ORIENTATION MANUAL
2016
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INTRODUCTION

Welcome to the Brantford/Brant Best Start Network! We are delighted that you have decided to join our team. We look forward to learning much more about you, and to the new and exciting contributions we know you will make to the network.

It is the vision of the Best Start Network that the best be brought out in our children, our families and our communities, and it is our belief that it can be. We know you share in these priorities, and we feel lucky to have you.

This is your orientation resource manual. It has been created to help new members get to know who we are, what we do, and how we are run. We hope you find this helpful, and look forward to answering your questions and supporting you in any way that we can.

Welcome once again.
GUIDING PRINCIPLE

The Best Start Network believes that each new member is to be welcomed and provided with the information they need to understand and participate in the Network’s vision.
OUR PROMISE TO YOU

As a new Best Start Network member you can expect to:

- Receive a phone call from a co-chair
- Receive confirmation that your name and contact information have been added to the master member list
- Receive minutes from recent meetings and the agenda for the next meeting from the minutes recorder
- Receive a greeting email from our Orientation Representative
- Receive an electronic copy of our Orientation Manual
- Receive ongoing support from the Orientation Representative and other Network members
PURPOSE OF THE NETWORK

VISION

Best Start is bringing out the best in all of us, our children, our families and our community.

MISSION STATEMENT

We lead a collaborative process to plan and implement strategies that support families and children prenatal to 12 years in Brantford and Brant to reach their full potential.
BRIEF HISTORY OF THE NETWORK

Best Start is Ontario’s plan to enhance early learning, child care and the healthy development of children so they are ready to achieve success in school by the time they start Grade 1. The goal of Best Start is to help children develop skills to succeed in school and beyond. The government introduced the Best Start Initiative in 2005 as an important first step toward creating a more integrated system of supports and services for families with young children. Best Start was implemented over a five year period in our community.

The provincial government’s document With Our Best Future in Mind: Implementing Early Learning in Ontario included many recommendations designed to move Ontario towards a seamless, integrated service system for children and families. Chief among these was the vision of Best Start Child and Family Centres. The phasing in of universal, full day kindergarten represents another provincial step in strengthening the current early years system by expanding the roles of the Ministry of Education and Boards of Education in delivery of early learning and care services. The province has recognized that the progress achieved by communities has also been because of strong local leadership and respectful relationships among service providers.

In the first five years of Best Start, Brantford/Brant built a strong Network of service providers to jointly plan and deliver early learning programs and services in a more coordinated fashion. Beginning with the development of a comprehensive community plan to strengthen the local early learning system, network partners created neighborhood hubs or strengthened existing hubs, which are now known as Best Start Early and Learning and Parenting Centres—accessible locations (primarily in elementary schools) where families with young children can access a range of early learning programs and services.

Best Start Network of Brantford/Brant has spent considerable time developing a common understanding of integration concepts and fostering a community-wide commitment to building a more navigable system of supports. Our ultimate vision and goal is a system where every door is the right door, where a family enters one program, and can be easily connected with other programs or services as needed; a system where families have to tell their story only once and are heard by staff who can identify and connect them to additional supports; a system where no child or family is ever left behind.
## ONTARIO EARLY YEARS SYSTEM: KEY MILESTONES

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>2005</td>
<td>Best Start Initiative</td>
</tr>
<tr>
<td>2006</td>
<td>Province-wide consultations (Dr. Pascal)</td>
</tr>
<tr>
<td>2007</td>
<td>Provincial Early Learning Framework Introduced</td>
</tr>
<tr>
<td>2008</td>
<td>Early Learning and Care Division at MEDU formed</td>
</tr>
<tr>
<td>2009</td>
<td>Child Care Policy and Funding transitioned to MEDU</td>
</tr>
<tr>
<td>2010</td>
<td>Announcement of FDK</td>
</tr>
<tr>
<td>2011</td>
<td>Phase 1 FDK &amp; Extended Day Provincial Transition $</td>
</tr>
<tr>
<td>2012</td>
<td>Provincial Transition $</td>
</tr>
<tr>
<td>2013</td>
<td>Phase 3 FDK</td>
</tr>
<tr>
<td>2014</td>
<td>Phase 4 FDK</td>
</tr>
</tbody>
</table>

### Early Years System in Ontario Key Milestones

- Dr. Pascal appointed as special advisor
- “With Our Best Future in Mind” released
- Provincial Transition $ Stabilization Announced
- Schools First Child Care Capital Retrofit Policy
FUNDING

As the Consolidated Municipal Service Manager (CMSM), the City of Brantford has received provincial funds to support Best Start. The allocation of funding is at the discretion of the Consolidated Municipal Service Manager to ensure support of the early learning and child care sector.

The Best Start Network does not have an operating budget. The Network works collaboratively with the CMSM and may request planning and project dollars. The CMSM has policies and procedures in place to manage expenditures and purchases, ensuring compliance with program service schedules and/or guidelines. Expenditures may include but are not limited to planning for the early learning and child care sector, identifying community needs around early years, research and program planning, and education of early childhood staff and members of the community. For more information on the start-up of the Best Start Network and original funding please see the report entitled Best Start implementation Plan, at the link below:

http://www.ourbeststart4brant.ca/files/resources/BSIP_Final.pdf
STRATEGIC PLAN

The Brantford-Brant Best Start Network’s Strategic Plan was created in 2016 and covers a three year period (2016 to 2019). The Plan identifies four strategic priorities, which are as follows:

1. Meaningful connections with parents and parent engagement
2. Community planning and partnerships
3. Increasing access to responsive, flexible, quality licensed child care
4. Navigating provincial priorities

Each general strategic priority has a series of more specific goals, with performance indicators, a time frame for completion, and the assignment of these tasks, where possible, to various committees, subcommittees, and task forces within the Network.
STRATEGIC PRIORITY 1: Meaningful connections with parents and parent engagement

<table>
<thead>
<tr>
<th>Goals</th>
<th>Performance Indicators</th>
<th>Other Comments from Group Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Explore potential of social media to increase awareness and use of services among parents</td>
<td>1.1A 1.1B 1.1C</td>
</tr>
<tr>
<td></td>
<td>1.2 Review online sources (e.g. websites) and make sure information is easy to access</td>
<td>1.2A Explore developing a centralized data source (link from organizations to one site?) 1.2B</td>
</tr>
<tr>
<td>1.3</td>
<td>Increase promotion/ advertising/marketing of BSELp Centres in order to increase attendance and better engage parents</td>
<td>1.3A Collect data to identify how parents who are accessing services heard about the services 1.3B Explore ways to proactively make sure parents know the benefits of programs 1.3C Continue educating early learning professionals on need to make parents feel welcome and making sure everyone feels engaged</td>
</tr>
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STRATEGIC PRIORITY 2: Community planning and partnerships

<table>
<thead>
<tr>
<th>Goals</th>
<th>Performance Indicators</th>
<th>Other Comments from Group Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Ensure that the Francophone and Aboriginal communities are active partners in community planning</td>
<td>2.1A</td>
<td></td>
</tr>
<tr>
<td>2.2 Develop the Best Start Network as an advocate for root causes of vulnerability</td>
<td>2.2A</td>
<td>Link to other groups such as the poverty table, youth collective impact project, living wage</td>
</tr>
</tbody>
</table>
| 2.3 Build the knowledge and capacity of available resources related to physical health and emotional wellbeing to drive planning | 2.3A 2.3B              | Nutrition (public health unit)  
Mental health (Woodview, CYS)  
Parenting (public health unit)  
Prenatal  
Link to Healthy Kids Community Challenge, invite the coordinator to the Best Start table so we can support, promote  
Nutrition/eating – screen tool for toddlers  
Sleep  
Bereaved parents |
STRATEGIC PRIORITY 3: Increasing access to responsive, flexible, quality licensed child care

<table>
<thead>
<tr>
<th>Goals</th>
<th>Performance Indicators</th>
<th>Other Comments from Group Discussions</th>
</tr>
</thead>
</table>
| 3.1 Create a seamless child care experience for families            | 3.1A Educate parties on creating seamless child care between schools and child care centres/programs  
3.1B Focus on special needs children and enhance supports for accessing services in a seamless manner |                                      |
| 3.2 Create more licensed child care options                         | 3.2A Encourage existing operators to review current hours of service to ensure meeting community needs  
3.2B Network with other local communities to access their resources and assist with our planning (look at their models) |                                      |
| 3.3 Enhance the recruitment and retention of child care staff       | 3.3A Focus on school age and supply staff  
3.3B Network with other local communities to access their resources and assist with our planning (look at their models)  
3.3C Continue with Job Fair  
3.3D Network with local high schools to promote careers in ECE |                                      |
| 3.4 Educate the community on the available services with an emphasis on | 3.4A Review/refresh existing online materials |                                      |
| the quality of licensed child care | 3.4B Implement a marketing campaign (i.e. bus, billboards, mall displays)  
3.4C Promote awareness of Fostering Brant Growth (FBG)  
3.4D Licensed before and after school programs |
| 3.5 Maintain affordable child care costs for families | 3.5A Promote financial assistance available  
3.5B Encourage centres to use G.O.G. funding to offset costs  
3.5C Apply/encourage operators to utilize grant dollars or new dollars (i.e. Health and Safety) |
<table>
<thead>
<tr>
<th>Goals</th>
<th>Performance Indicators</th>
<th>Other Comments from Group Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Establish a responsive community-based approach to the re-alignment of family support programs</td>
<td>4.1A</td>
<td></td>
</tr>
<tr>
<td>4.2 Support and promote child care modernization, including the CCEYA</td>
<td>4.2A 4.2B</td>
<td></td>
</tr>
<tr>
<td>4.3 Seek continuous education on community hubs, the impact on our local community, and the role of the Best Start Network in supporting the hubs</td>
<td>4.3A 4.3B</td>
<td></td>
</tr>
</tbody>
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BRANTFORD/BRANT BEST START NETWORK
TERMS OF REFERENCE

Vision

Best Start is bringing out the best in all of us, our children, our families and our community.

Mission

We lead a collaborative process to plan and implement strategies that support families and children prenatal to 12 years in Brantford and Brant to reach their full potential.

Scope

The Brantford/Brant Best Start Network will continue to support and plan for a comprehensive integrated system of services that supports children, prenatal to twelve years of age and their families.

Goals

The following general directions will be taken to achieve the vision:

- Programs are coordinated through Best Start and are available to all children without barriers resulting from income, transportation or health issues
- Education programs are available in all schools
- Parents take an active role in programming
- Earlier identification of children and earlier provision of services
- Resources and services are available with minimal or no waiting lists
- Early intervention occurs in order to facilitate rapid interventions
- Best Start is an integral part of the community
- The public, service providers and the media are aware of Best Start services and resources
- Advocate for adequate financial resources, staffing and supports
- Encourage all local and provincial partners to work together

Principles

The Brantford/Brant Best Start Network will use the following guiding principles in the planning for Best Start. The Best Start planning will:
• Be based on identified community needs
• Ensure services are available, affordable and accessible for all
• Be child and parent oriented
• Respect diverse cultural, ethnic and linguistic backgrounds
• Include supports re: participation for children with physical, developmental, language, learning or behavioral difficulties
• Work in partnership with families
• Consider the needs of parents at home, work or in school
• Protect the best interests of children
• Ensure that a broad range of input affecting children is incorporated
• Include cross Ministerial input and collaboration
• Ensure quality services.

Accountability

The Brantford/Brant Best Start Network will be accountable to the Ministry of Education and the Ministry of Children and Youth Services and to the community for planning and monitoring the implementation of Best Start early learning strategies in Brant. Specifically, as a collective, all members of the Network will share accountability in the development and monitoring of the Brantford Brant Best Start Plans and other directives and early learning initiatives.

The Brantford Brant Best Start Network will have an internal accountability mechanism in the form of a self-assessment that the Network will conduct annually to assess:

The terms of reference will be reviewed by a sub-committee annually and reconfirmed by the full Network.

Roles and Responsibilities

• All members of the Brantford Brant Best Start Network will participate in planning and implementation.

• Provide advice on the best ways to organize and integrate services. They will be informed about the services available and the importance of early learning and care.

• Provide appropriate representation of the stakeholders that they represent and make decisions on behalf of the organization and/or sector they represent.

• Keep a global perspective when making decisions on what is best for the community.

• Undertake active participation in committee and/or task force work.

• Ensure appropriate preparation for each meeting and completion of assigned tasks.
Membership/Voting

- **MEMBERS**: Members will reside or work in Brant County, and will include parent representatives, community representatives, stakeholder representatives and senior representatives of agencies providing early years services to children and families with children aged prenatal to 12.

- **PARENT/ COMMUNITY REPRESENTATIVES**: Up to three (3) parent representatives may be appointed members of the Network.

- **AGENCIES/STAKEHOLDERS**: must select one designated voting member who will be their representative. The designated voting member of an agency must be a senior staff at the agency and have the ability to make decisions and commitments on behalf of the organization. In the event that the designated voting member is unable to attend a meeting, that individual may assign an alternate

- **FUNDERS**: Funders shall participate on the Network in an ex-officio capacity and will participate in all discussions and decision-making, but will not have voting privileges.

- **OTHER AGENCY STAFF, CONSUMERS AND/OR INTERESTED PARTIES**: Individuals or agencies may approach the Chair to participate on the Network as an interested party. They may request to receive minutes and may attend meetings as guests and are not entitled to vote on decisions.

- **NETWORK AND SUB COMMITTEE STRUCTURE**
  The Network encourages the participation of any and all interested community stakeholders.

The Network has a number of Committees and Task Forces to assist it in fulfilling its mission “to plan, implement and monitor Best Start in Brantford/Brant in a way that reflects community priorities....” As illustrated in Appendix 3, the following Committees have been established:

- Aboriginal Advisory Committee
- Francophone Advisory Committee
- Service Integration Committee (SIC) Committee
- Child Care Advisory Committee

The Brantford/Brant Best Start Network will establish committees, task forces and/or working groups as deemed necessary. Such groups will designate a liaison to the Brantford/Brant Best Start Network and will consist of Brantford/Brant Best Start Network members and/or other community members as is relevant to the task. Each committee, task force or working group will be accountable to the Brantford/Brant Best Start Network through their work plans.

**See appendix 1** Brantford Brant/Best Start Suggested Membership Composition  
**See appendix 2** Communications Protocol
Structure of the Network

Qualification and Selection of Members

The Brantford/Brant Best Start Network will recruit members (on the basis of identified sectors/agencies) and invite their participation.

Length of Term of Appointments

The terms of the Brantford/Brant Best Start Network requires a three year commitment from agency stakeholders. Parents/Community Representatives will be encouraged to participate for three years.

Network Procedures and Operations Community Representatives

The Network will have two co-chairs, one of whom will be a senior representative of Child Care Services for the Corporation of the City of Brantford. The other co-chair of the Brantford/Brant Best Start Network will be selected by the Network Membership for a two year term with the option to serve an additional term.

Executive Responsibilities

Co-Chairs
The Co-Chair will:
- Co-Chair all Brantford/Brant Best Start Network meetings
- Prepare meeting agendas
- Ensure the Terms of Reference and other Brantford/Brant Best Start Network documents are up-to-date, and adhered to
- Oversee the orientation of new members as required
- Provide Leadership to the Executive to ensure participation from all members.

Vice-Chair
The Vice-Chair of the Brantford/Brant Best Start Network will be selected by the membership for a two-year term with the option to serve an additional term.
- Serve as the Co-Chair in the absence of the Co-Chair

Secretary/Recorder
The Secretary/Recorder of the Brantford/Brant Best Start Network will be selected by the membership for a one-year term with the option to serve an additional term not exceeding a total of two consecutive years. Members may delegate Secretarial responsibilities.

The Secretary will ensure that:
- Meeting agendas are circulated to all members of Brantford/Brant Best Start Network
- Minutes of the Brantford/Brant Best Start Network are recorded and circulated
- Meeting attendance is monitored
- All Brantford/Brant Best Start Network correspondence and records are maintained.

Other Executive positions may be established as deemed necessary.
Minutes and Agendas

Minutes of all Brantford/Brant Best Start Network meetings will be distributed within fifteen working days to Network members with other relevant documentation attached.

Brantford/Brant Best Start Network members may refer items to the agenda by contacting the Co-Chair at least two weeks in advance of the next scheduled meeting. All meeting agendas will be forwarded to the membership one week in advance of the upcoming meeting, attached with this notice will be the second distribution of the minutes.

Meetings

The Brantford/Brant Best Start Network will determine the schedule of dates, times and locations of meetings as required.

When meetings are called to order, no decisions or voting can be made unless a quorum of members are present. Meeting quorums shall be defined as 50% plus one of the Brantford/Brant Best Start Network members.

Media Spokesperson/Communications Protocol

Media

- Media Spokesperson: CMSM (Manager of Child Care Services, City of Brantford)
- Secondary Contact: Co-Chair of the Brantford Brant Best Start Network (BSN)
- Process for Press Contact- CMSM first, can refer to Co-Chair of BSN
- Duties for Media Spokesperson- interviews, press releases. These are seen at minimum by the Executive of the BSN before release.
- Seek out our own Network opportunities and agencies to keep Network informed

For complete communications protocol see Appendix 2.

Conflict of Interest

All members of the Brantford/Brant Best Start Network will be encouraged to participate fully in the activities of the Brantford/Brant Best Start Network. Disclosure of a conflict of interest, whether real, potential or apparent, must take place as soon as the individual becomes aware of the conflict. Conflict of interest refers to a situation where a member of the Brantford/Brant Best Start Network speaks in favor of or recommends a course of action which may have competing professional or personal interests or financially benefit them personally or the organization/agency with which they are associated. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest exists even if no unethical or improper act results from it (e.g. the review and recommendation of Brantford/Brant Best Start Network proposals). The onus of responsibility will rest with each individual member to determine whether or not they are in a conflict of interest. In such instances, the member will clarify their concerns with the Co-Chair who will determine if the conflict of interest warrants precluding the member’s further participation or debate of that portion of the meeting or determine if the member will not take part in the discussion of, or vote on any question in respect of the matter, or will forthwith leave the meeting or the part of the meeting during which the matter is under consideration. The member will not attempt in any way whether before, during or after the meeting to influence the voting on any such questions.
Confidentiality

All meetings of the Brantford/Brant Best Start Network will be open to members of the general public and media. The Brantford/Brant Best Start Network does, however, reserve the right to hold in-camera sessions should the topic of discussion pertain to a property matter, information that may be the subject of a judicial or quasi-judicial hearing or inquiry, or the information pertains to a readily identifiable individual or group of individuals.

Absences

Brantford/Brant Best Start Network members are asked to contact the Secretary or designate if they are unable to attend a meeting. If a member resigns, the vacancy will be filled at the discretion of the Brantford/Brant Best Start Network.

Use of Technology

The Brantford/Brant Best Start Network reserves the right to use technology, where possible and practical, to conduct its business (e.g. the electronic transfer of meeting agendas and minutes, teleconferencing, voting etc.) and according to the communications protocol.

Remuneration

Brantford/Brant Best Start Network members will serve without remuneration from the Brantford/Brant Best Start Network.

Linkages

The Brantford/Brant Best Start Network will maintain linkages with other relevant planning bodies in the community. The nature and extent of these linkages may be altered from time to time as necessary and appropriate.

Decision-Making Process and Dispute Resolution

Members will work toward a consensus model for decision-making. If this is not possible, a simple majority vote will be held. A motion will be considered ‘carried’ when two thirds the voting representatives in attendance are in favor of the motion.

Signatures to the Terms of Reference

The Terms of Reference and Membership of the Brantford/Brant Best Start Network will be reviewed annually or as needed and members will sign re-commitment letter.
Appendix 1

The **suggested membership** on the networks is listed below, recognizing that the uniqueness of the community may impact on the composition of the network.

**Parenting Programs**
- Pre-conception and Pre-natal education
- Ontario Early Years Centres
- Parent resource centres
- Early learning services
- Programs run by charitable organizations

**Early Learning Programs**
- Preschool programs
- Regulated child care providers, including not-for-profit and commercial operations, centre-based and home-based programs
- Agencies working with children with special needs

**Community Services**
- Recreation programs
- Libraries
- Charitable organizations
- Faith groups
- Private sector
- Family Counseling

**Policy makers/funders**
Regional Offices MCYS, EDU District Offices, MOHLTC
- CMSMs/DSSABs

**Early Identification and Intervention Programs**
- Healthy Babies Healthy Children
- Preschool Speech and Language
- Infant Hearing Screening
- Infant Development Program
- Resource Teachers Program
- Behaviour Management Program
- Pre-school Intervention Program for children with Autism

**School Boards**
- Directors, superintendents or designate
- School principal or designate
- Provincial schools principals where appropriate

**Health and Specialized Services**
- Primary care services/providers
- Local Health Integration Networks
- Community health centres
- Children’s treatment centres and other secondary and tertiary health care services
- Child health networks
- Public Health Units

**Income and security programs**
- Income support programs
- Child protection services
- Child nutrition programs
Appendix 2

Communications Plan

Purpose:
The purpose of this plan is to outline the parameters of communications of information regarding Brantford/Brant Best Start and the responsibilities of its members.

Communication Plan Objective:
Communication will include, but not limited to, external communication strategies and internal communications processes among Best Start Network members. The plan will be an appendix of the Terms of Reference for the Brantford/Brant Best Start Network.

Key Messages:
- Brantford/Brant Best Start is about Bringing Out the Best in All of Us.
- The key goal is to care for the children in our community in their early years so that they are ready to learn when they enter school and thus be able to be successful.
- To help every child in Brant realize their potential.
- Best Start is about supporting parents and families to give them the best opportunity for their child in the early years of life.
- Best Start strengthens and enhances partnerships so we can continue to build the best learning environment for families in our community.
- Best Start is a provincial program funding new child care and parenting services.

Media:
The media spokesperson for the Brantford/Brant Best Start Network (BSN) is the Manager of Child Care Services, City of Brantford. All media contact and inquiries are to be directed to the Manager. The second contact person will be the Co-Chair of the Brantford/Brant Best Start Network. Process for contact will be Manager of Child Care Services first, then Co-Chair of BSN. The duties include, but are not limited to; Media Spokesperson- interviews, press releases. Such correspondences are seen at a minimum by the Executive of the BSN before release.

Internal Communications to Best Start Network:
The following represents the internal communications (both electronically and through print materials) for the BSN:
- Communications; agenda, minutes are the responsibility of the Co-Chair or designate
- Participating members of the BSN receive all correspondences but other interested parties (or Minutes Only Members) will receive agendas and approved minutes only
- The BSN will address confidentiality issues as they arise
- A confidentiality disclaimer will be added to all email correspondence of the members of the Network which includes:

“This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential. If you have received this message in error, please delete it and any attachments immediately and notify the Co-Chair of the Brantford-Brant Best Start Network at beststart@brantford.ca. Thank you “
External Communications to Best Start Network:
The following represents the external communications (both electronically and through print materials) for the BSN:

- Anyone can share the key messages or distribute approved marketing information
- Meetings, requests for presentations and other requests are to go through the Co-Chair of the BSN
- Letters of support can go from agencies but not on behalf of the BSN unless this has been agreed to by majority vote of the Network
- Letters of support need to be drafted by the Co-Chair of a subcommittee and can be reviewed by the full Network to be confirmed by the next full meeting or by executive and email if time does not allow. The approved format will then be sent from the Best Start Network Co-Chair
- Use of the Best Start logo is approved in communications of other agencies associated with the Best Start Network
- All Early Learning and Parenting Sites will be branded with common external signage “Best Start Early Learning and Parenting Centre” and will have signage inside the programs identifying the current operator
- Child Care Centres can indicate “Developed through Best Start” but are not permitted to designate sites as “Best Start Child Care”
- Members approached by corporations, politicians, member of council, etc., must refer contacts to the BSN as per the media guidelines. It is the member’s responsibility to inform the Network.
- If events/media coverage by the above is about your own agency, the members of the Network are expected to inform the Media Spokesperson and Co-Chair of the BSN if the matter may pertain to any part of the BSN plans.

Website/Email:

- Brantford/Brant Best Start website; [www.ourbeststart4brant.ca](http://www.ourbeststart4brant.ca) and email; beststart@brantford.ca

Hosted, maintained and monitored by Child Care Services with the support of the City of Brantford. Any changes, additions or corrections should be directed to that office.
Appendix 3

Roles

**Best Start Network (BSN)** = System planning, funding decisions, decisions from recommendations.

**Service Integration Committee (SIC)** = Service planning, recommendations to the BSN on services and programs, planning and implementing integrated services in the Early Learning and Parenting Centre (ELPC).
COMMITTEES AND TASK FORCES

In our addition to our main Network planning table, there are several subcommittees and task forces who are always grateful for new energy and fresh perspectives. Below is a listing of these groups.

- Aboriginal Advisory Committee
- Best Start Magazine
- Best Start Parent Fair
- Child Care Advisory Committee
- Recruitment and Retention
- Service Integration Committee

**Aboriginal Advisory Committee –**

The Aboriginal Advisory Committee (AAC) will be responsible for monitoring and planning for recommendations to the larger Network in matters relating to Aboriginal programming, and for promoting community collaboration as related to the Best Start initiative. The AAC also makes recommendations to the CMSM regarding the use of Aboriginal specific planning dollars.

**Childcare Advisory Committee –**

A working group responsible for gathering and sharing information and completing tasks pertaining to the Best Start Network, service providers, stakeholders, consumers, and funders to plan for an integrated child and family service system for children ages 0-12 years. The committee is also responsible for advising and making recommendations to BSN e.g. responses to the Ministry of Education regarding child care services; recommendations to move the sector forward during times of change; gathering data on child care fees, structure and wages in collaboration with the Recruitment & Retention Task Force.
Service Integration Committee –

Brings together all community partners in early learning and parenting programs to plan and coordinate services at parent-child drop in sites; supports development of and planning for neighborhood hubs. Promotes community collaboration in line with the original principles and mandates of the Best Start initiative.

Please contact Kim Romano (KRomano@brantford.ca) or Melodie Spencer (mspencer@eycbrant.ca) for more information about how to get involved.
VOLUNTEERS NEEDED

BEST START PARENT INFORMATION FAIR

April 23, 2016

The Best Start Parent Information Fair is an annual event that takes place in Brantford-Brant County to serve parents and caregivers of children prenatal to 12 years of age. The purpose of the fair is to promote early years programs and services in the community, and encourage linkage between parents/caregivers and early years community services providers.

Volunteers are always needed. Please contact Melanie Mears, Chair of the Parent Fair Committee, at mmears@brantford.ca.
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<tr>
<th>NAME</th>
<th>AGENCY</th>
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<tbody>
<tr>
<td>Aaron Wallace</td>
<td>City of Brantford</td>
<td><a href="mailto:awallace@brantford.ca">awallace@brantford.ca</a></td>
</tr>
<tr>
<td>Adele Gawley</td>
<td>Parent Representative</td>
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<tr>
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<td>Conseil scolaire de district catholique Centre-Sud</td>
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<td>Jane Angus</td>
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<tr>
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Sharon Brooks  |  Kids Can Fly  |  sharon.brooks@sympatico.ca
Shelley McCarthy  |  Family Counselling Centre of Brant  |  smccarthy@fccb.ca
Tracey Thomas  |  Brantford Native Housing  |  tthomas@brantfordnativehousing.com

**MINUTES ONLY**

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<td>W. Ross MacDonald</td>
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<td>Melanie Graham</td>
<td>Mohawk College</td>
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STATEMENT OF RESPONSIBILITY

• All members of the Brantford Brant Best Start Network will participate in planning and implementation.

• Provide advice on the best ways to organize and integrate services. They will be informed about the services available and the importance of early learning and care.

• Provide appropriate representation of the stakeholders that they represent and make decisions on behalf of the organization and/or sector they represent.

• Keep a global perspective when making decisions on what is best for the community.

• Undertake active participation in committee and/or task force work.

• Ensure appropriate preparation for each meeting and completion of assigned tasks.
Dear Brantford/Brant Best Start Network Member:

This letter is to confirm your membership and commitment to the local planning table for early years services under the Best Start initiative.

As a member of this planning network, you have agreed to:

✓ Participate in planning and implementing Best Start
✓ Provide advice on the best ways to organize and integrate services
✓ Be informed about services available and the importance of early learning & care
✓ Provide appropriate representation of the stakeholder that you present
✓ Make decisions on behalf of the organization and/or sector you represent
✓ Keep a global perspective when making decisions on what is best for the community
✓ Be able and willing to undertake active participation in committee and/or task force work
✓ Ensure appropriate preparation and completion of assigned tasks with the full Network
✓ Review information in preparation for each meeting

The Terms of Reference indicates a three year term, however, since a great deal has since the inception of Best Start that impacts our local plans we feel that re-committing to our local planning and attendance at meetings should occur annually.

By providing your signature and organization information below, you are confirming your commitment to this local planning table and the obligation to the schedule of meetings and requirements as per the Terms of Reference.

If you have any questions regarding this letter or the direction of the Network, please feel free to contact Melodie Spencer at 519-759-3833 ext. 108 or Kim Romano at 519-756-3150. Please complete and return this form at the September meeting.

Sincerely;

Melodie Spencer
Chair, Brantford/Brant Best Start Network

Kim Romano
Manager, Child Care Services
City of Brantford

___________________________________________
I, __________________________ am confirming my membership at the Brantford/Brant Best Start Network and am representing ______________________________. I understand that my signature indicates my commitment to this planning table, the attendance at meetings and all other duties outlined in the Terms of Reference.

Signature ___________________________ Date ___________________________
APPENDIX A: GLOSSARY OF ACRONYMS

BCHU- Brant County Health Unit
BSN- Best Start Network
BSELPC- Best Start Early Learning and Parenting Centres
CAS- Children’s Aid Society
CCEYA – Child Care and Early Years Act
CMSM- Consolidated Municipal Service Manager
DAC – Data Analysis Coordinator
EDI – Early Development Instrument
EDU – Ministry of Education
ELC- Early Learning Centres
ELK – Early Learning Kindergarten
ELP- Early Learning Programs
EYSIS – Early Years Services Information System
FDK – Full Day Kindergarten
HBHC- Healthy Babies Healthy Children
IHP- Infant Hearing Program
LEAP- Learning Earning and Parenting
MCYS- Ministry of Children and Youth Services
OEYC- Ontario Early Years Centre
OW- Ontario Works
PFLC- Parent Family Literacy Centre
PSL- Preschool Speech and Language
RFP – Request for Proposal
SIC – Service Integration Committee
SNR- Special Needs Resourcing
TOR – Terms of Reference
APPENDIX B: WEB RESOURCES

Brantford/Brant Best Start Network
http://www.ourbeststart4brant.ca

Dr. Charles Pascal’s 2007 Our Best Future

Early Learning for Every Child Today (ELECT)
http://www.children.gov.on.ca/htdocs/English/topics/earlychildhood/early_learning_for_every_child_today.aspx

How Does Learning Happen? Ontario’s Pedagogy for the Early Years
www.edu.gov.on.ca/childcare/HowLearningHappens.pdf

Ontario Early Years Policy Framework
www.edu.gov.on.ca/childcare/OntarioEarlyYear.pdf

Ontario Ministry of Children and Youth Services
http://www.children.gov.on.ca/

Ontario Ministry of Education
http://www.edu.gov.on.ca/eng/
APPENDIX C: SUBCOMMITTEE REPORT

DATE:

TO: Best Start Network Chair

FROM: name of subcommittee group

CHAIR: person handing in report

1.0 TYPE OF REPORT
(check if it is a recommendation, report or both)

Recommendation item [ ]
Report Only [ ]

3.0 General Meeting/Committee Report

4.0 Projects/Task Force Report

5.0 Financial Information

6.0 Recommendation

7.0 Other
APPENDIX D: BEST START PLANNING DOLLARS APPLICATION FORM

Please complete all sections of this form, number all pages, and submit two copies.

Planning dollar programs are administered by the Best Start Network and the City of Brantford. This application and all information received from the applicant will form part of the minutes and records of the Best Start Network which may be subject to review by the public. No information supplied can be considered confidential and the applicant expressly consents to release of information by the Best Start Network regarding applications received, decisions made by the Task Force and other matters relating to the process.

Name of Organization or Applicant: _______________________________________

Make cheque payable to (if different from above): _______________________________________

Address: ________________________________________________________________

Telephone: ___________________________ Fax: ___________________________

Contact Person: 

Agency: ________________________________________________________________

Title: ___________________________ Signature: ___________________________

Telephone: ___________________________ Fax: ___________________________

<table>
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<tr>
<th>Total Cost of Project</th>
<th>Amount Requested</th>
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We, the undersigned, declare that:

♦ We have been authorized to make this application on behalf of the organization/task force/committee.
♦ We agree that the information provided is true and accurate to the best of our ability.
♦

<table>
<thead>
<tr>
<th>Committee/Chair</th>
<th>One other member of Organization/Task force Committee</th>
</tr>
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About Your Project/Funding Request
Clearly define how the grant funds will be used, including the following information:

**Purpose:** What will it specifically accomplish, and how does this relate to the Best Start Work plan/Vision? What are the main goals and purposes for which funding is requested?

**Dates:** What are the projected start-up and completion dates? (Needed to determine when a final report would be due back to the Network.)
- Start Date: 
- Completion Date:

**Who Benefits:** How will this project benefit the Early Learning Community? What specific population will benefit from your project?

---

Does another organization in the City provide a similar program? YES ☐ NO ☑
If YES, please list them:

---

Coordination: Who in the community or elsewhere is working on this project? What will you do that is different from or better than existing programs? If it is appropriate, how will you coordinate with them?
APPENDIX E: BEST START PARENT/CAREGIVER AND CHILD DROP-IN PROGRAMS

There are many early learning and parenting services in Brant. Neighborhood based drop-in programs for parents/caregivers and children 0-6 years provide free "stay and play" opportunities. Additional services are available, such as, speech and language screenings, developmental screenings, breast feeding and health information. Each location provides different services. These sites can be identified by the Best Start Early Learning and Parenting Centre signs.

For a current listing please visit the link on this page:

http://eycbrant.ca/?q=page/early-learning-parenting