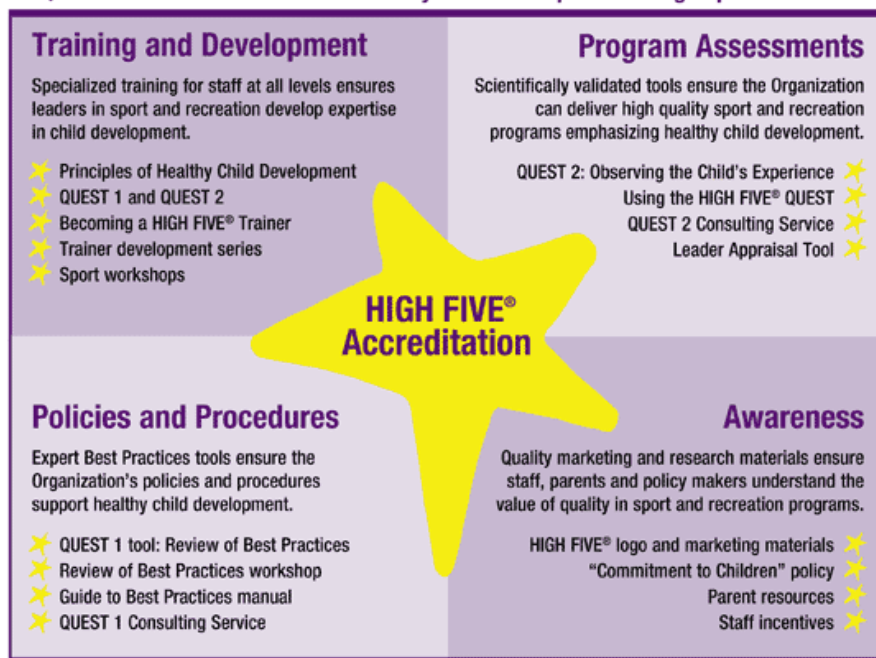




HIGH FIVE FRAMEWORK

HIGH FIVE provide a framework that identifies four areas of organizational effectiveness defined as modules that are essential to the delivery of quality programs for children. Within each module HIGH FIVE provides a support system of specialized training, innovative tools and resources, and individualized coaching to help Registered Organizations move toward the optional goal of quality assurance and Accreditation.

A QUALITY FRAMEWORK for Healthy Child Development through Sport & Recreation



PSP HIGH FIVE FRAMEWORK REQUIREMENTS

Each B/W/U is required to meet, at least, the minimum requirements for the HIGH FIVE program as indicated below. All minimums must be met (and maintained) by the end of fiscal year 2012-2013, unless otherwise directed:

Awareness

At minimum all B/W/U will use nationally produced marketing materials to ensure staff and the community understand PSP involvement with HIGH FIVE and how to choose quality recreation service providers.

Policies and Procedures

At minimum all B/W/U will conduct QUEST 1 assessment of current policies and procedures on a cyclical basis established by CPSP.

At minimum all B/W/U will implement all National Recreation Policies and Procedures, where applicable, to children's programming which are based on the HIGH FIVE Best Practices in all recreation programs (casual activity, instructional classes and clubs).

Program Assessments

At minimum, the Recreation Director or equivalent will conduct one of the required assessments to maintain his or her HIGH FIVE qualifications. For locations with adult only focused programs, staff may be required to evaluate a civilian or MFRC program.

At minimum, all B/W/U with children's programming will conduct QUEST 2 assessments of current policies and procedures in accordance with the schedule and standards established by DSRM (1 per quarter) and enter information into the HIGH FIVE database. This minimum increases to a minimum of 3 assessments per quarter for the B/W/U that have attended a nationally funded train the trainer session.

Training and Development

At minimum, all B/W/U Recreation Directors and Coordinators will be certificated in HIGH FIVE Principles of Healthy Child Development and QUEST 2. At minimum, B/W/U Recreation Directors or designates will be certificated in HIGH FIVE QUEST 1

As a return on investment, B/W/U departments that have attended a nationally funded train the trainer session will conduct at minimum 1 training of staff/volunteers per year. The costs of this training will be a local department responsibility.

Minimum Requirements Quick Reference Table

HIGH FIVE Framework	Level of Department Participation		
	Child/Youth Focused Programs		Adult Only Focused Program *
Awareness	100%	100%	100%
Policy and Procedure	100%	100%	Where Applicable
Training and Development	With Trainer	Without Trainer	0% (See exception)
	Min 1 per year with goal of having 30% of staff/volunteers trained each year.	As Required	
Program Assessment	With Trainer	Without Trainer	0% (See exception)
	3 per Quarter	1 Per Quarter	

* Due to the desire to deliver quality service, locations that currently do not offer children and youth programming may experience a programming refocus as a result of community needs assessments.

Accreditation

It is expected that B/W/Us will take advantage of the HIGH FIVE program and work towards Accreditation. HIGH FIVE Accreditation establishes the benchmark for excellence in children's recreation and sport programming. It distinguishes those organizations that focus on healthy development of children, resulting in programs of the highest recognized levels of quality and safety. The HIGH FIVE Accreditation process (see below) was developed with the assistance of the HIGH FIVE Accreditation Expert Advisory Panel. Representatives from major service providers, researchers, and quality assurance professionals worked together to develop the most current effective quality assurance process for child centred programming in Canada.

HIGH FIVE® Accreditation Process

Quality Framework Module	Training and Development	Program Assessments	Policies and Procedures	Awareness (Internal/External)
Achieve! Level 5 Quality Assurance	Accreditation Recognition for your continuous delivery of quality programs for children.			
Improve! Level 4 Quality Accountability and Preparation for Verification	Train 85% of staff in PHCD*.	Achieve 70% in QUEST 2 in: • 25% of general interest/camp programs and • 10% of aquatic programs.**	Achieve 70% in QUEST 1.	Promote involvement in HIGH FIVE® to the community.
Measure! Level 3 Quality Improvement	Train 60% of staff in PHCD*.	Conduct QUEST 2 assessments on 5% of all programs.	Complete QUEST 1 and enter results into database.	Display HIGH FIVE® literature and signage in facilities.
Learn! Level 2 Quality Awareness	Train 30% of staff in PHCD*.	Train and certify staff in QUEST 2.	Attend QUEST 1 Workshop.	Promote HIGH FIVE® to staff and volunteers.
OPTIONAL - Participate in the Implementation Planning Workshop.				
Join Us! Level 1 - Become a Registered HIGH FIVE® Organization				

HIGH FIVE Training

HIGH FIVE Train the Trainer is a 3 day workshop designed to enable PSP staff to deliver HIGH FIVE workshops with confidence in a CF community recreation setting. Once someone within the department is certified as a HIGH FIVE trainer, delivery of HIGH FIVE workshops becomes easy and more cost-effective. It helps organizations improve the quality of programs by making a commitment to continuous improvement in the area of healthy child development and training delivery.

Using proven HIGH FIVE research, tips and techniques a HIGH FIVE trainer will be able to continually enhance an organization's commitment to quality.

National Recreation Services will be hosting a HIGH FIVE Train the Trainer February 6-10th, 2012 at CFB Esquimalt. **Due to the varying operations of PSP recreation departments across CF location, this training is not mandatory, but reserved for the B/W/U that want to advance their HIGH FIVE program beyond the minimum requirements outlined in Annex A.**

For those locations who wish to participate, they must first complete the nomination process which can be found online at www.surveymonkey.com/s/H5APPLICATION (For those who experience technical difficulty accessing the application please contact ryan.cane@forces.gc.ca) Nominations are due Dec 20, 2011.

Nominated candidates and B/W/U should be aware of the following:

1. Priorities for candidates will be given to those from B/W/U with large programs for children and have shown a commitment to the first phase of HIGH FIVE implementation;
2. PSP will be responsible for the biannual trainer fee, which currently is \$100.00 for all trainers who attend a nationally funded train the trainer session and are in good standing;
3. PSP will provide all B/W/U with a training kit, in addition to the materials sent last year. This will include Principle of Healthy Child Development resources which can be used for instruction, the B/W/U will be responsible for all additional fees for training their local staff;
4. Successful candidates will be expected to complete pre-course work which will be assigned by the program instructor;
5. As this training and TD will be funded by PSP, the B/W/U will have a higher minimum requirement for implementation of the HIGH FIVE framework outlined in Annex A;

6. Successful candidates may be asked to support regional training sessions of locations without trainers, and assist their local MFRC (costs TD, materials etc would be the responsible of the organization requesting the training support not the trainer); and
7. Success candidates will be expected to complete all requirements for certification within one year of the training session and maintain their certification.

Successful candidates for the HIGH FIVE Train the Trainer will receive Joining Instructions December 23rd and course material from HIGH FIVE offices early in the new year.