

## EarlyON Collaborative Committee Terms of Reference

### Overview

The EarlyON Collaborative Committee (EOCC) is responsible for advising, recommending, and developing system wide program offerings, services, and capacity building to ensure EarlyON Child and Family Programs are designed and delivered to achieve the Ministry of Education Mandatory Core Services and ensure consistent Service Delivery Methods across York Region while meeting the unique needs of local communities.

### Background

On January 1, 2018, The Regional Municipality of York (York Region) became responsible for the management of the EarlyON Child and Family Centres (previously known as the Ontario Early Years Child and Family Centres) in York Region. EarlyON Child and Family Programs bring together three former child and family programs funded by the Ministry of Education:

- Ontario Early Years Centres,
- Parenting and Family Literacy Centres,
- Child Care Resources Centres

In December 2017, York Region launched a comprehensive community engagement initiative consisting of three stakeholder meetings, six public pop-up sessions and a multilingual one-month online survey. This community engagement provided an opportunity to share information with families and stakeholders about the transition and to collect valuable feedback for future planning.

Families and stakeholders provided feedback on:

- Planning for EarlyON programs and delivery of core services that best meet community needs
- Strengths, barriers or gaps in current child and family programs regarding:
  - Meeting demand
  - Inclusivity and diversity
  - Supporting children with special needs and their families
  - Staff capacity
  - Meeting unique needs of the community served
  - Creation of a consistent, integrated, and collaborative EarlyON system

Based on the families and stakeholders feedback the below recommendations were proposed to create a consistent, integrated, and collaborative EarlyON system in York Region:

- Work with service providers to redefine outcomes of core programs in alignment with the mandatory core services, while working towards the same goal — that all EarlyON programs across York Region provide the same core programs with the same intended outcomes
- Work with service providers to improve registration processes for families

The Regional Municipality of York and 4 community service agencies (Family Day Care Services, Social Enterprise for Canada, YMCA of Greater Toronto and York Child Development and Family Services) are engaging collaboratively to develop and implement a system wide integrated registration system supported by the Ontario Child Care Management System (OCCMS) and Children's Services Portal.

### Purpose

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The purpose of the EarlyON Collaborative is to:

- Ensure the Ministry of Education and York Region program requirements are being consistently implemented across all EarlyON programs.
- Develop EarlyON system wide programs, services, and capacity building opportunities
- Review, develop and make recommendations for Program Offerings to be added as system wide programs which will be made available through OCCMS calendars.
- System wide Program Offerings will ensure consistent naming conventions and common outcomes across the Region while meeting the unique needs of communities.

### **Collaborative Structure**

#### **Membership:**

The EarlyON Collaborative will include:

- York Region staff supporting EarlyON Child and Family Programs
- EarlyON agency supervisors/management staff

#### **Roles and Responsibilities:**

EarlyON Collaborative members have a shared responsibility and accountability for giving informed, appropriate recommendations to support the development, implementation and planning of EarlyON Service Delivery methods, program offerings and establish system wide capacity building needs.

#### **Responsibilities of the York Region Community Program Coordinator include:**

- Providing a Chair to support and manage the work of the EOCC
- Providing administrative support and coordination ensuring the work of the EOCC can function efficiently and effectively
- Compiling and distributing new Program Offerings and capacity Building request one week prior to the meeting date
- Submitting all EarlyON system wide capacity building requests to York Region EarlyON Manager for approval
- Minute taking - takes the meeting minutes and captures contributions on minutes template
- Bring forward suggestions and information on suggestions for new system wide capacity building initiatives.

#### **Responsibilities of EarlyON Agencies include:**

- Submit New system wide Program Offerings, services, and capacity building request to York Region CPC's 3 weeks before the next EarlyON Collaborative Committee meeting
- Member with a new request(s) leads a discussion(s), or arranging for a designate to lead discussion at the EOCC meeting, to ensure Program offering or Capacity building request is fully understood by all members
- All members must review all new requests before each meeting to support decision-making
- Members discuss EarlyON services to meet local community needs

#### **EarlyON Collaborative roles: will be determined**

- **Meeting Coordinator-** Is responsible for creating meeting invite, links for virtual platforms, creating agenda and forwarding system wide New Program Offerings, capacity building requests and meeting minutes to all members.
- **Meeting facilitator-** is responsible for facilitating the flow of the meeting, to make sure it runs smoothly and covers the agenda items

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<ul style="list-style-type: none"><li>• <b>Timekeeper-</b> timekeeper ensures too much time isn't spent on one agenda item and keeps the meeting on time. Timekeeper should give a 5-minute warning prior to the end time of an agenda item and a 10-minute warning before the meeting ends</li></ul>
<b>Review and Decision-Making</b>
<p>A quorum for review and decision-making is defined as fifty (50) percent, therefore each agency has 1 vote, therefore, 4 members must be in attendance for the review and decision-making process. Each EarlyON member will have one decision per request. York Region staff will not be included in this process.</p> <p><b>Members will have the following decision criteria:</b></p> <ol style="list-style-type: none"><li>1. Add New Program offerings to system wide OCCMS Calendar options</li><li>2. Remove Program offerings from system wide OCCMS Calendar options</li><li>3. Proceed with the recommendations of system-wide capacity building training</li></ol> <p>Agency that submits a request will be required to demonstrate and discuss prior to decision making. All requests must be fully discussed prior to a decision. Results and notes will be distributed to members through the minutes.</p>
<b>Collaborative/Committee meetings</b>
<p>Other committees may be convened to address specific topics related to Ministry of Education and York Region Guidelines impacting EarlyON service delivery, customize community connection/ outreach. Communication will be sent to all EarlyON Collaborative members regarding participation, and any recommendations will be presented to the Director, Integrated Children's Services, and each EarlyON Agency Senior Management to discuss before implementation.</p>
<b>Implementation</b>
<p>All approved Program Offerings and Capacity Building requests will be implemented at a future time.</p> <ul style="list-style-type: none"><li>• <b>February</b> (review service delivery for April-June-<b>Spring</b>)</li><li>• <b>May</b> (review service delivery for July-September-<b>Summer</b>)</li><li>• <b>July/August</b> (review service delivery for October-December-<b>Fall</b>)</li><li>• <b>October/November</b> (review January- March-<b>Winter</b>)</li></ul>
<b>Meeting Format, Frequency and Duration</b>
<p>EarlyON Collaborative meetings will be held 4 times a year which will facilitate the planning of the upcoming season's calendar 1 to 2 months in advance.</p> <ul style="list-style-type: none"><li>• <b>February</b> (review service delivery/capacity building for April-June-<b>Spring</b>)</li><li>• <b>May</b> (review service delivery/capacity building for July-September-<b>Summer</b>)</li><li>• <b>July/August</b> (review service delivery/capacity building for October-December-<b>Fall</b>)</li><li>• <b>October/November</b> (review service delivery/capacity building January- March-<b>Winter</b>)</li></ul> <p>EarlyON Collaborative Committee Meeting agenda will include:</p> <ul style="list-style-type: none"><li>• New Program Offering Requests discussion/review and decision making</li><li>• System wide capacity building request/discussion and decision making</li><li>• Review system wide OCCMS Registration/Calendar functions and recommendations</li><li>• Review EarlyON Collaborative planning opportunities/ shared program offerings for Implementation</li></ul> <p>EarlyON Collaborative Committee Meeting duration: 2 hours</p>