



# Child Care Summer Program

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# Program Philosophy

Side Quest is a Childcare program that provides an environment that supports children off the main path. When children are not at home and/or school, Side Quest provides a journey for them to explore and experiment with new ideas, master unique abilities, and discover lasting friendships that support their well being and success.

We adopt the FLIGHT curriculum into our program that believes in the image of the child and how best to support their social, physical, cognitive, creative, and emotional needs. Notice (observations), Name (interest, behaviour, experiences), Nurture (offer opportunities for child's learning and development) will be implemented to ensure children's interests and needs are addressed and supported.

Qualified nurturing educators guide children in their learning with a comprehensive selection of materials, equipment, and activities while also providing opportunities for leadership roles. We are an inclusive program that coordinates with community agencies and families to enhance each child's learning and growth.



## What to expect

Your child will be included and encouraged to have as much fun every day! Your child will be:

1. Safe and valued when they are in our care
2. Build relationships and interact with Qualified Diverse Educators
3. Included in the planning of the curriculum by offering their ideas and experiences
4. Opportunities to participate in the Quest of the day that is based on (interest, culture, need, life skill, and community)
5. Given the opportunity to attend field trips and activities in the community with their peers and Educators
6. Given the opportunity to learn and express social skills, emotional regulation, creativity, physical activity, and cognitive development
7. Build leadership skills
8. Given the opportunity to participate in sports and group games, science, technology, engineering, arts, mathematics (STEAM)
9. Support with homework if wanted
10. Free expression with the diverse materials on site for them to explore

# Program Information

Your child will be involved in many activities while in our program. The following are forms of communicating with you about events, changes, and closures:

1. Email
2. Newsletters and Slideshows
3. Monthly Calendar
4. Call or text messages
5. Parent Advisory Board



## Location

We are in Cedarbrae Community Center at  
11024 Oakfield Dr SW T2W 5G6.



## Operating Hours

Monday to Friday 7am – 5:30pm.  
Our first day is Tuesday, July 2nd and our last day is Tuesday, Aug 27th.



## Program Closures

Heritage Day

# Fees Policy

1. Fees are:  
**Weekly - \$350**  
**Monthly - \$1000**  
**All summer - \$1900**
2. We will be open on July 2 - Aug 27, 2024.
3. A non refundable \$75 registration fee is required.
4. A non refundable \$200 deposit is required upon registration.  
(Goes towards child care fee)
5. There is no day rate.
6. We do not pro rate for absences or vacation.
7. Payment can be made via etransfer:  
**Email: [info@sidequestchildcare.ca](mailto:info@sidequestchildcare.ca)**  
**Security Answer: SideQuest**  
**Message: Child's name**

Youth Program fee:  
**Weekly - \$263**  
**Monthly - \$750**  
**All summer - \$1425**

*Please Note: If you need to make alternate payment arrangements due to circumstances, please discuss with your Program Supervisor. Parents who need assistance can apply to the Alberta Government Child Care Subsidy Program: <https://www.alberta.ca/child-care-subsidy.aspx>*

## What Do You Need at Side Quest?

1. Indoor appropriate running shoes to participate in physical activity.
2. Water Bottle
3. Snack and Lunch (only 1 microwave available so please limit heated foods).
4. Appropriate outdoor clothing for all weather as we attempt to go outside every day.
5. Sunscreen and bug spray.
6. Ensure all belongings are labelled.

Side Quest does not provide food for children. We will have a supply of emergency snacks for children such as granola bars and smoothies, and on special days will provide snacks, treats, breakfast and lunch (this will be communicated to families prior to the day).

PLEASE NOTE: We are a peanut free program.

Lost and found items with no name will be stored in the lost and found in the lobby due to limited storage space.



# Child's First Day

1. Confirmation all information is correct.
2. Digital Signature of the following:
  - Family Handbook
  - Parent and Child Orientation form
  - Medication Form and Medication Received if Applicable.
  - Community Walk and biking form.
  - Program provided treat and PG rated movie form

*Let us build long lasting  
relationships with you  
and your family.*

*It is time to HAVE FUN!*



# Program Planning

## Eating Periods:

9:00 am – 9:30 am	Snack 1
12:00 pm – 1:00 pm	Lunch
3:00 pm – 3:30 pm	Snack 2

## Daily Schedule:

7:00 am – 9:00 am	Children arrive and have free expression
9:00 am – 9:30 am	Snack Time/Table Activities
9:30 am – 10:30 am	Sport/Group Games/Free Play
10:30 am – 11:45 am	Outdoor Play
11:45 am – 12:00 pm	Wash up for Lunch
12:00 pm – 1:00 pm	Lunch/Table Activities/Quest Bins
1:00 pm – 2:00 pm	Planned Activity (STEAM/QUEST/SPORT)
2:00 pm – 3:00 pm	Group Activities
3:00 pm – 3:30 pm	Snack/Table Activities
3:30 pm – 4:30 pm	Sport/Group Games/Quest (Indoor or outdoor)
4:30 pm – 5:30 pm	Free Expression and Transition for home time

Quest is our daily activity of the day we strive to accomplish. This could be physical, mental, emotional, or cooperative. Children challenge themselves with a series of tasks throughout the summer. Each accomplished challenge will earn them Quest points. This is an optional activity.

Some examples:

Wood working, relay race, biking, sewing, scavenger hunt, cooking/baking, tournaments (hockey, soccer, cards (pokemon/MTG) etc.), public speaking, reading and mathematics, leadership skills, survival skills, gardening and much more!

At the end of each month, children will total up their Quest points to be used at our month end family event to purchase prizes and be recognized for their successes and praised for their perseverance.

## Transfer of Care

At drop off time, families are responsible for ensuring their child enters the program. We advise walking your child to the door of our room and signing in with an educator. Your child is not in our program until they are signed in by an Educator.

At pick up, parents are required to come into the program to pick up their child. You may call or text to request your child to get ready prior to your arrival as we understand families have busy schedules. We do encourage approaching the program so we may build a relationship with you to best meet the needs of your child and family.



## Late Pick Up Policy

If a child is picked up after 5:30pm, \$1 per minute will be charged and is required to be paid in cash to the educators that are onsite upon pick up. If it is consistent, we will work with you and your family on your situation.

## Child Inclusion Policy

Educators attend workshops to implement this policy. Every child is encouraged to participate in activities to the best of their ability to support their development. We will adjust programming based on child's ability, skill, knowledge, and interest to best support them. Children can learn new skills, gain abilities, build patience and perseverance, and leadership. Educators will lead by example and are highly interactive in the children's activities to assist when needed but also to build positive working relationships with the children.



# Family and Volunteer Policy

We encourage families and volunteers to be involved in our programming to create a warm, welcoming, and inclusive environment. On Quest Nights, families are welcome to join the program in the quest to create a community where we all feel welcome and accepted. A family Quest will be offered once a month that will be planned on Educators, family and children's interests, culture, and ideas such as:

1. Board game night
2. Cooking Class
3. Movie in a gym night
4. Play or Circus
5. Sport event
6. STEAM

And much more!

Volunteers and families are encouraged to attend field trips and community gatherings. Families and Volunteers are required to complete a volunteer form to attend outings to ensure the safety of all children in our program. If you are interested in volunteering, please notify your program supervisor that you require a volunteer form, and they will provide you with one. You must have a current Police Information Check with Vulnerable Sector Search.

## Field Trips

Side Quest will take children on field trips that promote social, physical, cognitive, creative, and emotional development. Field trips are planned, and children and educators will plan collaboratively.

What is needed:

1. Parents will be notified 1 week in advance.
2. Parents will be required to sign a permission form which will include:
  - The date and location of the trip
  - Departure and return time
  - Items needed to pack
  - Name of Educators and Volunteers in attendance
  - Mode of transportation
  - Safety and supervision during the field trip (primary groups)





These forms must be signed and returned a minimum of 48 hours prior to departure time. If your child becomes ill or hurt during the field trip, you will be contacted to come and grab your child at the venue if we can not comfortably and safely get your child back to the program. In the case of an emergency, 9-1-1 will be contacted as will you on the emergency. Rest assured, Side Quest will ensure the safety of your children to the best of their ability but unfortunately accidents do happen, and we will be vigilant in taking measures to prevent injury and harm.

## Home Toys and Technology Policy

At Side Quest, children can bring a home toy and electronic device. Children must follow the below expectations:

1. Children are responsible for the items they bring. Side Quest will not be responsible for any lost or damaged items.
2. 1 hour of electronic time available each day max.
3. Children must sign in and out an electronic device as it will be monitored by educators for appropriate material.
4. Families who do not want their children participating in electronic time must let us know. Fun activities will be planned during that time for children who do not participate.



Movie days will be provided occasionally. Each video is screened prior to viewing if the movie is rated PG. Families will be notified in advance on what movie we will be watching. Children are encouraged to bring special snacks like popcorn for movie days if they would like. Side Quest will occasionally provide movie treats, but this will be communicated with families prior. Allergies are always considered.



# Social Media Policy

Side Quest families are to refrain from posting any photos that are taken in the program on social media sites.

Community Organizations may post on social media if children's faces are not shown unless a release of photo is signed for that organization.

## Release of Photo Policy

We follow our confidentiality policy closely and will not release your children's photos to other agencies or communities without your written consent. However, your child's photo will be used for programming purposes only. Such as newsletters, program handbooks, calendars, posters onsite, slide shows, where the pictures stay onsite and children files or shared with families registered in the program (slideshow). Any duplication of said documents outside of Side Quest from educators or parents will be in breach of policy. No pictures shall be posted on social media from educators or parents unless it is your own child, and no other children are exposed.

## Confidentiality

Side Quest keeps all information on your child and family strictly confidential except where disclosure is required by law or judicial action. This ensures the safety and wellbeing of your child. However, circumstances may arise where parents or children may need our help and support with an outside agency. In such circumstances, we require the following information in writing:

1. Name of agency, person, and or organization with which the information may be discussed.
2. Written consent for the specific information to be given.
3. When the release of the information commences and terminates.
4. The purpose for which the information is to be given.
5. Signature of the parent/guardian and date.

A record of this and the information released by Side Quest will be placed in your child's file. All children's records (registration form, portable emergency cards) must always be up to date and on the program premises.

**Play Dates:**

If you are interested in families having your contact information for play dates, birthday parties and more, please fill out the Parent Contact Exchange form and return to your program supervisor.

## Washroom Policy

It is the responsibility of the educators to ensure that all washrooms are safe for children to use. The following outlines the procedure:

Children are permitted to use the washroom, one child at a time throughout the day and must sign out with an educator designated to monitor the washroom whiteboard. If children are not back in 2 minutes, an educator will check to ensure they are ok. If multiple children need to go at once, an educator will monitor the hallway and washrooms. During transitions and eating times, staff will take groups of 10 children at a time to wash hands and use the washrooms.



**Public Washroom:**

Educators will bring their group of children to the washroom. They will wait outside the washroom door and call out periodically to ensure the children are safe. Educators are required to respond immediately if a child calls out for help.



# Illness Policy

We follow the Child Care Licensing Regulations sickness policy. Should a child become ill while in the care of the Side Quest Program, educators will assess the child using the following criteria:

- Vomiting
- Diarrhea
- New or unexplained rash or cough
- Having a fever
- Child requiring greater care and attention than can be provided without compromising the care of the other children.
- Having or displaying any other illness or symptom that requires medical attention or poses a health risk to persons on the program premises (pink eye, head lice, dizziness, eyesight distortion etc.)

Based on this criteria, the child's parent or emergency contact will be notified immediately and be required to arrange for immediate pick up of the child from the program.

During the time frame between when contact is reached and the child is picked up, your child will be made comfortable, and an educator will periodically monitor to ensure he or she is comfortable and not becoming overly distressed or anxious about illness. Currently, all pertinent information such as:

1. name of the child
2. date the child became ill
3. symptoms the child is expressing
4. staff member who identified the child as ill
5. time the parent was initially contacted
6. name of staff or person who contacted the parent
7. time child was removed from the program
8. date the child is expected to return to the program will be documented on the childcare facility illness incident log sheet.



# Health & Safety Policy

Health information about the child must be provided by the parents:

1. Immunizations
2. Allergies if any
3. Medications and form signed
4. Medications must be up to date
5. Medications must be in original container with label
6. Diagnosis of Special Needs or additional supports. (OT, PT, SPEECH, BEHAVIOUR)




All medication, except for epi-pens and puffers, will be stored out of reach from children and in a medication bag.

Emergency evacuation procedures are made known to all educators and children. Fire drills are held once a month to ensure that all children are familiar with the protocols.

Side Quest requires that all staff on the premises hold a current first aid & CPR certification.

By signing the family handbook, you are signing off that Side Quest can administer first aid to your child. We will assess and administer basic first aid treatment should an accident occur. Parents will be informed if any such action either verbally (in the case of very minor accidents) or through a written accident report (for more major incidents). Parents will be notified immediately of a serious incident.

In the event of a severe emergency (allergic reaction, head injuries, contusions, broken bones, etc.) 911 will be contacted as no educator, at any time, are permitted to drive a child. Following this, the parent or emergency contact will be notified to meet the child at the hospital or clinic. A staff member will accompany the child who is transported until a parent or emergency contact arrives. Parents are responsible for the cost of the ambulance.



Daily inspection of the program area takes place to ensure that all play areas are safe from any potential hazards that may cause tripping or slipping. All play equipment is inspected and cleaned on a regular basis. Areas of inspection include:

- Indoor play and food areas
- Washrooms
- Outdoor play areas and structures
- Toys, games, and play equipment

Any damaged toys or equipment is discarded and then replenished with new items.

All children, educators, and parents must follow the health and safety guidelines that are posted at each center. This includes wearing proper footwear and regular handwashing.

All children's portable records will be taken on field trips in case of emergency. All field trips ratio is 1 staff to 15 children.

## Shared Space Policy

Our summer program shares the space with the **Cedarbrae Community Center**. We have the privilege of utilizing spaces such as the large green spaces, outdoor hockey rink, tennis court and the gym, as well as Maple ridge school playground.

Side Quest ensures a positive working relationship with the Facility that consists of open communication, trust, and respect. The Side Quest team is proactive and the willingness to adapt to the changes in the environment is why we are successful with partnering with the association. The shared space is always clean and tidy for easy transitions.

# Withdrawal from Program

Written withdrawal from the program must be received no later than one calendar month before the next month's start date (excluding Saturdays, Sundays, and Statutory Holidays). Withdrawals may be submitted via email to your program supervisor. If withdrawal is given less than 30 days in advance, payment will be required for that calendar month.

## Complaint Policy

Side Quest takes pride in communication with parents, children, educators, and outside community agencies. If you have a concern you need to address, please follow the 4-step procedure listed below:

1. Verbal or written concern (Request a form from an educator)
2. If the issue is not resolved, discuss it with the program supervisor. Please inform them if you have spoken with an educator already.
3. Contact the Owner/Operator if your complaint is still not resolved at 403-805-0417

## Communication Policy

Side Quest communicates with families through in person discussions, text, phone call, and emails. If you are issuing a complaint, please follow the complaint policy as outlined above.

We do ask that if ever a child is not going to be attending our program due to vacations, illness, or any absence that the program is notified by email or text message so it can be documented accordingly.

Emails will be sent out immediately if ever there is a change to the program that affects you and your children such as field trips, change of space, emergency etc. A mass email will also be made if we are removed from location due to an emergency. Posters, newsletters, calendars are also available to communicate with families any events and activities happening in the program.





## Conflict Resolution Policy

In the event of a conflict between individuals, an educator will first encourage the children to solve the problem on their own with distant supervision so educators may hear what is being said. This supports children in learning to problem solve on their own.

An educator will:

1. Intervene if/when a conflict escalates and/or the children ask for help.
2. Offer ideas and suggestions so children may choose the best course of action.
3. Correct children in a more positive way to ensure children's opinions are respected.
4. Encourage children to problem solve in a respectful manner.

All educators ensure each child can explain their side to reassure children that they are being heard and respected in return. When a child problem solves, educators recognize them for accomplishing a life skill and remind them of that fact. If a conflict has not been resolved or is a continuing occurrence, parents of the children will be notified of the situation. Parents are encouraged to offer suggestions or opinions on the matter to assist with the situation pertaining to their child only. We do ask that parents ensure they do not take matters into their own hands and discipline other children in the program. Please let an educator know if you have seen or heard something. If the situation continues, then Side Quest will follow the Behavioral Procedures.

# Separation and Custody

In the case of a separation when one parent wants the program to withhold his or her child from the other legal parent, that parent should seek legal counsel. The program cannot assume responsibility for withholding the child from either legal parent without a copy of a court order. In the case where one parent has legal custody, the educator will release the child only to people authorized by that parent. A copy of the custody agreement must be given to the program supervisor. Our program takes child safety very seriously; your child will only be released to the persons listed on the registration form unless otherwise advised in writing. It is the parent's responsibility to keep educators informed so all information is accurate.

## Guidance Policy

Side Quest maintains the dignity of each person in all situations. Effective guidance comes from the belief that teaching individuals to take responsibility for their behavior is an effective quality in creating behavioral changes rather than teaching individuals to be obedient.

At Side Quest, there is no acceptance for: inflicting or cause to inflict physical punishment; any form of physical or verbal degradation, or emotional deprivation. Educators must not deny or threaten to deny any necessity or permit the use of any form of physical restraint, confinement, or isolation. Any child guidance action taken must be reasonable and relevant to the circumstances. Educators are required to attend workshops on a quarterly basis on Child Guidance and development practices.





# Bullying Policy

Side Quest has a strict ZERO TOLERANCE for bullying. This includes physical/verbal aggression, social alienation, intimidation, or acts of a sexual nature. All educators are constantly vigilant to act in protection of each child.

Conflict	Rude	Mean	Bullying
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

# Behavioral Procedures

All incidents will be recorded and stored in the child files.

For minor and major infractions, it is the responsibility of educators to use natural and logical consequences in conjunction with positive reinforcement for negative behaviours. Parents are required to sign the infraction report upon child pick up.

**Natural Consequence:** Is the result of something the child does.

**"If you stay up late, you will be tired"**

**"If you run on the ice, you will fall and get hurt"**

**Logical Consequence:** Is explained to the child prior and the child chooses the outcome.

**"You leave your bike out and its stolen, I will not get you a new one."**

**"You hit someone again during hockey, you won't get to play."**

For major infractions, the owner or program supervisor at the time will be involved. Parents will be required to sign an infraction report. Each incident will be treated on its own merit.

**Note:** During suspension, it is the parent's responsibility to find alternative care at their own expense. No refund will be issued if your child is suspended or removed from the Side Quest program. Every child and educator have the right to feel valued and safe in our program.

Please sign that you have read and understand the policies and procedures listed above for Side Quest. Please contact your program supervisor or owner if you require any clarification on the policies and procedures.

Child's Name: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_


Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Welcome to the Program and  
Let's have Fun!!



**Sharai Wornardt**

 403-805-0417

 [sidequestchildcare.ca](http://sidequestchildcare.ca)

 [info@sidequestchildcare.ca](mailto:info@sidequestchildcare.ca)