



# Guidelines for Posting on the C&FC Website

Updated February 2016

**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 You Should 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:

- Using the “Submit Yours” tab (gold coloured) enter the information requested

Once completed, this will send a notice to us to approve the posting.

Note: we no longer post flyers. The “Submit Yours” information is all that is required. If by chance you have a special logo or photo you’d like to include, please contact Lois Fowler at [lfowler@yorkchild.ca](mailto:lfowler@yorkchild.ca)

Communications Subcommittee, C&FC, October 2013

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