

Summer QUEST 2023

June 1 - August 23



**QUEST School-Age Child Care
Catawba County Schools**

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Newton, NC 28658

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Email: Leslie_Woodring@catawbасchools.net

Program Description:

QUEST programming offers children a wide range of hands-on activities: physical activities (indoor and outdoor), quiet time, adult-led activities, and centers (arts, crafts, science, dramatic play, music, movement, STEM, etc.). Additionally, we will have special guest speakers, events, and field trips.

QUEST Staff:

A Program Coordinator who plans, manages payments, and supervises the staff leads each QUEST site. Other QUEST staff on site will include - Assistant Program Coordinators, and Group Leaders; these staff will guide students through the activities of Summer QUEST. All QUEST staff receive Basic School Age Care, First Aid / CPR, and 5-15 hours of other training.

NO Smoking Policy:

All Catawba County Schools properties / facilities are smoke-free, which includes parents, even in vehicles. NO smoking of any type is permitted on Catawba County School campuses.

How to Enroll:

The Summer QUEST Parent Handbook and Enrollment Forms are available at each QUEST site and/or online at catawbасchools.net. Every parent must provide accurate information on the child’s enrollment forms, including, updated address, phone number, authorized emergency contacts and pick-up individuals. Parent signatures verifies the information is correct. As information changes, please provide updates to your QUEST Program Coordinator.

In order to secure placement in Summer QUEST, completed enrollment forms must be returned with the \$25.00 registration fee and first weekly fee of \$125.00.

Insurance Coverage REQUIRED for ENROLLMENT:

Children MUST be covered by an insurance policy (family/individual plan or school accident insurance) in order to enroll and participate in QUEST. Proof of coverage must be provided on the QUEST Enrollment Form. Catawba County Schools and the QUEST program will not be responsible for any expenses related to any accident / incident occurring while attending QUEST.

Summer QUEST will operate at the following sites:

Blackburn Elementary	Catawba Elementary	Startown Elementary
Lyle Creek Elementary	Snow Creek Elementary	St. Stephens Elementary

Program Operational Information:

- Summer QUEST programs will operate from 6:00 am to 6:00 pm, Monday - Friday.
- Summer QUEST will begin on Thursday, June 1, 2023 and end August 23, 2023
- All Summer QUEST sites will be CLOSED July 3-7, 2023
- Students MUST arrive by 9:00 daily, unless otherwise determined by field trip departure
- Students attending Summer School can attend also attend Summer QUEST before / after school
- Summer School students requiring Summer QUEST services MUST attend Summer School at a school that has a Summer QUEST site (Blackburn, Catawba, Startown, Lyle Creek, Snow Creek, St. Stephens)

Summer QUEST Rates:

Registration / Activity Fee	\$25.00 per Summer QUEST enrollment	
Weekly Summer Care	\$125.00 per week – 1st child \$115.00 per week – additional child(ren)	
CCS K-6 Summer School / QUEST Option: June	Before School Care After School Care Friday	\$24.00 per week \$36.00 per week \$25.00 per day

Fee Rates and Policies:

QUEST is committed to providing the highest quality programming and staff while keeping our fees as affordable as possible. Our fee policies are also designed to ensure our ability to pay our well-trained staff.

Weekly payments are due on Monday of the attendance week.

- Summer QUEST participants are charged a \$25.00 non-refundable activity fee for each summer enrollment
- Enrollment requires payment of the activity fee plus the first week's fee and completed Enrollment Forms
- Payment is DUE each Monday by 6:00 pm
- All accounts are billed for the entire week regardless of attendance
- A late payment fee of \$5.00 will be charged for payments not received by 6:00 pm each Monday
- If the weekly fee plus the \$5.00 late fee are not paid by 6:00 pm on Tuesday, an additional \$5.00 late fee will be charged. Students on the account will not be able to attend starting Thursday of the unpaid week. The account will be deactivated. Once the account is paid in full, an additional \$25.00 enrollment fee will be charged to reactivate the account;
- When students are picked up after 6:00 pm, a \$10.00 late fee will be charged for every 15 minutes staff spend waiting on pick up.
- Excessive late pick-ups will result in dismissal from the QUEST program
- If parents or authorized guardians have not picked up a child or contacted the QUEST staff by 6:30 pm, Child Protective Services and/or Law Enforcement will be notified
- A child may not transfer to another QUEST site or be re-enrolled with a balance due
- **Subsidy clients are responsible for the full cost of care in the event the funding source denies the reimbursement.**
- **Subsidy clients are responsible for payment of the activity fee**
- **Subsidy clients are responsible for obtaining appropriate documentation / vouchers for each QUEST site attended**
- These fees and enrollment policies are subject to change; parents will be notified in advance of any changes

Court Ordered Custody Papers:

Any family circumstance involving a court order regarding parent/guardian custody, or legal visitation should be kept on file in the QUEST office. Upon proof of identity, QUEST will allow a biological parents, legal custodian/guardian to pick up a QUEST child and /or access the site and student records, unless QUEST receives a court order terminating rights of the individual.

Non-Sufficient Funds (NSF):

QUEST accepts checks, however, in the event your check is returned, your child's account will be charged a \$5.00 late fee and a \$25.00 NSF fee. When such an event occurs, QUEST will no longer accept checks for the account; only money orders, debit cards, credit cards, or automatic drafts will be accepted.

Tax Information:

A year-end statement for tax purposes will be created and distributed in January. The QUEST tax identification number will be printed on the statement.

Attendance:

QUEST charges weekly for care regardless of attendance. Billing is specifically based on contract options. Accounts will not be credited for any absences - excused or unexcused. Additionally, you will not be refunded for any days your child may be suspended. Your account will be charged for the weeks you select you are planning to attend.

Lunches/Nutrition:

- Breakfast, lunch, and snack will be provided
- Lunches brought from home MUST be labeled with child's name and date
- Lunches brought from home MUST meet the federal/state standards: 2 oz. of meat, cheese, or peanut butter; 1.5 cups of fruits or vegetables; and 1 or more slices of bread/crackers. For example, a cheese sandwich, an apple, and a small bag of carrot sticks would make a balanced lunch.
- Milk is provided for all meals
- WIC information is available for QUEST families
- Menus for meals and snacks are provided by Child Nutrition and/or Summer QUEST; menus are posted and available for parents
- ALL parents MUST complete a "Nutrition Opt Out" form - this allows your child to pack a lunch, bring a water bottle, and/or bring an extra snack

Transportation / Field Trips:

Parents/guardians are responsible for transporting their children to and from the QUEST program. Catawba County Schools activity buses will be used to transport children and staff to/from all field trip destinations. Each Summer QUEST site will plan/take 3 field trips per week. Departure time for most field trips is 8:30 and return time is 2:30. Program Coordinators will provide parents with specific information regarding each planned field trip. Parents/guardians MUST give written permission for their child to attend field trips. Each student will be given a "field trip" t-shirt. Please ensure your child wears this specific t-shirt on all field trips.

Outdoor Activities:

Outdoor activities are offered daily at each QUEST site. QUEST staff will monitor the heat index, air quality, wind-chill., and levels of precipitation to ensure student safety. Please dress appropriately for outdoor play.

Sign In/Out Procedures:

Safe arrival of children is very important. Children MUST be escorted into QUEST by a parent, guardian, or designee. Both time and parent, guardian, or designee signature are required for each drop off / pick up. Initials are also acceptable. Failure to comply with these requirements will result in dismissal from the QUEST program. For the safety of children, you must sign students out BEFORE they will be released to you.

QUEST employees have the right to check the ID of any individual picking up a child at any time. Students WILL NOT be released to an individual who is not listed on the pick up list. Children are not allowed to leave with anyone under the age of 16.

Behavior Guidelines / Student Conduct: How we handle behavior concerns...

Our goal is to have a happy and healthy environment for children. Praise and positive reinforcement can be effective methods of managing children's behavior. When children have positive and compassionate interactions with adults and others they develop good self-confidence, problem solving abilities, and self-discipline. NOTE: Parents will be given 2 weeks notice regarding any changes to the discipline policy before implementation.

Please be advised, the Catawba County Schools Code of Student Conduct - CCS Board Policy 4.3600 - remains fully in force during all QUEST programs and activities. Options for effective discipline and control are set forth in the CCS Board Policy 4.3600. These options are also aligned with DCDEE regulations and policies.

We DO...	We DO NOT...
<ul style="list-style-type: none">- Listen to, praise, reward, and encourage children- Reason with and set limits- Model appropriate behavior- Modify the environment- Provide alternatives- Provide natural and logical consequences- Explain things to children on their level- Use short supervised periods of time out- Remain consistent in behavior management and expectations	<ul style="list-style-type: none">- Physically punish students- Belittle, scold, threaten, use profanity or make sarcastic remarks- Shame or punish when bathroom accidents occur- Leave children alone, unattended, or without supervision- Allow children to discipline other children- Criticize or belittle children's parents, families, or ethnic groups

Suspension:

This procedure temporarily removes a child from QUEST. We understand this is difficult for parents who are working, however, it may be necessary in order to keep all children safe. Suspension may result if a student violates the Student Code of Conduct. QUEST does not refund for the days a child is suspended from the QUEST program.

Anti-Harassment Statement:

QUEST and Catawba County Schools do not tolerate acts of harassment, including acts of harassment based on race, color, or national origin. Any student or employee who believes he/she has been subjected to harassment or a hostile environment based on race, color, national origin is encouraged to report the harassment or hostile environment to the Program Coordinator, the school Principal, or the school system's central administration. In each case, the school system is committed to conducting a prompt and thorough investigation. QUEST participants found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin will be promptly disciplined in accordance with the school system's Code of Student Conduct. The entire Code of Student Conduct can be accessed from the Catawba County Schools webpage. Students, employees, and parents are encouraged to work together to prevent acts of harassment.

Parent Conferences:

A parent conference may be requested by the Program Coordinator or Parent(s) to discuss a situation that requires prompt attention. Parent conferences help us plan together to address situations and improve issues as they arrive. Parent support and cooperation are essential for continued enrollment in QUEST.

Special Needs / Inclusion:

Please advise your Program Coordinator of any allergies, physical, or mental challenges, fears, strong dislikes, or any other condition which may affect your child's health, happiness, or ability to function in a group setting. Concerns or restrictions will be addressed with parents on an individual basis.

Child Illness:

Your child's health and comfort are a primary concern. If your child becomes ill, please keep him/her at home. Do not send your child to the program with a fever, as he/she may be contagious. Please notify the Program Coordinator if your child is exposed and/or contracts COVID.

If your child is suspected of having a communicable disease such as a skin rash, pink eye, diarrhea, lice, skin infection, COVID, strep throat, etc. he/she will be placed in an area separated from the other children. You will be contacted to pick your child up as soon as possible.

Parents/Guardians will be notified immediately of any illness or injury to your child needing specific instruction or care. If you cannot be reached, the emergency contact designated on your child's enrollment forms will be contacted to pick up your child. Please make sure this information is current.

Medication Administration:

Parents who are able to come to Summer QUEST to administer medication may do so at any time. Otherwise, a signed **medication authorization form** is required. North Carolina licensing regulations require medications to be locked and only accessible to adults. **This form is REQUIRED every 6 months.** Please deliver medications, creams, sunscreen, inhalers, etc. directly to the Program Coordinator. Please DO NOT send these items with your child(ren). Prescribed and over-the-counter medications MUST be stored in the original container in which they were dispensed with the pharmacy labels specifying:

- Child name
- Name of medication and/or prescription number
- Amount and frequency of dosage
- Name of prescribing physician or other health professional, if prescribed
- Date the prescription was filled, if prescribed

Accidents:

Injuries will be documented and communicated to the person designated on the contact information. Parents will be contacted immediately in the event of a serious injury. Staff trained in first aid and CPR will present at all times.

Cell Phone / Smartwatch Policy for Students:

Student cell phones and/or smartwatches are not allowed at QUEST. Such devices should not be out, visible, or used at QUEST; they should remain in student bookbags.

Personal Items:

QUEST is not responsible for the protection or security of any personal belongings brought to QUEST. Your child shall be responsible for their own belongings. Students are provided with a basket/space to keep their belongings.

Student Dress Code:

Children should wear comfortable, clean, and appropriate clothing and shoes to QUEST. Rubber soled shoes that fit securely are recommended. Our daily schedule includes indoor and outdoor physical activities. Please ensure that your child dresses appropriately for the weather. We recommend you label coats, jackets, water bottles, lunch boxes, bookbags, towels, swim goggles, etc. QUEST staff will help children learn to keep their personal belongings in their basket for safekeeping. Please dress ready to play and have fun.

Clients Right to Know:

Your child's files may be reviewed periodically by representatives from the Division of Child Development and Early Education or other regulatory agencies. QUEST considers everything in the child's file to be confidential. This information will not be shared or distributed to others without prior written approval or an appropriate court order/subpoena.

Parent/Guardian Involvement:

Parents are encouraged to visit QUEST at any time to observe activities and staff interactions with the children. You may also schedule an appointment with the Program Coordinator to discuss your child's needs. We also encourage parents to volunteer with, donate to, and participate in our programming.

Parent/Guardian Input:

QUEST Will provide you with satisfaction surveys periodically as a means of addressing your needs and to facilitate continuous improvement. We will maintain on-going monitoring of our program and services to ensure quality childcare.

Parent/Guardian Concerns:

If you have questions or concerns at any time, please do not hesitate to discuss your needs with your Program Coordinator. If you prefer to make an appointment, we will be glad to meet with you individually. You may also discuss your needs with the QUEST Program Director by calling 828-464-8333.

Family Support:

QUEST Program Coordinators will gladly assist you in locating community resources. One of our Community's most efficient means of finding resources is to simply dial 211 from any phone. Callers will be connected with services in our local area at no cost.

Termination of Services:

QUEST Will make every effort to provide for the needs of all our children and families, however, there are situations that may lead to the termination of QUEST services. Services may be terminated for:

- Failure to make payments
- Failure to provide updated contact information
- Behavior that is considered threatening or puts children or others at risk of harm
- Repeated or egregious violations of the Code of Student Conduct, or
- Repeated or egregious violations of QUEST's and Catawba County Schools's policies/procedures
- Repeated or excessive late pick-up

Thank you for allowing us to care for your child!

Contact information for our Summer QUEST sites:

QUEST Program Director: Kelly Nicholson
Email: Kelly_Nicholson@catawbасchools.net
Office: 828-466-7101
Cell: 828-851-6108

Location	QUEST cell phone	Coordinator	School Phone	School Principal
QUEST at Blackburn	828-639-9511	Melissa Ollis	704-462-1344	Jessica Minton-Cable
QUEST at Catawba	828-639-1439	Kristi Poe	828-241-3131	Michael Lee
QUEST at Lyle Creek	828-514-8142	Connie Uncapher	828-466-7068	
QUEST at Snow Creek	828-962-0094	Tammy Watson	828-256-2335	David Hoots
QUEST at St. Stephens	828-578-3830	Renee Watts	828-256-2570	Kathy Keane
QUEST at Startown	828-578-1676	Dylan Blevins	828-464-1257	Jennifer Stodden

Appendices

Summer QUEST Calendar of Dates

Summary of NC Child Care Law and Rules (English/Spanish)

Summer QUEST Registration Form

Permission to Administer QUEST Sunscreen

Movie Permission Form

Swimming Permission Form

Nutrition Opt. Out Form (English/Spanish)

Summer QUEST 2023

Calendar of Dates

CLOSED - Memorial Day Holiday	May 29
CLOSED - Change Over Days	May 30-31
Summer QUEST First Day	June 1 - August 23; CLOSED July 3-7
Summer Reading Camp Dates	June 12-29
CLOSED - Fourth of July Week	July 3-7
Bagged Lunch Required; Students will be required to bring a bagged lunch	August 21-23
Summer QUEST Last Day	August 23
CLOSED - Change Over Days	August 24-25

**** Students attending Summer Reading Camp will need to attend Summer Reading Camp at their Summer QUEST Site ****

Summer QUEST 2023 will operate at:

Blackburn Elementary

Catawba Elementary

Lyle Creek Elementary

Snow Creek Elementary

St. Stephens Elementary

Startown Elementary