



Guidelines for Posting on the C&FC Website

Objective: the website is intended to support the early years system in York Region with every effort for relevant and appropriate content.

Who Can Post?

- Subcommittees of the C&FC
- Affiliated groups of the C&FC
- Educational companies, additional approval required
- Licensed child care providers (home and centre based)
- Companies providing employment opportunities working with children and/or families in York Region
- Relevant government groups

What Can Be Posted?

- Meeting information and minutes associated with the C&FC and subcommittees
- Special events associated with the C&FC or related subcommittees
- Relevant conference/workshop/seminar information from approved educational companies
- Job postings related to the field of working with children and/or families
- Relevant government information

Information to Include (included information will vary depending on posting type):

- C&FC logo on subcommittee documentation (announcements, minutes, etc)
- A company name, association name, committee, subcommittee name, clearly labeled
- Information on how to register, contact name, e-mail address, phone number, website
- Event description, what to expect, outcomes, speakers attending, agenda, etc.
- Location of event, date of event, where possible, include map

Format for Posting on Website:

- Maximum document size: 8MB
- Documents should be formatted and ready to post (margins checked, no over run to blank pages, spelling, etc.)
- Preferred format is PDF, however, we can reformat documents to PDF
- Format the posting for printing by the public, i.e. use 8 ½ x 11 page size, etc.
- Documents to be posted should be sent as attachments; do not include announcements within the body of any e-mail.
- A Communication Package is available from the C&FC
- Send your request to Lois Fowler: lfowler@yorkchild.ca or call 905-830-1888

A community collaborative focusing on the care, development and education of our future leaders.



Communications Subcommittee, C&FC, October 2013

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