

HIGH FIVE® STYLE GUIDE

HIGH FIVE® TERMS

Item	Description	Explanation, example
HIGH FIVE®	Always written in caps and with the Registered Symbol in superscript.	HIGH FIVE® Style Guide
standard	When defining HIGH FIVE®, it is coined as a standard. When talking about the HIGH FIVE® standard ‘S’ should only be capital when saying something like “the Standard”. If we say “HIGH FIVE® standard” the “s” should not be capitalized.	HIGH FIVE® is a quality assurance standard for children’s recreation and sport
6 to 12	Use numerals in text - use ‘to’ instead of hyphen.	...serving children aged 6 to 12.
PHCD (Principles of Healthy Child Development)	Acronym for the workshop is always written in caps. If the workshop name is written out all first letters are written in capitals.	The PHCD is a great course for front line leaders who work with children aged 6 to 12. People who take Principles of Healthy Child Development have a better understanding of what children need.
Principles of healthy child development	‘Principles’ is always written with a capital ‘P’ when referring directly to the HIGH FIVE® Principles of healthy child development. ‘healthy child development’ is in lower case when not referring to the workshop title.	One of the Principles of healthy child development is Play.
QUEST (Quality Experience Scanning Tools)	Acronym is always written in capital letters. If the acronym is written out the word Tools is always plural. The Acronym is never to be followed by the word Tool as that would be repetitive.	QUEST 2 is an excellent way for supervisors to measure quality.
<i>Reviewing Best Practices (QUEST 1)</i> <i>Guide to Best Practices (QUEST 1)</i> <i>Using the HIGH FIVE® QUEST (QUEST 2)</i> <i>Observing the Child’s Experience (QUEST 2)</i> <i>Quick Scan (QUEST 3).</i>	Each of the QUEST course or resource names are written in <i>italics</i> with the specific QUEST in brackets following it. This is done when referring to a resource or workshop of QUEST 1, 2, or 3.	Participants are able to track components of quality using <i>Observing the Child’s Experience (QUEST 2)</i> .
Tool	T should be capital when referring to a specific Tool (i.e. QUEST 1, QUEST 2, QUEST 3).	The Tool ensures quality experiences for children.
QUEST 1-3 Score Sheet	Capital ‘S’ is present in both Score and Sheet.	The QUEST 3 Score Sheet is only used as a quick scan of a program.

Footer	HIGH FIVE® A quality standard for children's sport and recreation Founded by Parks and Recreation Ontario	At the bottom of any HF material
Trainer	When speaking about HIGH FIVE® Trainers, it is always written with a capital 'T' (even when not preceded by HIGH FIVE®)	Many Trainers work for a HIGH FIVE® Registered Organizations and do training as part of their job.
"Testimonials" (TITLE)	Use quotes and italics to describe a HIGH FIVE® specific testimonial followed (on the next line) by the title of the person in brackets and caps.	"HIGH FIVE® is a best practice..." (Dr. K. Leitch)
HIGH FIVE® Database	Database should always be with a capital 'D'	You can enter your scores in the HIGH FIVE® Database.
Accreditation	'A' is always in caps when referring to Accreditation or Accredited sites	The Town of Ajax is an Accredited Organization.
Registered Organization	'R' and 'O' are always in caps when referring to any organizations that are registered with HF	A Registered Organization receives a discount on training.
All Forms that are not related to HIGH FIVE®	First letter of each word should be capitalized.	It is recommended that each Registered Organization has on file an Illness Report Form and a Serious Occurrence Form.

HF Terms Continued

Item	Description	Explanation, example
A Caring Adult, Friends, Play, Mastery, Participation	The first letter of each word in the 5 Principles should be capitalized They should be listed in a consistent order starting with A Caring Adult, then Friends and ending with Participation.	It is very important to children to have A Caring Adult in their lives.
Developmentally Appropriate, Safe, Welcoming of Diversity and Uniqueness	The first letter of each word in the 3 Design Guidelines should be capitalized They should be listed in a consistent order starting with Developmentally Appropriate, then Safe and ending with Welcoming of Diversity and Uniqueness	Every program needs to be Welcoming of Diversity and Uniqueness.
Design Guidelines	The first letter of each word should be capitalized	The non-negotiable program elements are the Design Guidelines.