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EarlyON Child and Family Centres Business Practices and Funding Guideline

Peel Region EarlyON Service Providers

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SECTION 1: INTRODUCTION

Purpose

This guideline provides EarlyON service providers with key information regarding business practices and funding for EarlyON Child and Family Centres.

Background

In 2016, the Ministry of Education announced the consolidation of four ministry-funded child and family programs to create EarlyON Child and Family Centres under a common set of services, governance and branding.

On January 1, 2018, the Region of Peel's role as service system manager expanded to include oversight of the planning, funding and delivery of EarlyON centres. This change aligns with Ontario's renewed vision for early years and child care, where all children and families have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are centred around the child and family and contribute to children's learning, development and well-being. The Region's role is guided by the Ministry of Education's [Business Practices and Funding Guidelines for Service System Managers](#).

EarlyON Centres will:

- Encourage children to learn, play, laugh, be curious and make friends;
- Build a child's sense of belonging and capacity for expression;
- Enable children, parents and caregivers to explore and engage with the world around them and enhance their well-being;
- Support parents in strengthening connections with their children, other parents and resources in their community; and,
- Offer safe and welcoming environments open to all families across Ontario.

The New EarlyON Service Delivery Model

In May 2018, Peel Regional Council approved, in principle, a new EarlyON service delivery model that will be phased in beginning January 2019 until 2022.

This service delivery model has three main components:

- Service standards to ensure equitable access to programs for all families;
- A staffing model to effectively deliver core and customized services; and,
- A funding approach that supports the delivery of quality programs.

Equitable Access

The new service delivery model is guided by three key access standards to ensure equitable access to EarlyON programs in Peel:

- A minimum of 25 service hours per week in urban review areas and 20 service hours per week in rural review areas;
- Families can access programs within a 5-minute drive in urban areas and 15-minute walk in densely-populated communities; and,
- Increase access to programs in rural communities.

The Region uses a schools-first approach, where possible, when planning for the locations of EarlyON Centres. This approach provides opportunities for early years and child care services to be co-located and integrated to reduce transitions for children, build stronger connections between children, families, and early years and school professionals, and support a consistent approach to early learning.

A staffing model to effectively deliver core services

The new service delivery model promotes meaningful engagement of families attending EarlyON programs and facilitates the delivery of mandatory core services.

The staffing model establishes key benchmarks for the system:

- Base ratio of one RECE and one Family Support staff to 30 participants per centre;
- Minimum of two staff per centre; and,
- Dedicated community outreach hours for service providers to engage with the community, particularly families who are not familiar with EarlyON services.

The Region of Peel will continue to work with EarlyON service providers to ensure that the perspectives of children and their families are reflected in programs and that programs are high quality and reflect the foundations of How Does Learning Happen? (HDLH?). EarlyON service providers will continue to be supported in delivering high quality programs to ensure that participation in EarlyON Centres results in positive outcomes for families.

A funding model that supports the delivery of quality programs

The service delivery model is based on a funding model that incorporates the following elements:

- Program capacity, program hours and staffing hours
- Staff wages
- Program Manager and Program Supervisor functions
- Community Outreach function
- Allocated Central Administration
- Program costs

SECTION 2: WORKING WITH YOU

The Region will work with EarlyON Centre service providers to fund, plan, and manage the delivery of EarlyON programs and services by:

- Developing system-wide standards.
- Ensuring equitable access to quality EarlyON programs in Peel.
- Establishing and allocating eligible funding streams and opportunities that connect to system priorities.
- Developing and monitoring policy and contract compliance.
- Ensuring equitable access to French language programs.
- Providing culturally responsive programs for Indigenous children and families.
- Identifying, collecting and analyzing local data sources to inform EarlyON system planning.
- Monitoring and evaluating the delivery of core services.
- Reporting to the Ministry of Education and Regional Council on performance measurement.
- Facilitate connections with service providers to identify and monitor system-wide trends and pressures.

SECTION 3: EARLYON CENTRE SERVICE PROVIDER OBLIGATIONS

Key Goals and Objectives

EarlyON service providers are required to design and deliver EarlyON programs to achieve the following key goals and objectives:

- Families have access to high quality services that support them in their role as their children's first teachers, enhance their well-being, and enrich their knowledge about early learning and development.
- Families have opportunities to strengthen their relationships with their children.
- Families are provided with timely, relevant and up-to-date information about community and specialized services.
- Local service providers collaborate and integrate services to meet community needs in an efficient and accessible way.
- Children have access to play and inquiry-based learning opportunities and experience positive developmental health and well-being.

Pedagogical Framework for Child and Family Centres

EarlyON programs should reflect the view of children, parents, caregivers and educators as competent, capable, curious, and rich in potential and experience. EarlyON service providers shall:

- provide an environment that engages parents and caregivers as co-learners and leaders in influencing positive child, family and community experiences and outcomes; and
- use HDLH? to guide the development and delivery of local programs.

Mandatory Core Services

Service providers are required to deliver the following Mandatory Core Services to parents, caregivers and children:

1. Engaging Parents and Caregivers;
2. Supporting Early Learning and Development; and
3. Making Connections for Families.

Engaging Parents and Caregivers

Service Providers will:

- a) Deliver consistent, intentionally planned and responsive programs that support learning in all areas of development (social, emotional, communication, language and literacy, cognitive and physical) based on best practice (e.g. HDLH?, ELECT).
- b) Engage in discussions with and support families regarding their child's development in non-judgmental ways.
- c) Engage and empower families/caregivers to seek child developmental information on an ongoing basis.
- d) Support families by providing referrals and resources related to the prenatal period (e.g. preconception, pregnancy, newborn care, post-natal care and breastfeeding).
- e) Engage in conversations with families regarding strategies and approaches to parenting. These approaches are based on the foundational view of families as competent, capable and their child's first and most important teacher.
- f) Engage with families to provide resources and referrals related to their children's health (e.g. eating, portion sizes, first foods, food allergies and weight).
- g) Provide in-person support, access to printed and web-based materials and make referrals as required.
- h) Promote Peel Public Health messages including but not limited to the topics of [infant feeding](#) and [baby-friendly initiatives](#).
- i) Celebrate and support families of all backgrounds and abilities. Practice strategies that promote social inclusion and cultural competence.
- j) Provide outreach services to engage families and caregivers that could benefit from EarlyON programs and services but are not currently accessing them for a variety of reasons (e.g. newcomers, teen parents, low income families, etc.).

Supporting Early Learning and Development

EarlyON service providers will:

- a) Provide opportunities to families and caregivers to strengthen their relationships with their children.
- b) Build a physical and relational environment that supports self-reflection and belonging to enhance positive bi-directional relationships (i.e. family/caregiver to child, child to child, adult to child and family/caregiver to adult). Encourage play and inquiry-based learning by:
 - Modelling and supporting adult-child interactions to enhance the problem-solving skills of children, parents, and caregivers.
 - facilitating discussions about the value of play-based / inquiry learning.
 - Organizing reception areas, learning environments and family areas to encourage a sense of belonging for all families.
- c) Create an environment that supports children and families to explore together through role modeling, problem solving, innovation, investigation and communication.
- d) Ensure that the materials available are open ended and are used in a variety of ways based on the child's interests.
- e) Share their observations of children with families during their visits. These observations are to be clear and reflect elements of [*Think, Feel, Act*](#).
- f) Using reflective practice principles, document child and family interactions and experiences to plan future programming for families.

Making Connections for Families

In order to make connections for families, Service Providers will:

- a) Provide a warm and welcoming approach for families and caregivers, connecting them to programs and services based on the unique needs of each family or caregiver.
- b) Engage with families to share community resources (e.g. printed materials, on-line resources, local community services, etc.).
- c) Where appropriate, respond to child development concerns raised by families and caregivers or identified through staff observations through the use of a developmental screening tool (e.g.: [Looksee Checklist by ndds](#) and/or a referral to specialized services).
- d) Make warm referrals for families to community resources that can support families with what they need and when they need it.

Note: EarlyON service providers advertising child care must ensure that advertising relates only to centre or home-based child care licensed by the Ministry of Education.

Inclusiveness

No child, family or caregiver should be turned away from a program for any reason other than a violation to the Ontario Building Code maximum occupancy, the health and safety of staff, or families or children who may be at risk.

EarlyON Centres are required to accommodate families and caregivers who arrive with siblings over the age of 6 years into EarlyON programs. Staff may connect these families to other programs and services in the community for children and youth beyond the early years to best meet the needs of all families. EarlyON service providers are expected to use their professional judgement when assessing the above considerations.

Outcomes

The Province is currently developing an EarlyON Outcome Framework that will include both population and program outcome indicators.

In the interim, Regional staff worked with EarlyON partners to develop outcomes for EarlyON programs that align with the delivery of core services:

1. Percentage (%) of parents/caregivers who reported learning about their role in supporting their child's development as a result of EarlyON programs.
2. Percentage (%) of parents/caregivers who have used play and inquiry-based learning ideas at home with their child as a result of EarlyON programs.
3. Percentage (%) of parents/caregivers who reported being responsive in their adult-child interactions as a result of EarlyON programs.
4. Percentage (%) of parents/caregivers who reported improved social connectedness (through informal and formal supports) as a result of EarlyON programs.

The Region will work with EarlyON service providers to create data measurement tools to collect data and report on these service outcomes.

SECTION 4: SERVICE DELIVERY METHODS

Mandatory and Optional Delivery Methods

EarlyON programs in Peel will be delivered through centre-based and mobile service delivery methods. The Region will use local data and feedback from families to ensure that services are offered in ways that meet the needs of all families in Peel.

A description of each service delivery method is as follows:

Service Delivery Method	Description and Expectation
MANDATORY	
Centres	<ul style="list-style-type: none"> • Any physical program site where children, parents and caregivers participate in child and family programs in person. • Located in permanent standalone locations or within schools or community buildings. • Offer core services at one or more location year-round, five days per week, including a Saturday or Sunday • Require minimal set-up and take-down. • Offer optional evening services where it meets community need. • At least one centre per review area will offer programming on a Saturday or Sunday. • Follow the centre staffing model as described in section 4.
OPTIONAL	
Mobile Services	<ul style="list-style-type: none"> • Offer programs and services outside of centres to further integrate EarlyON centres within broader community services • Enhance service access, particularly in high-density areas, rural areas, and communities with target populations • Include temporary programs, pop up programs, and one-time services • Usually require set up and take down • Usually operate in a shared space • May have regular or irregular days, times and locations of operation • Mobile sites typically operate for six or fewer hours per week • With permission from the Region of Peel, some mobile sites are allowed to operate with one staff person and may receive an RECE exemption • Follow the mobile staffing model as described in section 4.

SECTION 5: POLICIES AND PROCEDURES

EarlyON Centre Provider Protocols and Policies

EarlyON service providers shall have in place, at minimum, the following policies and shall make all organizational policies available to the Region upon request:

- a) Vulnerable Sector Screens;
- b) First Aid;
- c) Emergency Plans;
- d) Sanitation and Maintenance;
- e) Workplace Health and Safety relating to staff; and,
- f) Complaints and resolution processes which include processes to immediately notify the Region of any and all serious complaints that are escalated to the Executive Director/Director level of the organization as per the organizations own complaints process.

Region of Peel Protocols and Policies (Refer to Appendix A)

EarlyON service providers are required to adhere to the following protocols and policies as developed by the Region of Peel:

1. Serious Occurrence Policy;
2. Staff Qualifications Requirements Policy;
3. Changes to EarlyON Centre's Business Policy; and,
4. Communications and Public Announcements.

Serious Occurrence Policy

When a serious occurrence takes place, EarlyON Centre staff must follow the **Serious Occurrence Requirements of EarlyON Centres Policy** provided by the Region. The **Serious Occurrence Protocol** must be reviewed with new staff at the time of hire and with ongoing staff on an annual basis. All staff should be familiar with and have access to the protocol and the [Serious Occurrence Report \(SOR\) Form](#) at all times.

The following situations are considered to be a serious occurrence:

- Death of a child or adult;
- Life-threatening injury or illness that may involve the police, fire or ambulance/EMS/paramedics;
- Report of an allegation or suspicion of abuse and/or neglect of a child;
- Child is Missing – as reported by the child's parent(s) or caregiver(s);
- An unplanned disruption of the normal programming/services offered at or by the EarlyON Centre that poses a risk to the health, safety or well-being of children and parents accessing programs/services; and
- Any situation that has high potential for public criticism of the Region of Peel, the Ministry of Education and/or may lead to questions being asked by the media.

EarlyON Centre provider are required to e-mail the following to earlyon@peelregion.ca:

- Report the serious occurrence to the Region within 24 hours using the [Serious Occurrence Report \(SOR\) Form](#)
 - Refer to the **Serious Occurrence Definitions for EarlyON Centres**
- Within seven (7) days of submitting the SOR form provide the following:
 - additional information as requested by the Region and/or an update on action taken following the serious occurrence, or
 - sign-off by a staff member who has legally binding authority acknowledging no further action is required.

On an annual basis, EarlyON service providers are required to meet with the Region of Peel to review their Annual Serious Occurrence Summary Report.

Additionally, EarlyON service providers and staff are required to report to Children's Aid Society in accordance with section 72 Duty to Report of the *Child and Family Services Act*.

Staff Qualifications Requirements Policy

EarlyON service providers are required to ensure that each staff team has at least **one Registered Early Childhood Educator (RECE)** in good standing with the Ontario College of Early Childhood Educators to deliver Mandatory Core Services as per the Region's **Staff Qualifications Requirements Policy**.

EarlyON service providers who are unable to satisfy the RECE staffing requirement by January 1, 2019, are required to:

- Complete and submit the Region of Peel's [RECE Exemption Application Form](#) which includes verification of an established plan to meet the RECE requirement.

Exemptions granted by the Region will be reviewed on an annual basis. EarlyON service providers who do not meet the RECE requirement before the exemption period ends may apply for an exemption renewal three (3) months prior to the exemptions expiry date. The RECE requirement can be exempt for up to three years maximum.

Communications

Announcements regarding EarlyON Centres are communication opportunities for the federal government, provincial government and the Region of Peel. These communications may include, but are not limited to, internet/website information, publications, advertising, media events and press releases referring to EarlyON programs and services.

EarlyON service providers must ensure that all communications align with EarlyON Visual identity and Branding as per MEDU as described in Appendix B, and the Human Rights Code.

Service providers are required to post hours of operation and monthly program calendar(s) in a prominent and accessible public space, in a printed version. Where programming is not continuous (e.g. lunch hour closures or closure to allow for setup time for a subsequent program), interruptions to programming or program closures should be clearly identified. Changes to hours of operation should be communicated as soon as possible by posting in the subsequent month's program calendar. Where possible, EarlyON service providers should also post hours of operation and program calendars online and in a mobile-friendly format.

For unexpected closures (e.g. inclement weather), EarlyON service providers are required to notify the Region by email at earlyon@peelregion.ca.

Service Provider Selection

As service system manager, the Region selects the service provider for each EarlyON site. For locations that operate six or fewer hours per week, a service provider is chosen based on a application process that is limited to service providers who operate another EarlyON site within 5-km of the new site. For locations that operate for more than six hours per week, or where a new EarlyON service provider is required, an EarlyON service provider will be chosen based on an application process utilizing the Region's procurement practices.

This application-based process is one that conforms to Regional policies and procurement practices.

Changes to EarlyON Centre's Business Policy

EarlyON service providers are required to notify the Region of some changes to sites. Some of these changes require the Region's approval prior to the change being implemented as they may impact the balance of program offering across a review area. Service providers should complete the Change to EarlyON Centre's Business Form and email it to earlyon@peelregion.ca.

The Region will review change requests and contact the EarlyON Centre provider if there are any questions. For changes requiring the Region's approval, the EarlyON Centre provider will be notified by the Region in writing of the decision to accept or not accept a change.

Changes requiring Regional approval include:

- Relocating, closing or adding a site;
- Adding or removing program hours of operation, even on a temporary basis;
- Switching, adding or removing a day of operation;
- Modifying program hours that results in additional leasing or staffing costs (e.g. an evening or weekend in a school-based setting or an additional day of operation that results in additional staff setup/close time);

- Introducing or removing evening or weekend programming that could affect service standards; and
- Negotiating or entering into a lease that results in increased leasing costs.

Changes requiring Regional notification but not approval include adjustments to program times that do not:

- Affect service standards;
- Incur additional leasing costs; and
- Incur additional staffing costs.

EarlyON service providers are not required to notify the Region of changes to the types of programming (e.g. age-specific or all ages, drop-in or registered, name or type of program). The Region of Peel may request this information from EarlyON service providers in order to understand what program offerings are available to families.

In the event that the Region determines a change is required to better meet local needs and/or meet service standards, the Region will:

- Communicate to the EarlyON Centre provider in writing; and
- Work with the EarlyON Centre provider to create a transition plan and communication plan to support families, other stakeholders and staff with the change(s).

SECTION 6: AGENCY ALLOCATION-ELIGIBLE EXPENSES

General Eligibility Criteria

To become or continue to provide EarlyON services, service providers must adhere to the following criteria:

1. Be a non-profit organization that can enter into a signed contract with the Region of Peel to deliver EarlyON programs
2. Meet contractual obligations related to:
 - a. The delivery of mandatory core services (engaging parents and caregivers, supporting early learning and development, and making connections for families);
 - b. Qualified Professionals delivering programming at a staff to participant ratio approved by the Region of Peel;
 - c. The delivery of EarlyON programs at a weekly number of hours approved by the Region of Peel.
 - d. Communications;
 - e. The reporting of finances, serious occurrences and service disruptions; and,
 - f. Adherence to Regional policies and procedures; and,

Staffing Model

The Region of Peel, in collaboration with EarlyON service providers, has established a staffing model for EarlyON centres and mobile locations. All centres and mobile locations are required to operate using the following staffing models:

Centre Staffing Model

Note: FTE is based on 35 hours per week			
Site Capacity (people)	Facilitator RECE FTE	Facilitator Family Support FTE	Program Support FTE
1 – 30	1.0	1.0	
31 – 60	1.0	1.0	0.5
61 – 90	1.5	1.0	1.0
91 – 120	2.0	1.0	1.0

Agencies are funded an additional 10% of total weekly program hours for each centre to support staff time to plan, set-up and take down.

Mobile Staffing Model

Note: FTE is based on 35 hours per week		
Capacity (people)	Facilitator RECE FTE	Facilitator Family Support FTE
1-45	1.0	1.0
46-90	2.0	1.0
91-120	2.0	2.0

Agencies are funded an additional 1.0 hour of the total program hours to support staff time to travel, plan, set-up and take down. Leadership and outreach positions are funded through the centre model.

The service delivery model has prescribed components to ensure consistency of services while also providing service providers with the flexibility to meet the needs of their agency and the families they serve. Organizations will have the flexibility to determine which staffing arrangements work best for their organization (e.g. dedicated position for each function or shared functions). Role profiles for Program Manager, Program Supervisor, RECE, Family Support Worker, Program Support, and Outreach Worker functions are outlined in Appendix C.

Prescribed components of the staffing model include:

- Two qualified staff per centre
 - At least one Registered Early Childhood Educator (RECE)
 - Other qualified staff (Family Support Worker)
- Staff to deliver program based on the site capacity
 - Ratio of 2 staff per 30 participants at a centre
 - Ratio of 2 staff for mobile locations with participants above 45
- Staffing hours: program hours and time for set-up, close and planning
 - 10% per week per centre
 - 1 hour per day per mobile location
 - 1.5 hours per day for sites with pre-determined extenuating program set-up and takedown
- Outreach Worker function; based on program hours
- Program Supervisor function; based on 1:12 staff ratio
- Program Manager function per service hours

Program Manager Hours Range			FTE Program Manager(s)
1	to	70	1.00
71	to	124	2.00
125	to	178	3.00
179	to	232	4.00
233	to	286	5.00
287	to	340	6.00
341	to	394	6.00
395	to	448	6.00

Flexible components of the staffing model include:

- Number of staff
- Use of staffing components to effectively deliver on leadership (Program Manager and Supervisor) and outreach functions (staff can have more than one function)
- Staff schedules
- Staff titles

Eligible Expenses

EarlyON funding must be used primarily to support operating costs of EarlyON Centres and to enhance and deliver programming that is responsive to community need and focused on serving children and their families.

The following chart describes **eligible expense** categories:

ELIGIBLE EXPENSES	
Expense Category	Description
Staff Wages and Benefits	<ul style="list-style-type: none"> • Support salary and benefit expenses for EarlyON Centre staff to deliver core services. • Agencies are funded based on the agreed benchmark for each staff position
Lease / Rental Costs, and Utilities	<ul style="list-style-type: none"> • Occupancy costs including lease or property rentals, rentals for mobile services, and utilities including hydro, gas, waste management, water, etc.
Business Travel Expenses	<ul style="list-style-type: none"> • Transportation services to support outreach and participation in programs, including costs for public transit, gas, mileage, general auto repair and maintenance etc.
Program Related Supplies and Resources	<ul style="list-style-type: none"> • Commercial grade supplies, books, toys and materials which support inquiry-based play (e.g. art material, blocks, musical instruments, sensory material etc.). • Resources, services and information to support parents and caregivers in their role.
Maintenance Expenses	<ul style="list-style-type: none"> • Supplies to support the delivery and daily operation of programs (e.g. hygiene supplies (toilet paper, paper towels) and cleaning products etc. • Maintenance costs related to the general upkeep, safety and maintenance of centres.
Nutrition	<ul style="list-style-type: none"> • Allocation-based • Costs for healthy snacks for families and caregivers attending programs. • Costs related to hiring or acquiring the services of a Registered Dietician to support the delivery of core services
Professional Development and Capacity Building	<ul style="list-style-type: none"> • Costs related to professional learning and development opportunities to build capacity of EarlyON Centre staff.

<p>Program Administration Costs</p>	<ul style="list-style-type: none"> • Administrative costs in which 100% of the time is spent supporting EarlyON Centres and programming <ul style="list-style-type: none"> ○ Staffing - Payment of staff salaries and wages ○ Benefits – Employer contributions for pension, EI, workers compensation, employee benefit plans etc. ○ Purchased Professional Services – Purchased professional services that are not client related (i.e. fees for administrative or corporate legal work, audit/bookkeeping fees, IT support etc.) ○ Travel – Staff travel costs (e.g. mileage) ○ Staff Training – Costs for staff development, including travel, accommodation and course/seminar costs etc. ○ Technology – Computer hardware, supplies and maintenance, general office software and updates etc. ○ Office Expenses – Telephone, internet, courier, office supplies, printing, photocopier services, advertising & marketing (job postings, newsletters) ○ Collection and Bad Debt Costs - May include court fees, credit bureau etc. ○ Professional contracted services – Research, consultation and professional services
<p>Transformation Activities</p>	<ul style="list-style-type: none"> • Operating costs for EarlyON service providers that are involved in transformation activities and/or require business transformation supports such as integrating, closing, establishing or relocating centres (e.g. legal fees, lease termination, moving, business planning, recruitment and onboarding of new staff, staffing transitions). <p>IMPORTANT: Transformation costs are application based. Refer to <i>Changes to EarlyON Centre’s Business Policy</i> for further information.</p>

Ineligible Expenses

EarlyON funding may not be used for the following expenses:

INELIGIBLE EXPENSES	
Expense Category	Description
Specialized Services	<ul style="list-style-type: none"> Programs and services offered by regulated health professionals working within their scope of practice (e.g. occupational therapy, audiology and speech language pathology, physiotherapy etc.). Early intervention and screening programs and services that are funded by other ministries and/or levels of government.
Staff Bonuses, Gifts and Honoraria	<ul style="list-style-type: none"> Retiring bonuses, gifts and honoraria paid to staff (except when they are provided as a retroactive wage increase that will be maintained the following year).
Debt Costs	<ul style="list-style-type: none"> Debt costs including principal and interest payments related to capital loans, mortgage financing, and interest expenses incurred on operating loans.
Property Taxes	<ul style="list-style-type: none"> Municipal taxes levies.
Non-arm's length transactions not transacted at fair market value	<ul style="list-style-type: none"> A transaction that occurs at non-arm's length when it is between two individuals who are related by blood, marriage, common-law partnership or adoption. When this occurs, the transaction would require additional documentation to ensure it has occurred at fair market value.
Professional Organization Fees	<ul style="list-style-type: none"> Fees paid as a condition of employment (e.g. vulnerable sector/criminal reference checks). Fees paid on behalf of staff for membership in professional organizations (e.g. Membership fees for College of Early Childhood Educators).
Costs supported through other Region of Peel Funding Streams	<ul style="list-style-type: none"> Costs that are supported using other funding programs or grants available through the Region of Peel (e.g. Community Investment Program), unless otherwise authorized by the Region.
Reserve Funds	<ul style="list-style-type: none"> Operating or general reserve funds or other savings.

Note: This is not an exhaustive list and any other expenditure not listed under the allowable expenses section is considered non-admissible, without express permission by the Region. For questions about eligible and ineligible expenses, please email EarlyYearsSystemDivision@peelregion.ca.

System Enhancements

In addition to the funding allocation to support the delivery of mandatory core services, the Region will support system enhancements through working directly with EarlyON service providers and community partners. System enhancements include special needs resourcing, customized programming, and public health supports in EarlyON programs.

Special Needs Resourcing Pilot

The Region will launch an 18-month pilot of the EarlyON Special Needs Resourcing model to provide special needs resourcing supports to families and capacity building supports for EarlyON program staff. This pilot is expected to launch in July 2019 and will be delivered across the system by a third party Special Needs Resourcing Agency

Customized Programming

Customized programming supports the integration of EarlyON core services within the broader context of local community services (e.g. child care, health, employment and training programs, recreation programs, public libraries, schools, and specialized services).

The Region has incorporated a funding stream for customized programming. Details regarding eligible programs and the process for accessing funding for customizable programs will be shared in 2019.

Public Health Supports

Peel Public Health has been engaged in planning EarlyON services to provide easier access for children and families to information resources on and warm referrals to health services. EarlyON service providers will continue to be engaged and more details about public health supports will be shared in 2019.

Capacity Building Supports

The Region is building on the existing strengths of our system by funding our capacity building partner, Child Development Resource Connection Peel (CDRCP) to provide system-wide capacity building and professional development opportunities to EarlyON staff. This funding will ensure that capacity building needs specific to the EarlyON context are met in Peel. Professional learning will be informed at the individual, organization and system levels and provided through multiple formats including in-person workshops, e-learning and staff development day(s).

Training to enhance the Family Support Facilitator position started in 2018 and will be appraised to inform the development of future training in Peel through 2019.

SECTION 7: RECONCILIATION AND REPORTING REQUIREMENTS

Reporting Schedule

EarlyON service providers are required to report on service levels on a Triannual basis as follows:

	Intended Period (2019)	Deadline
1	01 January – 31 March	30 April 2019
2	01 April – 30 June	31 July 2019
3	01 July – 31 December	31 January 2020

Reporting Requirements – Service Level Data

The EarlyON Centre provider shall collect and submit to the Region on a triannual basis the number of:

- Children served
- Visits made by children
- Visits made by parents and caregivers
- Parents and caregivers served
- FTE Program staff
- FTE Non-Program staff
- FTE Program staff who are Registered Early Childhood Educators
- Staff receiving RECE exemptions

In addition, the EarlyON Centre provider shall collect and submit to the Region on a triannual basis the number of:

- Referrals the EarlyON Centre provider makes to support families in accessing community support services.
- Connections the service provider makes with community agencies.
- Promotional events that raise awareness of EarlyON Centres to families.

The Region will provide reconciliation templates and instructions to guide all reporting and reconciliation. EarlyON service providers are required to utilize the templates provided by the Region for reporting purposes.

Audited Financial Statements

EarlyON service providers are required to submit an Audited Financial Statement and any accompanying notes. An Audited Financial Statement must include a copy of the EarlyON Reconciliation Report. This reconciliation must be signed by an Auditor. Financial Statements are due to the Region of Peel no later than four months following the end of the provider's fiscal year end.

All 2019 EarlyON funds must be returned to the Region of Peel if they are not used for the purpose intended or if there are unspent funds or a closure of an agency.

Audits

EarlyON service providers may be required to submit detailed invoices as part of the EarlyON funding reconciliation process to verify amounts claimed. Please ensure your agency is prepared to provide this documentation in the event they are requested by the Region of Peel.

As part of both the Provincial and the Region of Peel funding verification processes, EarlyON service providers are required to keep all original receipts/expenditure documentation for a minimum of 7 years.

Through the Region of Peel's audit selection process, EarlyON service providers may be contacted to complete a review of the EarlyON fund expenses identified in the Reconciliation Report and shall cooperate and permit the Region or its agents full access to information required to complete the review.

|

SECTION 8: CONTACT INFORMATION

If you have questions, please direct your inquiry as noted in the table below:

For information related to...	Please contact the following at 905-791-1585 or the email address provided...
Programs, Services and/or Staffing Requirements	Heather Watts, EarlyON Advisor, Ext. 7236 heather.watts@peelregion.ca Nakiema Palmer, System Planning Manager, Ext. 5948 nakiema.peters-palmer@peelregion.ca
EarlyON System Planning & Site Determination	Paul Lewkowicz, EarlyON Advisor, Ext. 4963 Paul.lewkowicz@peelregion.ca Nakiema Palmer, System Planning Manager, Ext. 5948 nakiema.peters-palmer@peelregion.ca
Service Agreement and/or Payments	Siobhan Kelly-Davis, Program Administration Manager, Ext. 8210 siobhan.kellydavis@peelregion.ca
Data Analysis and Review Area Profiles	Paul Lewkowicz, EarlyON Advisor, Ext. 4963 Paul.lewkowicz@peelregion.ca
EYSIS	Tracey Haefele, Ext. 5916 tracey.haefele@peelregion.ca
Communications and Public Announcements	Nakiema Palmer, System Planning Manager, Ext. 5948 nakiema.peters-palmer@peelregion.ca

Appendix A

TITLE: SERIOUS OCCURRENCE REQUIREMENTS OF EARLYON CENTRES

Content [Purpose](#)
[Background](#)
[Serious Occurrence Criteria](#)
[Duty to Report](#)
[Required Protocol](#)
[Review of Policy and Protocol with Staff](#)
[Failure to Report a Serious Occurrence](#)
[Annual Review](#)
[Required Documents](#)

Purpose This policy:

- Establishes requirements of an EarlyON Centre when an incident occurs that is deemed a serious occurrence.
- Enables the Region of Peel to provide any necessary supports to an EarlyON centre following a serious occurrence.

Background The Ministry of Education requires Consolidated Municipal Service Managers to ensure EarlyON Centres have appropriate policies and procedures in place, which ensure the promotion of children’s and families’ health, safety and well-being.

Serious Occurrence Criteria The following situations are considered to be a serious occurrence:

1. Death of a child or adult
2. Life-threatening injury or illness that may involve the police, fire or ambulance/EMS/paramedics
3. Report of an allegation or suspicion of abuse and/or neglect of a child
4. Child is Missing – as reported by the child’s parent(s) or caregiver(s)
5. An unplanned disruption of the normal programming/services offered at or by the EarlyON Centre that poses a risk to the health, safety or well-being of children and parents accessing programs/services.
6. Any situation that has high potential for public criticism of the Region of Peel, the Ministry of Education and/or may lead to questions being asked by the media

Duty to Report All staff and volunteers at an EarlyON centre are to report to the Children's Aid Society in accordance with section 72 Duty to Report of the *Child and Family Services Act* and their professional Code of Ethics and Standards of Practice.

Required Protocol When a serious occurrence takes place, EarlyON centre staff must follow the protocol provided by the Region.

Under the protocol the EarlyON must:

- report the serious occurrence to the Region within 24 hours using the Region of Peel's Serious Occurrence Report (SOR) form
- Within seven (7) days of submitting the SOR form provide the following:
 - additional information if requested by the Region and/or an update on action taken following the serious occurrence, or
 - sign-off by a staff member who has legally binding authority acknowledging no further action is required.

If the EarlyON Centre:

- needs to report a serious occurrence immediately, or
- is unclear whether an incident meets the serious occurrence criteria,

the EarlyON Centre should contact the Region, Early Years Partnerships Division, for clarification at 905-791-1585.

Review of Policy and Protocol with Staff The policy must be reviewed with any new staff at their time of hire and with ongoing staff on an annual basis. All staff should be familiar with and have access to the protocol and the SOR form at all times.

Failure to Report a Serious Occurrence Failure to report a serious occurrence may result in the Region of Peel withholding payment to the EarlyON centre Service Provider as outlined in the EarlyON Child and Family Centres Service Agreement.

Annual Review The Region of Peel will complete an "*Annual Serious Occurrence Summary Report*" no later than January 31st of the following calendar year reporting period and will review with the EarlyON service provider. The "*Annual Serious Occurrence Summary Report*" will be signed by EarlyON centre Service Provider.

Required Below is a summary of the documents included in this policy:

Documents

1. Serious Occurrence Protocol for EarlyON Centres
 2. EarlyON Centre's Serious Occurrence Report
 3. EarlyON Centre's Annual Serious Occurrence Summary Report
 4. Serious Occurrence Definitions for EarlyON Centres
-

TITLE: SERIOUS OCCURRENCE PROTOCOL FOR EarlyON CENTRES

Timeframe	Action Required by EarlyON Centre	Region of Peel's Response (the "Region")
Immediately following the Serious Occurrence	<ul style="list-style-type: none"> • Address health and safety of client(s) • Report to Children's Aid Society in accordance with section 72 Duty to Report of the <i>Child and Family Services Act</i>, AS APPROPRIATE • Notify all other applicable parties, as required – including the Region 	(Not applicable)
Within 24 hours of the Serious Occurrence	<ul style="list-style-type: none"> • Complete Part 1 of the Region's "Serious Occurrence Report" (SOR) form • Submit completed SOR form via email at: earlyon@peelregion.ca Contact the Early Years Partnerships Division at 905-791- 1585 if the EarlyOn Centre: <ul style="list-style-type: none"> ○ needs to report a serious occurrence immediately, or ○ is unclear whether an incident meets the serious occurrence criteria 	<ul style="list-style-type: none"> • Acknowledges receipt of SOR to the EarlyON centre within 48 hours • Identifies any follow up or additional action required from EarlyON Centre in Part 1 – Section 1E of SOR report • Reports the serous occurrence to the Ministry of Education within 24 hours of receiving the SOR form from the EarlyON Centre if there is high potential for public criticism of the Ministry of Education and/or the event may lead to questions being asked by the media <p>If the EarlyON makes telephone contact:</p> <ul style="list-style-type: none"> • Speaks with the EarlyON providing direction and/or taking action as required based on the occurrence
Within 7 days of the Serious Occurrence	<ul style="list-style-type: none"> • Complete Part 2 of the SOR • Sign-off the SOR if no further reports are to be submitted Note: Only staff with legally binding authority can sign-off the SOR • Submit the final SOR to the Region via email at: earlyon@peelregion.ca 	<ul style="list-style-type: none"> • Ensure SOR is complete and proper sign-off of the SOR • Review actions taken, if applicable, and work with EarlyON Centre to make changes to ensure ongoing health, safety, well-being is addressed

After 7 days	<ul style="list-style-type: none"> Additional information/follow-up if determined necessary by the Region 	<ul style="list-style-type: none"> Reviews additional information submitted and confirms when EarlyON can sign-off on the serious occurrence
Annually	<ul style="list-style-type: none"> The EarlyON Centre's Executive Director/Director is to meet with the Region of Peel to discuss content of the Annual Summary Report 	<ul style="list-style-type: none"> Create and send the Annual Summary Report to the EarlyON Centre's Executive Director/Director Book meeting with EarlyON Centre's Executive Director/Director with the Region of Peel to discuss content of the report

TITLE: SERIOUS OCCURRENCE DEFINITIONS FOR EarlyON CENTRES

This document supplements the Serious Occurrence policy for EarlyON Centres. It provides further definitions/clarification of the Serious Occurrence categories.

Category 1 - Death of a Child or Adult

Definition: The death of a child or adult, which occurs while in attendance at an EarlyON program.

Category 2 - Life-threatening Injury or Illness

Definition: The injury or illness of a child or adult that is capable of causing death, which occurs while child or adult is in attendance at an EarlyON program.

Category 3 - Report of an allegation or suspicion of abuse and/or neglect of a child

Definition: Any report by a staff, volunteer or Children's Aid Society of an allegation or suspicion of abuse and/or neglect of a child while attending an EarlyON program. This includes an allegation against or suspicion of any person who is on-site at the EarlyON centre or in attendance at an off-site EarlyON program. It is not limited to employees of the EarlyON centre.

Category 4 – Missing Child (reported by the child's parent(s) or caregiver(s))

Definition: An incident where a child who is attending an EarlyON program with a parent/caregiver goes missing and is not located by parent/caregiver during the program.

Category 5 - Unplanned Disruption of Normal Programming or Services

Definition: An unplanned disruption to the normal operations/programs of an EarlyON centre that poses a risk to the health, safety or well-being of children and adults attending the centre for programs/services (e.g. fire, flood, gas leak).

Unplanned disruption of service includes temporary program closure, relocation (not including a planned temporary relocation), inclement weather conditions, immediate evacuation, and prohibition to enter the premises and/or restrictions placed (i.e. hold and secure or lockdown, outbreak).

Part 1: Submit within 24 hours of serious occurrence

Section 1A: EarlyON Centre Details and Time Serious Occurrence

Name of EarlyON Centre Provider

Site Affected

All Sites

Individual Site

Name: Address

City Province ON Postal Code

Designated Authority Position

Date of incident Time of incident a.m

Please explain if more than 24 hours have passed since date and time of incident:

Reported by:

Phone Number Position

Completion Date Completion Time a.m

Section 1B: Client Data

Indicate if the client involved in the incident is a:

Client # 1: Child Parent Caregiver N/A

Client # 2: Child Parent Caregiver N/A

Only one client involved

Indicate the age group for the client:

Client #1 Age Group Over 55 years old

Client #2 Age Group – if applicable: Age Group

Section 1C: Type of Serious Occurrence and Details (report only one of the following):

- Death of a child or adult
Identify if the death was:
 Due to an injury Due to an illness
And if it was:
 Caused by a Service Provider Accidental Self-Inflicted/Unexplained
- Life threatening injury or illness to a child or adult that may involve the police, fire or ambulance/EMS/paramedics
Identify the type of injury:
- | | |
|--|--|
| <input type="checkbox"/> Head, back or neck injury | <input type="checkbox"/> Substantial blood loss |
| <input type="checkbox"/> Eye injury | <input type="checkbox"/> First time seizure, multiple seizures or seizures lasting more than 5 minutes |
| <input type="checkbox"/> Fall | <input type="checkbox"/> Drug Overdose |
| <input type="checkbox"/> Fracture or Sprain | <input type="checkbox"/> Near Drowning |
| <input type="checkbox"/> without bone exposure | <input type="checkbox"/> Other |
| <input type="checkbox"/> with bone exposure | |
| <input type="checkbox"/> Anaphylactic reactions | |
| <input type="checkbox"/> Injuries to the chest resulting in laboured breathing (collapsed lung), cardiac arrest, internal bleeding or vomiting blood | |
- Identify the type of illness:
- | | |
|---|------------------------------------|
| <input type="checkbox"/> E. Coli | <input type="checkbox"/> Influenza |
| <input type="checkbox"/> Meningitis | <input type="checkbox"/> Other |
| <input type="checkbox"/> Flesh Eating Disease | |
- Report of an allegation or suspicion of abuse and/or neglect of a child
- Child is Missing – as reported by the child's parent(s) or caregiver(s)

An unplanned disruption of the normal programming/services offered at or by the EarlyON Centre that poses a risk to the health, safety or well-being of children and parents/caregivers accessing programs/services

Identify the nature of the situation:

<input type="checkbox"/> Fire	<input type="checkbox"/> Outbreak
<input type="checkbox"/> Flood	<input type="checkbox"/> Lockdown
<input type="checkbox"/> Power Outage	<input type="checkbox"/> Inclement Weather
<input type="checkbox"/> Carbon Monoxide	<input type="checkbox"/> Other
<input type="checkbox"/> Other Toxic Substance	

Any situation that has high potential for public criticism of the Region of Peel, the Ministry of Education and/or may lead to questions being asked by the media

Identify the nature of the situation (select all that apply):

Nature of situation was:

<input type="checkbox"/> Behavior related	<input type="checkbox"/> Missing/Stolen items
<input type="checkbox"/> Supervision at EarlyON	<input type="checkbox"/> EarlyON centre's Policies or Procedure related
<input type="checkbox"/> Discrimination/Harassment	<input type="checkbox"/> Region of Peel or Ministry of Education policy/procedure related
<input type="checkbox"/> Political in nature	<input type="checkbox"/> Public/Client Complaint
<input type="checkbox"/> Religious in nature	<input type="checkbox"/> Other
<input type="checkbox"/> Health or Safety issue	

Situation involved:

<input type="checkbox"/> staff and client(s)	<input type="checkbox"/> two or more staff	<input type="checkbox"/> two or more clients
--	--	--

Questionable behavior by:

<input type="checkbox"/> EarlyON staff	<input type="checkbox"/> Client(s)
--	------------------------------------

Questionable behavior was:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Other
-----------------------------------	---------------------------------	--------------------------------

Section 1D: Additional Details of Serious Occurrence

Location of incident:

Inside the EarlyON centre
 Program Area Non-Program Area

Outside of EarlyON centre Stairs
 Mobile site Other

Who has been notified:

Parent/Guardian Caregiver Police
 Fire Paramedics Other
 Children's Aid Society

Has there been media attention? Yes No
If No, is media attention anticipated? Yes No Unknown

Further Action Proposed by EarlyON Centre:

Will EarlyON Centre be following up with the client? Yes No

Will the EarlyON Centre be reviewing and/or making changes to operations/practices to alleviate potential for future re-occurrence? Yes No

If yes, please describe actions EarlyON Centre will take – include timelines if applicable:

Are additional pages attached? Yes No

Submit

Section 1E: Serious Occurrence Report – Region of Peel's Response

Section 1 Reviewed by Region of Peel

Comments (include and action/follow required by EarlyON centre):

Regional Sign-Off: _____ **Date:** _____

PART 2: Submit within 7 days of initial Serious Occurrence Report

Section 2A: Additional Action

Is this expected to be the final report for this serious incident? Yes No

If yes, proceed to Section 2B

If no, explain what additional information will need to be reported:

Are the police conducting an investigation? Yes No Unknown

Is the Children's Aid Society conducting an investigation? Yes No Unknown

Has there been media attention? Yes No Unknown

Has an alternate account of the incident (from what was reported within 24 hours) been expressed by the client or a third party? Yes No

Further Action Proposed by EarlyON Centre

Will EarlyON Centre be following up with the client? Yes No

Will the EarlyON Centre be reviewing and/or making changes to operations/practices to alleviate potential for future re-occurrence?

If yes, please describe actions EarlyON Centre will take – include timelines if applicable: Yes No

Section 2B: EarlyON Centre's Sign-Off

Reported by:

Phone Number Position

Completion Date Completion Time a.m

I declare that information provided on this form is true and correct to the best of my knowledge

Submit

Section 2C: Serious Occurrence Report – Region of Peel's Response	
<input type="checkbox"/> Section 2 Reviewed by Region of Peel Comments:	
Has serious occurrence been resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Regional Sign-Off:	Date:
_____	_____

Notice with Respect to the Collection of Information

The information collected on this form is being collected pursuant to the *Child Care and Early Years Act, 2014* and will be used by the Region of Peel to fulfill prescribed responsibilities and obligations pertaining to serious occurrences as Consolidated Municipal Service Managers of Child and Family Centres. Any questions regarding this collection may be directed to the Supervisor, Early Years and Child Care Services Division, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, ON L6T 0E3, by mail or telephone at 905-791-1585

APPLICABLE TO: EarlyON CENTRES

TITLE: STAFF QUALIFICATIONS REQUIREMENTS

Content	Purpose Background Definitions RECE Requirements Temporary Exemption From RECE Requirement Requirements of EarlyON During Exemption Period Temporary Exemption Extension Required Failure to Comply Additional Staffing Requirements Staffing Changes Continuing Education Requirements Additional Documents
Purpose	To outline the staff qualifications required at EarlyON Child and Family Centres (i.e. <i>EarlyON centres</i>) in the Region of Peel (i.e. <i>the Region</i>).
Background	<p>The Ministry of Education (MEDU) requires all EarlyON centres to have a qualified staff team as outlined in MEDU's Business Practices and Guidelines for Service System Managers.</p> <p>In accordance with MEDU, this requirement is also a condition in the Region's Service Agreement with service providers delivering programs and services through EarlyON centres.</p>
Definitions	<p>EarlyON Centres - Any physical program site where children, parents and caregivers participate in child and family programs in person. These are year round, permanent locations that may operate on a full-time or part-time basis.</p> <p>Mobile Services - Services that can be offered outside of centres such as temporary programs pop up programs, one-time services, and usually require set up and take down.</p> <p>RECE – Registered Early Childhood Educator in good standing with the Ontario College of Early Childhood Educators (ECEs).</p>
RECE Requirements	Each EarlyON centre's qualified staff team must have at least one Registered Early Childhood Educator (RECE) in good standing with the Ontario College of Early Childhood Educators to deliver mandatory core services related to supporting early learning and development.

**Temporary
Exemption
from RECE
Requirement**

Request for an Exemption

Exception: This requirement does not apply to mobile services operated by an EarlyON centre provider.

EarlyON centres that do not have at least one RECE to deliver core services related to supporting early learning and development at the time the service agreement takes effect January 1, 2019 must submit a request to the Region no later than February 15, 2019 using the Region of Peel's RECE Exemption Application form (draft provided) as stipulated in the Service Agreement.

Approval of Exemption

The Region may grant an EarlyON centre provider an exemption for up to one (1) year if the EarlyON centre provider's submission requesting an exemption verifies they have established a plan – including actions to be taken and timelines:

- with an existing staff to
 - obtain RECE credentials (either independently or with assistance from MEDU's [Ontario ECE Grants](#) program), or
 - apply to the Ontario College of ECEs for an [individual assessment](#) of their current post-secondary education for credential equivalency – only if the staff meets the [criteria](#) to make an application
 - to recruit a new staff for the EarlyON centre with RECE credentials
-

**Requirements
of EarlyON
During
Exemption
Period**

Background

During a temporary exemption the Region:

- a) will monitor progress, identify challenges the EarlyON centre provider is facing and develop strategies to support centres in meeting the requirement. Strategies can include but are not limited to:
 - transition planning
 - ensuring capacity to deliver core services related to early learning and development, and
 - Human Resources approaches (e.g. recruitment and staffing strategies)
- b) may verify actions the EarlyON centre provider is taking to meet the requirement (as outlined in their application for an exemption). Verification can include (but is not limited to) the Region:
 - Speaking to existing staff about the support provided by the centre to pursue upgrading or requesting academic reports
OR
 - Confirming that part time RECE qualified staff were offered additional hours
OR
 - Requesting verification of job postings (e.g. invoice for postings) and/or of interviews held for the position (e.g. copy of resume, emails confirming interview dates/times)

Requirements of the EarlyON Centre Provider

During a temporary exemption the EarlyON centre provider is required to:

- a) utilize resources and/or act upon the recommendations the Region provides, continuously working towards meeting the RECE requirements.
 - b) submit to the Region tri-annually*:
 - o Reports/Measures prescribed in the EarlyON centre's Service Agreement
 - o Number of full time equivalent program staff receiving RECE exemptions, and
 - o (if applicable) Any reporting the Region prescribed at the time an exemption was granted.

*Tri-annually = (T1: Jan. 01-Mar. 31, Due April 30;
T2: Apr. 01-Jun.30, Due Jul. 31; T3: Jul. 01-Dec. 30, Due Jan.31)
 - c) enable the Region to verify the EarlyON centre provider's actions if necessary by making staff available to the Region and/or providing information the Region requests in the timeframe provided
 - d) update the Region once the RECE requirement is met, explaining how the requirement was met (i.e. current staff obtained RECE credentials or new RECE hired)
-

Temporary Exemption Extension Required

EarlyON service providers that will not meet the RECE requirement before the exemption period ends may apply for an exemption renewal **three (3) months prior to the exemption's expiry date**. The EarlyON centre provider must demonstrate they are actively pursuing their plan by providing concrete examples of actions taken to achieve the requirement.

Examples include but are not limited to:

- "Staff (working towards credentials) verified a required course has been completed and another is in progress"
- "Schedules rearranged so the staff can have time off to attend required a RECE course(s)"
- "Staff provided schedule outlining when online learning modules will be completed"
- "RECE posting published on internet sites (list sites) during period: (note dates). (# of) interviews completed between (insert dates). An RECE was not hired because (insert reason)"

The RECE requirement can be exempted on an annual basis, up to a maximum of three years.

Exemption Beyond Three Years

An RECE requirement not met within three years is currently under review. Further direction on this will be communicated in the future.

Failure to Comply Failure to comply with the RECE requirement, as outlined in the **Requirements of EarlyON During Exemption Period**, may result in the Region withholding funds from the EarlyON centre provider (in whole or in part) until the RECE requirement is satisfied, or until the Region is satisfied appropriate action is in progress to meet the requirement.

The Region may also terminate the contract if a lack of intent and/or action from the EarlyON centre provider to meet the requirement is continuous.

Additional Staffing Requirements The Region may determine at any point in time during an EarlyON centre provider's contract that additional staff with specialized skill sets may be responsive to community needs.

Should the Region determine this, the Region will communicate in writing the requirement for the EarlyON centre provider to:

- hire a staff with the specialized skill set, or
- support a current staff with obtaining/gaining the skill set, within the timeframe indicated (included in the written notice).

Staffing Changes EarlyON service providers are required to notify the Region immediately upon any RECE staffing vacancies.

Continuing Education Requirements Staff at EarlyON centres are expected to engage in continuous professional learning opportunities to keep informed of the latest research on adult education, child development, play and inquiry-based pedagogy, and other relevant topics.

The Executive Director or Designated Authority of the EarlyON centre is expected to

- provide staff with opportunities for continuous professional learning and to
- monitor that staff are engaging in such opportunities through their own staff performance review process

Additional Documents 1. RECE Exemption Application form
http://www.peelregion.ca/children/working/service-providers/pdf/2018/V-10-734_RECE.pdf

APPROVAL SOURCE:	Manager, Early Years Partnerships
ORIGINAL DATE:	January 1, 2018
LAST REVIEW DATE:	N/A
LAST UPDATE:	N/A
EFFECTIVE DATE:	January 1, 2018
RESPONSIBILITY:	

EarlyON Centre's RECE Exemption Application

Please check the applicable box:

- First request for a temporary exemption from the RECE requirement – due Feb 15, 2018
- Request to renew temporary exemption from the RECE requirement– due 3 months prior to expiry date of current temporary exemption.

Expiry date of current exemption (if applicable): insert date (dd/mm/yyyy)

Section 1A: EarlyON Centre Details

Name of EarlyOn Centre

Address

City Prov ON Postal Code

Submitted By Position

Designated Authority Position

Signature Phone Number

Completion Date (dd/mm/yyyy)

Section 1B: Staff Information

Number of Staff at the EarlyON Centre:

Section 1C: Plan to meet RECE Requirements

How is your EarlyON Centre planning to meet the requirement?

Select the option that applies to your EarlyON Centre and explain what specific steps will be taken to meet the requirement

- Current Staff will work towards obtaining RECE credentials**

Outline for each staff member listed, the action plan of the EarlyON centre provider and the staff member to ensure credentials are obtained.

In the Method column, select the option from the drop down list the staff member will use to obtain credentials.

In the Action Plan column include estimated timelines, courses, how staff will balance obtaining credentials and work, etc.

EarlyON Centre's RECE Exemption Application

Staff/Name	Method	Action Plan
	Choose an option	

New RECE will be hired

Outline action plan of EarlyON centre provider to recruit a new RECE – include estimated timelines, methods of recruiting, etc.

Section 1D: Additional Information

Submit

EarlyON Centre's RECE Exemption Application

Section 2: Region Peel Approval	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> The Region is granting your EarlyON a temporary exemption for (insert period of time)	
<input style="width: 200px; height: 20px;" type="text"/>	
Expiry date of your exemption is (Insert date) <input style="width: 150px; height: 20px;" type="text"/>	
Conditions During the exemption, the EarlyON is required to:	
Additional Comments	
Regional Sign-Off: <input style="width: 150px; height: 20px;" type="text"/>	Date(dd/mm/yyyy) <input style="width: 150px; height: 20px;" type="text"/>

Notice with Respect to the Collection of Information

The information collected on this form is being collected pursuant to the *Child Care and Early Years Act, 2014* and will be used by the Region of Peel to fulfill prescribed responsibilities and obligations pertaining to staff requirements as Consolidated Municipal Service Managers of Child and Family Centres. Any questions regarding this collection may be directed to the Supervisor, Early Years and Child Care Services Division, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, ON L6T 0E3, by mail or telephone at 905-791-1585.

APPLICABLE TO: EARLYON CHILD AND FAMILY CENTRES (EarlyON Centres)

TITLE: CHANGES TO EARLYON CENTRE'S BUSINESS

Content [Purpose](#)
[Background](#)
[Contemplated Changes to Services/Programs/Sites](#)
[EarlyON Centre Request](#)
[Change is required](#)
[Failure to Comply](#)

Purpose To outline the requirements of the Region of Peel an EarlyON Centre provider if they are contemplating any changes to services, programs and/or sites.

Background EarlyON service providers that have signed a service agreement with the Region of Peel (*the Region*) to operate EarlyON centres in Peel were selected with a local community needs lens ensuring program and service design and delivery will meet both the needs of the Peel community and the overall provincial goals and objectives.

A change to an EarlyON centre provider's business (including but not limited to a change to operating hours, programs offered, relocation, opening or closure) will impact the programs and services delivered, families accessing services as well as the overall outcomes EarlyON centres are intended to achieve across the system.

As such, any changes that are contemplated by an EarlyON centre provider must be proposed to the Region for acceptance as stipulated in section 9 of the Service Agreement - *Changes to the Service Provider's Business*.

Any changes required by the Region will be discussed with the EarlyON centre provider and when a final decision is made, will be communicated in writing.

Contemplated Changes to Services / Programs / Sites EarlyON service providers that are contemplating a change to a program(s), service(s) and/or site(s) must submit a proposal of the contemplated change to the Region in writing as soon as possible.

Changes an EarlyON centre provider is contemplating (which must be proposed to and accepted by the Region) include, but are not limited to, the following:

- Any changes in hours or days of operation of the Services;
- Relocating a Site(s);
- Adding/Opening a Site(s);
- Permanent closure of an existing Site;
- Adding/Deleting a Program from inventory of programs offered;
- Negotiating or entering into any lease or agreements in relation to ownership

The Region will collaborate with EarlyON service providers when making a decision about a change (including but not limited to operating hours, programs offered, relocation, closure or opening a centre), based on local community, the overall system needs and funding framework.

An EarlyON centre provider that has submitted a proposed change to the Region:

- Will only take action on a proposed change after the Region accepts the proposed change
 - Will adhere to instructions the Region provides regarding communications with current clients or the public related to the Site or the Program - as further detailed in the Regional Guideline or otherwise communicated by the Region
-

**EarlyON
Centre
Request for
program and
services
delivery
change (e.g.
days and
hours)**

Request Submission

An EarlyON centre provider's written proposal of a contemplated change must be submitted using the Region of Peel's *Request a Change to EarlyON Centre's Business* form and include the following:

- What change is being contemplated and reason for it
- Intended date of the change
- Alternative options that have been considered
- Preliminary transition plan to meet the need of families and other stakeholders including communication plan for notifying families and staff (of which the Region will collaborate with service provider to refine)

Request Review

The Region will review the EarlyON centre provider's request including all information provided and contact the EarlyON centre provider to discuss the circumstances including the EarlyON centre provider's plan.

The Region may request additional information from the provider if determined necessary to accurately assess impacts of the request on families, funding and the overall system.

Request Outcome

The EarlyON centre provider will be notified by the Region in writing of the decision to accept/not accept the change.

**Change is
required –
prescribed by
the Region**

Should changes to a site be required by the Region based on the local needs assessment by Review Area, the following will occur:

- The Region will communicate the following to the EarlyON centre provider in writing:
 - Reason for relocation, closure or opening
 - Intended date of the change
 - Whether alternative options have been considered
- The Region will work with the EarlyON centre provider to create the following:

- a transition plan to meet the needs of families and other stakeholders
- a communication plan for notifying families and staff of the change(s)
- amendment to the service agreement, as applicable

Failure to comply

Failure to

- report a change to business (e.g. change to programs offered, hours/times offered, a relocation, closure or opening) to the Region, or
- follow through on a relocation, closure or opening prescribed by the Region
- or follow through on a requested change not accepted by the Region

will result in withholding of funding (in whole or in part) and the possibility of repayment of funds to the Region and/or termination of the Service Agreement.

APPROVAL SOURCE:	Manager, Early Learning Partnerships
ORIGINAL DATE:	January 1, 2018
LAST REVIEW DATE:	N/A
LAST UPDATE:	N/A
EFFECTIVE DATE:	January 1, 2018
RESPONSIBILITY:	

Section 1A: EarlyON Centre Provider

Name of EarlyOn Centre Provider

Program and Site address

City Prov ON Postal Code

Submitted by Position

Phone number

Designated Authority Position

Signature Phone Number

Completion Date (dd/mm/yyyy):

Section 1B: Change to Business Being Proposed

Change in the hours of operations of the Services
New Hours Proposed:

Change in the days of operations of the Services
New Days Proposed:

Relocating a Site(s)

Adding/Opening a Site(s)

Closing a Site(s)

Proposed Adding/Deleting Program(s)
New Program:
Deletion of Program:

Negotiating or entering into any lease or agreements in relation to ownership of land and/or building(s)

Other requirements as detailed in the Regional Guideline
Note what: "Other requirement" is:

Date Proposed change to take effect (dd/mm/yyyy):

Section 1C: Details of Proposed Change

Rationale for Change:

Alternative Options Considered: (If no alternatives considered explain why):

Proposed Transition Plan, including communication plan to notify families, the stakeholders and community of the proposed change:
(Plan must consider needs of family and community)

Additional Comments:

Request For Change To EarlyON Centre's Business

Section 1D: Region of Peel Approval	
Request Approved	<input type="checkbox"/> Yes
OR	<input type="checkbox"/> No
Additional Information Required:	<input type="checkbox"/> Yes
Conditions:	<input type="checkbox"/> No
Comments or Additional Information Required:	
Regional Sign-Off:	Date(dd/mm/yyyy):
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>

Notice with Respect to the Collection of Information

The information collected on this form is being collected pursuant to the *Child Care and Early Years Act, 2014* and will be used by the Region of Peel to fulfill prescribed responsibilities and obligations pertaining to a business change(s) as Consolidated Municipal Service Managers of Child and Family Centres. Any questions regarding this collection may be directed to the Supervisor, Early Years and Child Care Services Division, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, ON L6T 0E3, by mail or telephone at 905-791-1585.

Appendix B

**Ministry of Education
Early Years and Child Care
Programs and Service
Integration Branch**

900 Bay St., 24th floor
Mowat Block
Toronto ON M7A 1L2

**Ministère de l'Éducation
Direction de l'intégration des
programmes et des services pour la
petite enfance et la garde d'enfants**

900, rue Bay, 24^e étage
Édifice Mowat
Toronto ON M7A 1L2



2017: EYCC16

MEMORANDUM TO: Chief Administrative Officers, CMSMs/DSSABs
General Managers/Commissioners, CMSMs and DSSABs
Children's Services Leads, CMSMs/DSSABs

FROM: Julia Danos
Director, Programs and Service Integration Branch
Early Years and Child Care Division
Ministry of Education

Murray Leaning
Director, Communications Branch
Ministry of Education

DATE: **November 27, 2017**

SUBJECT: **EarlyON Child and Family Centres – Branding and
Visual Identity Guidelines**

On October 24, the ministry announced the new [EarlyON Child and Family Centre brand](#) for child and family programs in Ontario. In follow-up to this communication, we are pleased to provide Visual Identity Guidelines, assets and templates to support the roll-out of the new brand.

These guidelines provide Consolidated Municipal Service Managers (CMSMs), District Social Service Administration Boards (DSSABs) and EarlyON Child and Family Centre service providers with direction on the use of the brand in a way that is consistent across different platforms and public communications, such as newsletters, social media, and websites.

The goal of EarlyON is to create a strong brand and visual identity that unifies all provincially-funded child and family programs and strengthens public awareness of available programs and services. The Visual Identity Guidelines illustrate our brand values, brand vision and brand promise. It is through this lens that we will continue to deliver quality child and family programs and become recognizable to families and caregivers as a community resource that is known for helping children reach their full potential.

CMSMs/DSSABs and EarlyON Child and Family Centre service providers may now begin to use the brand in accordance with the Visual Identity Guidelines attached to this memo. Brand assets (e.g. logos) and templates are available for download by CMSMs/DSSABs and service providers through [Dropbox](#).

EarlyON Signage

To help the ministry produce EarlyON signage, a link to an online [order form](#) was provided in memo EYCC14 for CMSMs and DSSABs to order signage for permanent, temporary and mobile sites. The order form is still available for CMSMs/DSSABs and service providers who have not had the opportunity to complete it. The signage order form is still available for CMSMs/DSSABs and service providers, however, signage ordered after the November 13, 2017 are not guaranteed for delivery by January 1, 2018. CMSMs/DSSABs and service providers will receive delivery confirmation by email at least three business days in advance of the shipment.

The ministry also noted in memo EYCC14 that there would be opportunities for co-branding for organizations that contribute funding towards child and family programs. We have received various questions and requests for more detail regarding funding contributions. As such, the ministry has determined that organizations that contribute 20 per cent or more of their program's child and family funding will have the option to include their brand logo with the EarlyON logo on all signage. Organizations that contribute space to operate child and family programs that is equal to 20 per cent or more of the program's funding may also include their logo on EarlyON signs for those sites.

Signage Removal and Installation

Service providers will be required to arrange the removal and/or installation of permanent signage locally; however, the associated costs will be funded by the ministry. Please submit invoices for signage installations electronically to EarlyON@ontario.ca or by mail to:

Julia Danos, Director
Early Years and Child Care Programs and Service Integration Branch
Ministry of Education
24th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario M7A 1L2

Public Announcements

As a reminder, as outlined in the [Ontario Early Years Child and Family Centres \(2018\) Business Practices and Funding Guidelines for Service System Managers](#), announcements regarding Child and Family Centres are communications opportunities for the federal government, the provincial government and CMSMs and DSSABs.

CMSM and DSSAB announcements related to funding received for Child and Family Centres must clearly acknowledge the contributions made by the Province of Ontario and the Government of Canada. The intent is to help promote the role of the Government of Canada, the ministry, CMSMs and DSSABs, and community partners in bringing new investments to local communities.

If you have any questions, please connect with your contact in the Early Years and Child Care Programs and Service Integration Branch.

We thank you again for your continued efforts in planning for the transition to EarlyON Child and Family Centres.

Sincerely,

Original signed by:

Julia Danos
Director, Early Years and Child Care
Programs and Service Integration Branch
Early Years and Child Care Division

Murray Leaning
Director, Communications Branch

Enclosure: EarlyON Child and Family Centre Visual Identity Guidelines



Child and Family Centre

Visual Identity Guidelines

Ministry of Education

November 2017



Introduction

The way we visually represent the EarlyON brand plays a key role in the way we are perceived both internally by our various partners and externally by the communities in which we serve. It is important that we represent the brand in a way that communicates our brand promise. All of our communications should reflect the same quality and attention to detail that characterizes our professional practices.

With these brand guidelines in place we share a common goal, to ensure complete consistency of the EarlyON brand in all our communications.

These guidelines provide Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) and EarlyON child and family centres with comprehensive directions on how to represent the EarlyON visual identity correctly and consistently.

If you encounter unique applications in your market, or if you are unsure about a particular use of the identity, please contact **EarlyON@ontario.ca**.

Brand Values

Compassionate

We care about the well-being of the communities we support.

Determined

We empower parents and families by building on their child's abilities and helping them realize their full potential.

Inclusive

We strive to make everyone feel like they belong.

Excellence

We offer the highest-quality programs guided by qualified professionals.

Brand Vision

The recognized community program for all families and caregivers, helping children reach their full potential.

Brand Promise

Raising a child is a wonderful journey full of love, hope, dreams, fear, anxiety and joy.

EarlyON is a community hub where parents, caregivers and children can find programs and services that build on their strengths and help them navigate this journey. Where parents and caregivers can start making connections and building relationships that are essential to realizing a child's full potential. Where they can learn, grow and connect together.

It's here that children can learn, play, laugh, be curious, make friends and engage with others. Where they can build their sense of belonging and capacity for expression, enhance their own well-being and explore and engage with the world around them.

We offer safe and welcoming environments open to all families across Ontario, with qualified professionals and quality programs, in a place where families and caregivers can find support, advice, personal connections and a network of resources. Where questions get answers, anxiety turns into peace of mind and a sense of solitude turns into a spirit of community.

Ontario's Renewed Early Years and Child Care Policy Framework (2017) builds on our progress and sets a vision for a system in which all children and families have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are child- and family-centred and contribute to children's learning, development and well-being.

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Anatomy

This logo will be used to help audiences easily identify EarlyON locations, products, web presence, ads and other materials.

It is essential to the success of the brand that the logo always be applied with care and respect in every application according to these guidelines.

The logo combines two elements: the EarlyON wordmark and the sub-line. The spatial and proportional relationships of the logo elements are predetermined and should not be altered.



Formats

Stacked

This is the **primary format** of the logo.

In any application, once the font size of the sub-line falls below 12 pt the sub-line is removed (or below a 39 mm overall width).

Furthermore, to ensure legibility of the logo, once this stacked version falls below a 15 mm width it will be used in one colour (the primary teal or black).

The minimum size allowed is at a 9 mm width.

Reverse version is to be used on any dark background.

With Sub-line



No Sub-line



Primary Teal



Black



Full Colour



Grey and Black



Reverse



Formats

Horizontal

An alternate format use of the logo.

In any application, once the font size of the sub-line falls below 12 pt the sub-line is removed (or below a 21 mm overall height).

Furthermore, to ensure legibility of the logo, once this horizontal version falls below an 8 mm height it will be used in one colour (the primary teal or black).

The minimum size allowed is at a 5 mm height.

Reverse version is to be used on any dark background.

With Sub-line



No Sub-line



Primary Teal



Black



Full Colour



Grey and Black



Reverse



Formats

French - Stacked

This is the primary format of the French logo.

In any application, once the font size of the sub-line falls below 12 pt the sub-line is removed (or below a 50 mm overall width).

Furthermore, to ensure legibility of the logo, once this stacked version falls below a 15 mm width it will be used in one colour (the primary teal or black).

The minimum size allowed is at a 9 mm width.

Reverse version is to be used on any dark background.

With Sub-line



No Sub-line



Primary Teal



Black



Full Colour



Centre pour l'enfant et la famille

Grey and Black



Centre pour l'enfant et la famille

Reverse



Centre pour l'enfant et la famille

Formats

French - Horizontal

An alternate format use of the French logo.

In any application, once the font size of the sub-line falls below 12 pt the sub-line is removed (or below a 21.5 mm overall height).

Furthermore, to ensure legibility of the logo, once this horizontal version falls below an 8 mm height it will be used in one colour (the primary teal or black).

The minimum size allowed is at a 5 mm height.

Reverse version is to be used on any dark background.

With Sub-line



No Sub-line



Primary Teal



Black



Full Colour



Grey and Black



Reverse



Formats

Bilingual

For use when a bilingual application is required.

In any application, once the font size of the sub-line falls below 12 pt the sub-line is removed (or below a 56 mm overall width).

Furthermore, to ensure legibility of the logo, once this bilingual version falls below a 30 mm width it will be used in one colour (the primary teal or black).

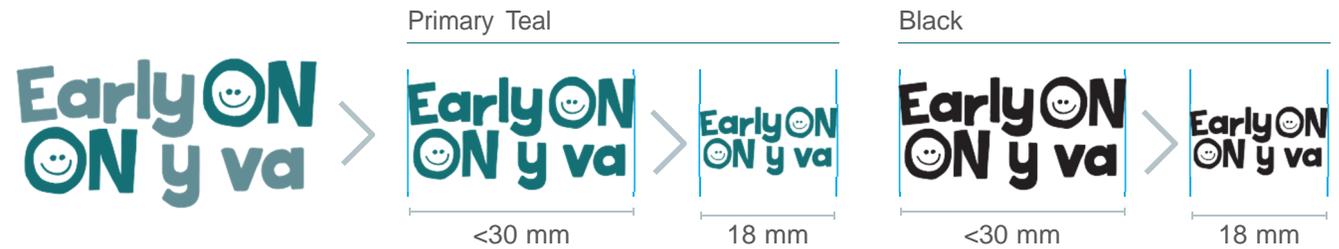
The minimum size allowed is at an 18 mm width.

Reverse version is to be used on any dark background.

With Sub-line



No Sub-line



Full Colour



Grey and Black



Reverse



Minimum Clear Space

It's important to maintain a minimum amount of clear space around the logo. This space isolates the logo from competing graphic elements that may divert attention. The space required on all sides is equivalent to the height of the 'a' for English and French applications, and the height of the 'E' for bilingual.



Incorrect Uses

Do not rotate



Do not alter the height and width relationship



Do not add additional type to the wordmark or sub-line



Do not use shadows



Do not alter the proportions



Do not outline



Do not use different colours



Do not place on a busy background



Do not replace the wordmark or sub-line with a different typeface



Do not change the position of the elements



Do not use the wordmark as part of a headline, body copy, etc.

Here at **Early ON**
we're committed to...

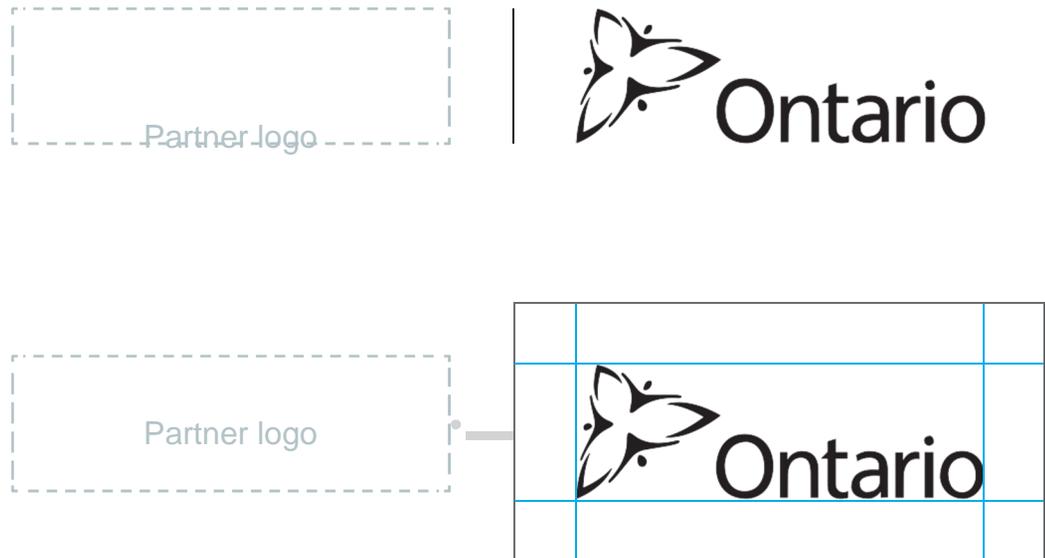
Partner Lockup

Organizations that contribute 20 per cent or more of their program's child and family funding will have the option to include their brand logo with the EarlyON logo on all signage. Organizations that contribute space to operate child and family programs that is equal to 20 per cent or more of the program funding may also include their logo on EarlyON signs for those sites.

When a partner logo is used, it will be separated by a black 0.5 pt keyline with a height equal to the height of the Ontario logo.

A minimum safe space equal to the height of the 'i' in Ontario is required.

As well, the Ontario logo will always be featured on the right side, with the partner logo on the left.



Colour Palette

Colour is an integral part of any brand identity. Consistent use of the colour palette will reinforce the cohesiveness of the brand. The teal represents energetic and friendly, and the black and grey represents clean and professional.

For printing, the CMYK version should be used unless a PANTONE® colour is absolutely necessary.

RGB and HEX numbers are available for designers and developers for use on any web/digital applications.

Primary Teal



CMYK
87/40/48/15

PANTONE® 7474

RGB
22, 112, 118

HEX
#167076

70% Teal



CMYK
61/28/34/11

PANTONE® 7474
@ 70%

RGB
99, 141, 148

HEX
#638d93

Black



CMYK
0/0/0/100

Black

RGB
35, 31, 32

HEX
#231f20

Grey



CMYK
0/0/0/80

Black @ 80%

RGB
88, 89, 91

HEX
#58585b



Typography

Typography (also known as font or typeface) is a powerful brand tool when used consistently. To complement the playful logo design, these typefaces represent a clean and professional feel. Usage of these typefaces is encouraged in all communication materials.

The primary font is Helvetica Neue. If limited to cross-platform fonts, in programs like Microsoft® PowerPoint or Microsoft® Word, Arial is to be used.

Body copy and call-outs - Helvetica Neue 55 Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Headings and subheadings - Helvetica Neue 75 Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Body copy and call-outs - Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Headings and subheadings - Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Applications - Print

Collateral

The image displays several print collateral templates for Early ON Child and Family Centres. The templates are arranged in a cluster, showing different views and components:

- Top Left:** A large white rectangular area containing the Early ON logo (a stylized 'ON' with a smiley face) and the text "Child and Family Centre".
- Top Right:** A teal rectangular business card with the Early ON logo and "Child and Family Centre" in white text.
- Middle Left:** A white rectangular business card with the Early ON logo, "Child and Family Centre", and contact information fields: [Street Address], [City], [Province], [Postal Code], [Phone], and [Website]. It features the Ontario logo in the bottom right.
- Middle Right (Top):** A white rectangular business card with contact information fields: [Full Name], [Title], [Street Address], [City], [Province], [Postal Code], [Work Phone], [Cell Phone], and [Email]. It features the Ontario logo in the bottom right.
- Middle Right (Bottom):** A white rectangular business card with contact information fields: [Full Name], [Title], [Street Address], [City], [Province], [Postal Code], [Work Phone], [Cell Phone], and [Email]. It includes a dashed box for a partner logo and the Ontario logo.
- Bottom Left:** A white rectangular business card with contact information fields: [street address], [city, province, postal code], [phone number], and [website]. It features the Ontario logo.
- Bottom Center:** A white rectangular business card with contact information fields: [street address], [city, province, postal code], [phone number], and [website]. It includes a dashed box for a partner logo and the Ontario logo.

Applications - Print

Newsletter - 8.5"w x 11"h

Lorem ipsum Dolor Sit Amet



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et molestie orci, eget pretium ipsum. Mauris et sapien sed tellus malesuada commodo. Mauris ut fermentum lectus. Quisque ultricies vehicula diam, nec dapibus metus aliquam nec. Aenean hendrerit metus ex. Cras sodales orci vitae suscipit cursus. Nullam interdum scelerisque feugiat. Ut tempus neque non lacus iaculis, sed scelerisque arcu mattis. Nulla eleifend, nibh a efficitur porttitor, urna erat cursus metus, vitae mattis justo leo non est. Nunc consequat tortor erat, nec suscipit dolor eleifend vel. Aenean accumsan eros a lectus tempus, eget ultrices ante venenatis. Mauris lorem turpis, pharetra quis erat vel, pellentesque rutrum ipsum.

Phasellus aliquam sagittis massa, sit amet auctor neque rutrum vitae. Cras sed turpis id mi mollis sodales. Nam auctor ut elit id pellentesque. Nulla sit amet efficitur dui, quis consectetur nibh. Nulla efficitur viverra nibh ac dignissim. Integer pulvinar dignissim libero vitae consequat. Vestibulum venenatis dolor sed odio auctor, eget pulvinar metus bibendum. Suspendisse potenti. Nullam eros urna, porttitor et lacus eget, dictum ullamcorper nibh.

Nulla sit amet leo convallis, ullamcorper lorem eget, hendrerit tortor. Maecenas efficitur scelerisque dolor quis sodales. Nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum id nulla condimentum, mollis est sed, cursus lectus. In ullamcorper aliquet nulla sit amet imperdiet. Aenean sit amet ultrices dolor, vel mollis metus. Cras a gravida arcu, in rutrum neque. Maecenas maximus libero ac velit cursus congue. Pellentesque vestibulum nunc cursus turpis fringilla venenatis. Donec a luctus sem.

In augue sapien, hendrerit eu nunc id, condimentum gravida ante. Cras aliquet, nibh a gravida venenatis, sem lacus auctor sapien, at fringilla neque mi vitae nunc. Cras felis justo, gravida vitae ultricies eget, porttitor faucibus libero. Nullam venenatis bibendum fermentum. Integer et bibendum urna. Morbi eu porta eros. Interdum et malesuada fames ac ante ipsum primis in faucibus. Interdum et malesuada fames ac ante ipsum primis in faucibus.

Aenean nec elementum turpis, sit amet lacinia libero. Morbi egestas est libero, et eleifend nulla scelerisque et. Fusce in ex eu massa hendrerit consectetur a accumsan nisi. Aenean vehicula neque in odio viverra blandit. Sed eu rutrum lorem, in blandit mauris. Aliquam fermentum metus felis, sit amet bibendum quam maximus id. Vivamus venenatis, ex vel auctor sodales, ante mauris vestibulum nulla, at tempor leo eros vitae ex. Mauris dolor dui, pretium sit amet pretium ac, scelerisque id neque. Phasellus metus quam, ultricies a tellus sed, efficitur tempus neque.



Postcard



[Partner logo] |  Ontario

[Street Address]
 [City], [Province], [Postal Code]
 [Phone] | [Website]

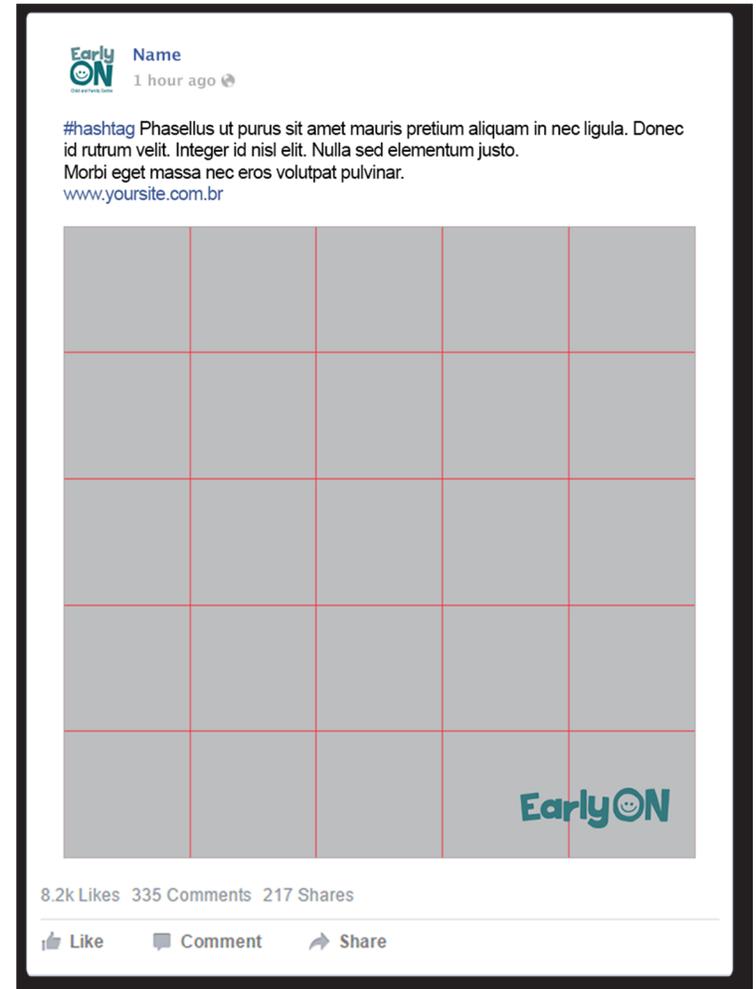
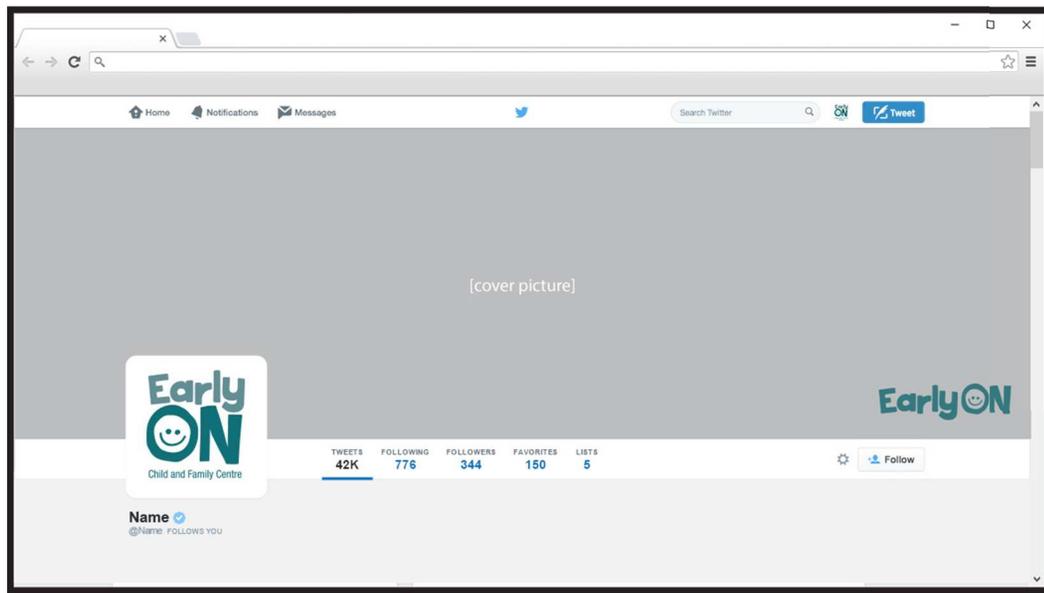
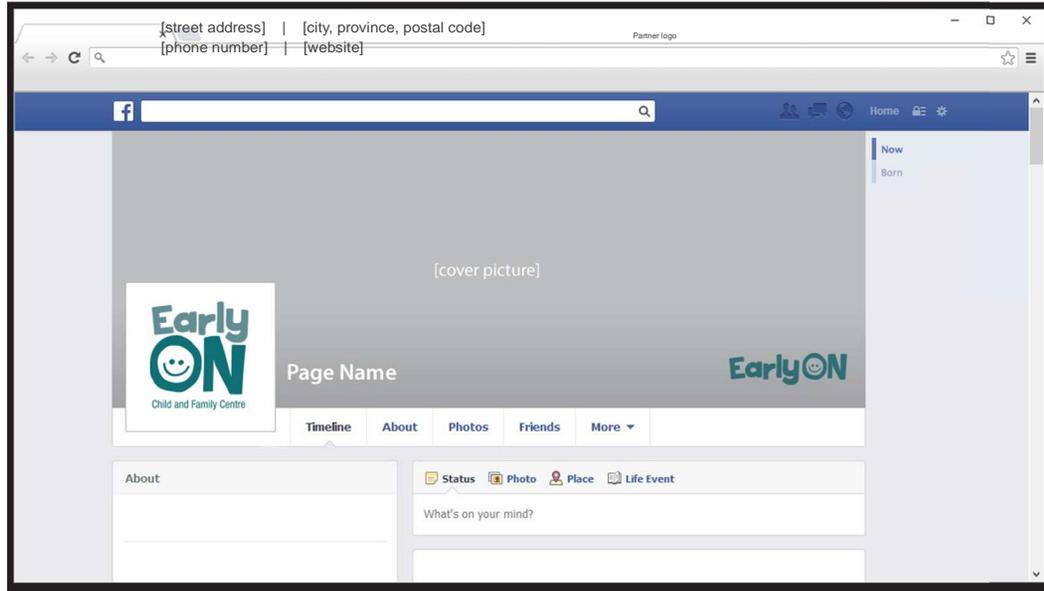
 Ontario

To: _____



Applications - Digital

Social Media



Appendix C

Program Manager Role Profile

Program Manager Role Profile
Description
EarlyON Governance <ul style="list-style-type: none">- Influence financial decisions by providing input and recommendations on the development of budget and financial plans for the EarlyON centres- Ensure financial accountability and timely governance of reports- Monitor and analyze community needs in partnership with network tables and EarlyON staff- Use best practices to plan and manage the ongoing implementation of the EarlyON centres- Monitor operations of EarlyON centres to support client and staff health, safety and well-being- Review EarlyON data, work in collaboration with internal colleagues to understand demographic trends and evaluate community planning processes- Support community needs through joint programming efforts, service information and resources to promote effective practices- Facilitate continuous improvement, consistency, innovation and responding to local community needs
Public Relations <ul style="list-style-type: none">- Develop communications and marketing with internal communications. Ensure alignment with Regional and Provincial government communication standards- Liaise with service providers to support consistent programming for an equitable EarlyON system across Peel Region based on common goals and objectives
Supervision <ul style="list-style-type: none">- Training/performance reviews evaluation of staff- Ensure staff are properly trained to carry out their job duties in a safe/healthy manner and support initiatives and opportunities to enhance employee health- Recruit and interviews EarlyON staff, volunteers and students with a broad knowledge base and experience
Administration <ul style="list-style-type: none">- Prepare, analyze evaluations and stats in relation to business agreement and program/services. Provide recommendations and implement solutions as required- Establish objectives and monitor compliance to Ministry standards- Participate in the determination of organizational policies- Monitor and analyze community needs
Competencies <ul style="list-style-type: none">- A degree in Early Childhood Education, Human Services or Public Administration, along with three to five (3-5) years' experience in implementation and operation of Early Years programs- An equivalent combination of education and experience will be considered- Able to work independently as well as collaboratively with internal and external stakeholders; possess excellent verbal and written communication skills, and strong interpersonal, facilitation and conflict resolution skills- Excellent program management and knowledge of research and analysis skills are required- Knowledge of relevant Acts, legislation, and frameworks, including but not limited to: the <i>Child Care and Early Years Act</i>, and <i>How Does Learning Happen?</i> are essential- Must possess computer proficiency including but not limited to MS Office- Valid driver's license, access to vehicle- Valid first aid CPR- 2nd language an asset

Program Supervisor Role Profile

Program Supervisor Role Profile
Description
Centre Capacity <ul style="list-style-type: none">• Build capacity with staff as it relates to best practice curriculum through the use of HDLH?, ELECT, Think.Feel.Act and principles of FRP• Contribute to the development of innovative and creative programs that meet local community needs• Frameworks to create and execute professional learning opportunities for staff• Address any formal and informal complaints
Supervision <ul style="list-style-type: none">• Oversee the daily program, educator supervision, scheduling of staff, volunteers and students for EarlyON programs• Utilize a variety of techniques including coaching, modeling, active listening, observing, questioning, demonstrating and supporting educators, students and volunteers to ensure program quality• Conduct monthly meetings with staff to reflect, plan and update• Ensure programs and sites are welcoming, inclusive, safe and clean for families• Conduct performance reviews. Frameworks to create and execute professional learning opportunities for staff and assist them in setting and following through on their annual goals• Oversee core services delivery
Administration <ul style="list-style-type: none">• Support program evaluations• Staff scheduling/arranging coverage for expected/unexpected absences• Creates staff performance reviews
Competencies <ul style="list-style-type: none">• A degree or diploma in Early Childhood Education or equivalent with supervisory experience• Minimum 3 years of relevant experience working with families with young children (0-6 years)• Demonstrated ability in planning and delivering high quality, welcoming and inclusive programs for a diverse community• Knowledge in child development, supporting families and the parent-child relationship• Knowledge of services for children and families and experience in referral• Strong problem-solving skills with the ability to analyze and diagnoses the issues reaching a suitable solution is found• Strong communication skills with the ability to clearly articulate directions, concepts and information• Experience and understanding of working effectively in a diverse environment• Excellent interpersonal, and communication skills• Ability to work effectively with colleagues and clients• Well-developed presentation and group skills• Proficient in Microsoft Office• Well-developed organization and time management skills• Ability to multi-task and flexibility in accepting work assignments• Second language is an asset• Current CPR and First Aid Certification

Registered Early Childhood Educator Role Profile

RECE Facilitator Role Profile
Description
“On-the-floor” Presence/ Parent and Caregiver Capacity <ul style="list-style-type: none">• Deliver consistent, intentional (responsive, inquiry-based) programs that support learning in all areas of development (social, emotional, communication, language and literacy, cognitive and physical) based on best practice (HDLH?, ELECT, Think.Feel.Act and principles of FRP)• Utilize a variety of teaching strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding• Demonstrate a high level of compassion to support parents / caregivers in their role• Engage with parents/caregivers to provide evidence-based resources and referrals• Provide services that focus on inclusion, family dynamics based on equity, respect for diversity, safety and security for all inclusive of Francophone and Indigenous parents/caregivers• Create a welcoming environment that encourages participant input• Adequately monitor and supervise all participants at all times when assessing the services• Provide strategies to the parent for use at home and the centre and identify next steps for a referral to a community resource, if applicable• Follow up with parents on strategies and status of referrals/outcomes
Centre Capacity <ul style="list-style-type: none">• Plan consistent, intentional (responsive, inquiry-based) programs that support learning in all areas of development (social, emotional, communication, language and literacy, cognitive and physical) based on best practice (HDLH?, ELECT, Think.Feel.Act and principles of FRP)• Documentation• Monitor the demographics of program participants and ensure programming is reflective of the various ages and needs of the parents/caregivers• Research current best practices to ensure curriculum is reflective of the latest information• Meet and debrief with team partners on a daily basis• Team meetings• Maintain and set-up physical environment, equipment and materials to suit the needs of parents/caregivers• Prepare and gather resources to share with parent/caregivers• Network with Francophone, Indigenous and special needs supports to ensure inclusive programming• Identify inventory needs of materials• Ensure appropriate supplies and equipment are accessible and in good repair
Competencies <ul style="list-style-type: none">• Bachelor of Early Childhood Education or ECE Diploma• ECE’s must be registered with the College of Early Childhood Educators in good standing• Experience as an Early Childhood Educator and have experience giving workshops and presentations• Knowledge of developmentally appropriate practices• Demonstrated excellent interpersonal and communication skills• Proven ability to work as an effective team member• Experience working in a child care environment considered an asset• Experience in Early Years Programs an asset• Standard First Aid and CPR-C certification

Family Support Worker Role Profile

Family Support Facilitator Role Profile

Parent / Caregiver Capacity

- Implement program plans to reflect best practice curriculum through the use of HDLH?, ELECT, Think. Feel. Act and principles of FRP
- Deliver programs and services as it relates to adult education and engagement
- Provide a variety of unique experiences which accommodate for group as well as individual needs of the participants
- Communicate purpose and goals of activities with parents/caregivers related to child development and play and inquiry based learning
- Demonstrate a high level of compassion to support parents / caregivers in their role
- Support with accessing: employment, education/training resources, food security, housing, and child care
- Utilize a variety of facilitation strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding
- Engage with parents /caregivers to provide evidence-based resources and referrals as it pertains to newcomers or other marginalized groups
- Facilitate and support conversations in programs with all parents / caregivers including those experiencing barriers and/or crisis
- Facilitate positive key messaging on parenting, adult-child relations, physical literacy, healthy lifestyle, mental health
- Create a welcoming environment that encourages participant input
- Adequately monitor and supervise all participants at all times when assessing the services
- Provide strategies to the parents / caregivers for use at home and the centre and identify next steps for a referral to a community resource, if applicable or status of referrals/outcomes

Centre Capacity

- Monitor the demographics of program participants and their requested needs. Ensures proper follow up and community connections are made
- Research and share appropriate resources for parents/caregivers beyond and including the early years
- Research current best practices in areas beyond and including the early years to ensure the latest information is available to parents/caregivers
- Meet and debrief with team partners on regular basis
- Team meetings
- Prepare and gather resources to share with parents/caregivers
- Accountable to all organizational and program policies and procedures

Competencies

- Social Service Worker diploma, Social Work degree, Child and Youth Care worker diploma, Family and Community Social Services degree, Teaching degree, Registered Early Childhood Educator or equivalent post-secondary education in family support or Mothercraft College of Early Childhood Education adapted program for EarlyON Centres
- Minimum 3 years' experience working with parents/caregivers and children
- Strong interpersonal and communication skills
- Knowledge working in family systems
- Respect client privacy and confidentiality at all times
- Group facilitation skills
- Fluent in French (or another language) asset
- Current standard first aid CPR level C
- Valid driver's license access to vehicle

Outreach Worker Role Profile

Outreach Worker Role Profile

Site Capacity

- Provide a link between parents/caregivers and the broader community regarding resources, services and programs (e.g. Employment/education, recreation, food, clothing and housing security, child care and children's needs)
- Create asset map of formal and informal services, resources and programs
- Coordinate resources based on identified needs of participants (guest speakers, specialized services, community brochures)
- Provide a tour of the centre and programs and services to new parents/caregivers

Community Functions

- Provide outreach services to engage parents/caregivers that could benefit from EarlyON services, but are not currently accessing them
- Represent EarlyON centres at community events to build awareness of services and programs
- Facilitate and maintains partnerships with community groups through networking tables and events

Administrative Function

- Inform management of identified service gaps, barriers, opportunities or interest of participants
- Research and provide linkages related to Francophone and Indigenous communities
- Support the development of reports and evaluations as required
- Liaise with communication/marketing department based on review areas
- Respond to inquiries about services via phone, email specific to community, networking etc.

Competencies

- Bachelor of Arts/ Psychology, Developmental Service Worker/Social Service Worker or equivalent, relevant experience
- Ability to adjust work hours to meet program needs including evening and weekend hours
- Demonstrated achievements in community connections and accessing government and community resources
- Creative and responsive communication and problem-solving skills
- Ability to work independently in a high paced environment
- Proficient in Microsoft Office
- A valid "G" class license, maintenance of an acceptable driving record, access to a reliable and insured vehicle
- A current First Aid/CPR Certificate

Program Support Role Profile

Program Support
Description
Parent and Caregiver Capacity <ul style="list-style-type: none">• Greet families and provide an overview of the centre (stroller parking, washrooms etc.)• Familiar with early childhood best practice, HDLH?, ELECT, Think.Feel.Act and FRP• Provide registration and sign in for programs• Input monthly calendar content provided by staff• Support with set-up and clean-up of programs and drop-in• Ensure agency policies and mission statements are visible• Ensure the welcoming space is clean and accessible• Support the display and set up of healthy snack area• Ensure print material is current and replenished as required• Respond to inquiries made in-person, by phone or by e-mail• Communicate with families/caregivers, staff and the general public on a daily basis regarding program information• Provide relief on the floor with direct program support when numbers require e.g. before a new shift arrives, breaks and lunches
Centre Capacity <ul style="list-style-type: none">• Replenish supplies for centre• Assist with program set up• Accountable to all organizational and program policies and procedures• Collect and input data, attendance and survey information as required• Order office supplies and maintenance supplies• Accept deliveries
Competencies <ul style="list-style-type: none">• Successful completion of a post-secondary administrative studies program• Minimum of three years relevant experience or an equivalent combination of experience and education• Proficient in computer programs including Microsoft Office Programs• Excellent written and oral communication skills• Previous experience in providing service to the public• Strong attention to detail

