
Annual Waiver/Release Form

I release Summit Spring program and staff from any liability that may arise out of a Summit Enterprises activity or outing. While every effort will be made to ensure my child's safety, I will not hold Summit Enterprises liable for any accident or other event that may occur. My permission and waiver of liability applies to the following: (please initial by each)

_____ Events that take place in and around the Summit Spring Campus.

_____ Outings in and around Calgary that are part of the program. Neighbourhood walks, trips to parks, skating or other recreation. These trips may also include changes in plans (i.e., due to weather) that parents may not be advised ahead of time due to the circumstances.

Signature: _____ Date: _____

Media & Photo Reproduction Consent

There may be times when Summit Enterprises is asked to be involved in a number of different forms of media. We respect the privacy of our families however; it is difficult to get parents' consent on a per project basis. Therefore, we are requesting a media consent form for a variety of projects that may occur during the year. Some of these include, but may not be limited to:

1. Images filmed by media.
2. Pictures posted on-site at Summit Kids.
3. Pictures used for publications.
4. Pictures or recordings used for professional development workshops for childcare professionals.

While we will make our best efforts to inform you of any use of media beforehand, time constraints may not allow this. This is an ongoing consent form. Please note that this consent has no specific time frame.

I, _____, parent/guardian of, _____, give consent for Summit Enterprises to use different forms of media that may involve my child. I understand that this consent is ongoing unless a written request to terminate consent is received by Summit Enterprises.

Signature: _____ Date: _____

Pick Up & Drop Off

It is policy to ask for picture ID of anyone picking up your child – each and every time.

If someone else is picking up or dropping off your child, including an older sibling you must provide written authorization and speak directly with the Program Manager. **Your child will not be released/accepted otherwise. These policies will not be altered, please respect our campus staff when they offer reminders.**

When picking up or dropping off please respect the posted parking signs. There is no parking in handicap parking zones. You must accompany your child to our program area in the centre. **This is a safety requirement. Failure to do so may result in their removal from the program.**



You are required to sign your child in and out of the program. Please ensure our staff is aware that you are taking your child. Failure to comply with these rules puts the program's license to operate at risk, therefore, potentially impacting many other families.

Signature: _____ Date: _____

Guidance Policy

Children need guidance to help them make appropriate behaviour choices. Staff will use child guidance strategies with the children that encourage self-respect, respect for others and respect for property.

When staff becomes involved with any conflict, they will treat the children with respect and communicate why their behaviour is inappropriate.

THE USE OF CORPORAL PUNISHMENT IS PROHIBITED UNDER ANY CIRCUMSTANCES.

Staff will establish high standards of good behaviour by:

- a) Reinforcing good behaviour
- b) Redirecting activity if poor choices are causing a conflict
- c) Giving the children time to regain control and contemplate an acceptable solution
- d) Imposing consequences such as loss of privilege, limited choice of activity or redirection to another activity.

Staff will communicate behaviour issues to parents in writing via the incident reports. If inappropriate or serious behaviour persists that is unsafe for the child, staff or other children, a meeting with the parents will be requested to discuss possible solutions. If the problem continues after further discussions between the parent and child it may result in suspension from the program as determined by the Program Manager.

Development and/or Behavioural Concerns

Summit Spring will work with the child and try to determine the cause of the behaviour. The family will be contacted and any strategies discussed. If the behaviour continues we will work in partnership with parents to access any supports that may be needed. Parental involvement and commitment is critical to the success of any intervention. The program reserves the right to terminate care for a child who is putting either himself or others at risk because of his/her behaviour.

Any adult on our campus that is not displaying appropriate role modeling or is not following our guidance policy will be asked to leave immediately. We reserve the right to remove and ban any adult that is not displaying appropriate behaviour.



Guidance Procedures

Positive child guidance strategies help support children to make appropriate behaviour choices and plays a key role in the development of self-esteem and community leadership. These are reviewed twice a year with your children so they may change slightly to reflect the current group of children's needs and reflect the group's values.

Children are encouraged to solve their own conflicts in an appropriate manner. The children are involved with setting rules for their group therefore we feel that they should also be involved with setting their consequences. This allows children to develop problem solving skills and learn to negotiate and compromise.

When the children need guidance to address a conflict, a leader will help to facilitate problem solving. The following guidelines will be used:

1. The children will be talked to separately if needed and they may be asked questions such as, What happened? What was their role? How are they feeling? How do they think the other person is feeling? What are some possible solutions? and, What could you do differently next time? Leaders will discuss the issue with the children and assist them in working out solutions.
2. The staff will remain open-minded, non-judgmental, and supportive of all the children. The staff cannot take sides or lay the blame on someone, and they must make sure that everyone has a fair opportunity to speak.
3. If a leader did not see the incident, they cannot make a judgment on who is right or wrong. They must work with the group to find a solution.
4. The leader will help with consequences if necessary and is directly responsible for following up on the outcomes.
5. The leader is responsible for ensuring they follow the company Guidance Communication Policy.
6. Positive re-reinforcement will be used to encourage positive self-esteem and behaviours.

Bullying

Summit Spring is a bully-free zone. We work in partnership with schools, parents, communities and external programs to ensure that all participants of Summit Enterprises feel safe in their environment. We offer a wide variety of information and supports to families who are dealing with bullying issues. If your child is being bullied at Summit Spring please talk to the Program Manager immediately so we can put supports in place.

The best prevention is to listen to your child and support them by communicating concerns to schools and your child care providers. Monitor internet websites and music they may be listening to. Watch for any sudden behaviour changes, withdrawal, stomach aches, headaches, or changes in eating patterns.

If we are having an ongoing issue with a child bullying, parents will be required to come in for a meeting. At that time we will provide you with resources work with you on strategies and develop a communication plan. This matter will require your full participation. Continual bullying could lead to termination of services.

Summit Enterprises is an iPod, video game and cell phone free zone for our children.

Please sign to indicate that you have read and understand the above sections of the Guidance Policy and have reviewed it with your child.

Parent/Guardian: _____ Date: _____

Child: _____ Staff Initial: _____



Late Pick-up Policy

I am aware of the Summit Spring pick-up policy and time – 5:30 p.m. Late fees are \$10 for any part of the first 10 minutes and \$1 per minute after that. I will pay these fees immediately in cash.

Signature: _____

Date: _____

Nutrition

Parents must supply snacks and lunches. This policy allows families to control food restrictions based on medical reasons, cultural, or religious preferences. However, Summit Spring monitors lunches and healthy eating habits based on Canada's Food Guide posted on Campus.

Parents must provide 2 food groups for snacks & 4 food groups for lunch.

Summit Spring will have brochures available for families to assist with this mandate.

Do not send sweets, candy, pop, chips or gum in your child's lunch/snack – they will be asked to take these treats home with them and consequently will have nothing to eat. Please ensure their snacks are healthy and nutritious – always.

*Thank you for entrusting us with your child. We are proud to be a valued partner
and will work to help support all child and family needs.*

