

Every Kid in Our Communities of Leeds-Grenville
Early Years Service Providers Workgroup
Terms of Reference
January 2018

Goals:

To mobilize families and communities so that:

- All children have the best start possible
- All children are cared for and safe
- All children are ready for school
- All children are practicing safe and healthy behaviours.

Vision Elements

- Children will enter school with a positive sense of self-esteem and confidence.
- Parents will feel more successful and effective in their parenting role.
- Families and children will grow and develop to reach their full potential supported by the community and caregivers/service providers for the benefit of all.
- Both private and public sectors will demonstrate broad community commitment to the importance of early learning and child development.

Mandate

- To facilitate communication between service providers and the community
- To promote service system integration from planning to program implementation
- Advocacy on behalf of families with children from birth to 6 years
- To encourage all local/municipal programs for children and families to work together to develop comprehensive integrated services.

Scope

As a subcommittee of Every Kid in our Communities the Early Years Service Providers Workgroup will maintain/support a comprehensive integrated system of services that supports families with children from prenatal through the transition into school. The Early Years Service Providers Workgroup will provide advice to the EKIOC Lead Table as it relates to planning for children from birth to 6 years.

Principles

The following guiding principles should be followed in the planning for programs and services for children birth to 6 years:

Children and families are our first priority.

- ❖ Parent and community involvement is essential in all child development and care initiatives.

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- ❖ We support environments that promote healthy child development and care.
- ❖ We promote and foster collaboration, co-operation and integration of children's services by building on community capacity.
- ❖ Working together, we support the wellbeing of all children.
- ❖ It is essential to demonstrate that we value all children.
- ❖ We embrace and value Leeds and Grenville's francophone, indigenous, new immigrants and other diverse communities.
- ❖ All child development and care endeavours must be accessible, inclusive, adaptable and flexible and based on research and best practices.
- ❖ We support a concept of care based upon an early learning continuum that begins with prenatal health.
- ❖ We support programs and services that ensure simplified access for families and children.

Accountability

The Early Years Service Providers Workgroup is recognized as a subcommittee of the Every Kid in our Communities Lead Table and reports to and receives advice from that body, including necessary plan reviews. In addition specific programs will require accountability to respective ministries and funders.

The Joint Services Committee of the United Counties has partially funded the position of the coordinator of EKIOC until December 2018. The Early Years Service Providers Workgroup will send an annual report to Joint Service Committee by the end of December 2018.

Members of the Early Years Service Providers Workgroup are accountable to each other as well as the broader public that is served through the related programs for families with children from prenatal to 6 years. Many of the members of the Early Years Service Providers Workgroup are there as representatives of their organizations and are therefore accountable for ensuring that their decisions are in keeping with policies and priorities of their organizations. Furthermore, the members of the Network must all be accountable for considering the impact of the recommendations on existing children's programs and services as well as on any plans that may be in place for future services.

MEMBERSHIP

The Early Years Service Providers workgroup will reflect the unique composition of each community (e.g., francophone, rural) and a broad range of community perspectives as suggested in the list below. In recognition of the numerous representatives involved in early years planning, only one representative per organization/ group is required per meeting. It is critical that participants are able to make decisions on behalf of the organization and/or sector they represent. Organizations that are unable to participate on the Early Years Service Providers at this time will be provided with ongoing minutes.

Representation may include, but not be limited to:

- ✓ CMSMs/DSSABs
- ✓ English-language and French-language District School Boards
- ✓ Public Health Units, HBHC
- ✓ Primary Health
- ✓ Early ON Child and Family Centres
- ✓ Early Learning Programs/Child Care Programs
- ✓ Libraries
- ✓ KidsInclusive Centre for Child & Youth Development, Kingston Health Sciences Centre
- ✓ Multicultural services
- ✓ Family Counseling Centres
- ✓ Children's Mental Health services
- ✓ Child Protection Services
- ✓ Preschool Speech and Language Services
- ✓ Infant Hearing Program
- ✓ Inclusive Child Care Program

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- ✓ Infant Hearing Program
- ✓ Inclusive Child Care Program
- ✓ Autism Programs and Services
- ✓ Francophone Community
- ✓ Parents
- ✓ Aboriginal Community
- ✓ Infant and Child Development Program

STRUCTURE OF THE EARLY YEARS SERVICE PROVIDERS WORKGROUP

Role of the Co-Chairs:

The Co-Chairs of Early Years Service Providers Workgroup:

- Facilitate meetings;
- Are the designated spokespersons for the Early Years Service Providers Workgroup;
- Facilitate effective and open decision-making;
- Facilitate collaboration;
- Bring forward matters relevant to programs and services for children birth to 6 years;

Report monthly to the EKIOC Lead Table.

Term of Office of the Co -Chairs:

The Early Years Service Providers Workgroup will select the positions of Chairpersons. The term of office for the co-chairs will be one year, renewable, commencing January 1st of each year.

MEETINGS

Meetings will be convened a minimum of 6 times per year or at the call of the Chairs. In addition, on occasion, e-mail and conference calls may be conducted to facilitate the sharing of information and the need for direction. Decisions would be then confirmed at the next scheduled meeting.

Working groups and/or ad-hoc groups may be organized depending on tasks to be completed and may include membership beyond those participating at the Early Years Service Providers Workgroup. Working group composition and scope of task will be determined by Network and its Chairs.

Agendas, meeting notes and written reports will be circulated via e-mail prior to meetings.

DECISION MAKING

A Consensus building approach will be used whenever possible; however, we may have to move to a vote in certain situations in order to move the process forward or for clarity.

Quorum: Fifty percent plus one of the voting membership in attendance at a meeting constitutes a quorum. Decisions are decided by a simple majority indicated by a show of hands. When a decision relates to change in terms of reference, mission or vision, there must be two-thirds of the voting membership in favour of the change. Proxy voting is not permitted, but Network participants may send an alternate to meetings to vote in their stead.

Agencies/organizations may have more than one member depending on the number/range of programs and services they deliver. In keeping with the philosophy that all individuals at the table are in attendance not only representing their agency/program, but to also plan for the early years for the larger community, each individual at the table will have one vote.

Revised December 4, 2017