vegetable drawings; and
- Traffic light kababs.

Friday 12th April 2019 – Whatever You Want!

Today we're having a 'whatever you want' day. Children will have the opportunity to choose what they would like to do for the day including playing sport outside or doing arts and crafts inside, it's entirely up to them!

Week Two

Monday 15th April 2019 – Bunny Boxes (Incursion)

It's time to put our construction skills to good use with our lovely friends from Vacation Care Fun visiting to help us build our very own wooden Easter Bunny Boxes. Easter has never been so egg-citing! Other activities include:

- Wet chalk Easter eggs;
- Wool balloon Easter eggs;
- 3D eggs; and
- Easter egg hunt.

Tuesday 16th April 2019 – Easter Craft

Come dressed in your best Easter outfit today, it's time to get CRAFTY! There will be so much to create today, including:

- Easter crowns;
- Sock bunnies;
- Easter jars;
- Card making; and
- Clay creations.

Wednesday 17th April 2019 – Bowling (Excursion)

Join us for a fun filled outing to the bowling alley! You will have a ball! Don't forget your socks! Once we are back at OSHC, we will create:

- A giant Tic-Tac-Toe;
- Ear bud flowers;
- Juggling balls; and

Thursday 18th April 2019 – Easter Cooking

Easter is here and let's celebrate by cooking some delicious Easter treats. We will also have some cooking craft activities for those who like being creative in the kitchen, including:

- Easter scones;
- Chocolate bark;
- Easter biscuits;
- Salt dough Easter moulds; and
- Easter baskets.

Easter: Friday 19th April to Monday 22nd April 2019.

SCHOOL RESUMES ON TUESDAY 23RD APRIL 2019.