**Child & Family Collaborative (C&FC)**

**Terms of Reference**

The C&FC is a community of professionals in York Region who work with children prenatal to twelve years, in the early years sector. Committed to principles of prevention and education, the C&FC creates opportunities for networking, professional development, life-long learning, research, planning, early identification and intervention, and an ongoing investment in the early years. The C&FC website (www.cfcollaborative.ca) is a common access point for information and linkages, professional development, and employment recruitment and retention. The C&FC has several subcommittees, Communications, Family Support and Professional Development.

**Vision Statement**

To create a thriving community where Early years professional’s, children (Prenatal to 12 years old) and families have access to the resources and supports, they need to succeed and thrive.

**Mission Statement**

At the Child & Family Collaborative, we bring together professionals from various sectors to collaborate and plan for the well-being of the community of early learning professionals, families, and children (Prenatal to 12 years old). Through our collective efforts, we aim to provide supports and resources that promote healthy development, resilience, and success for all.

**Child & Family Collaborative Objectives:**

* Bring individuals, groups, and organizations together to support an Early Years system that is Inclusive, Diverse, Equitable, and accessible for all.
* Use joint-community-based planning to identify supports and resources for Early years professional’s, families, and children to build their capacity.
* Liaise and advocate to various levels of government and policymakers within the Early Learning Sector, to voice the York Region early learning community needs.
* Coordinate early learning community focus groups to identify York Region early learning community needs.
  + To ensure that Early Learning professionals and families have access to supports and resources through an online platform.
  + To increase Early learning professionals and families with children prenatal to 12 years knowledge of community supports and resources through the C&FC website.

**Membership:** The C&FC membership is composed of dedicated professionals from the Early years community who provide services and supports to Early years professionals, families, and children in York Region. Membership within the C&FC is meticulously curated through a combination of thoughtful invitations and voluntary participation. This intentional selection process ensures a mosaic of diverse expertise and perspectives, fostering a robust platform for innovative ideas and comprehensive solutions. Current early learning community membership representation but not limited:

* + - **Formal Education and Training Services:** The Regional Municipality of York Children's Programs (Child Care and EarlyON Capacity building)
    - **Child Care Sector:** York Child Development & Family Services, Kids Come First Child Care, York Region Child Care Services (centre and home licensed child care, subsidy and Rise program)
    - **School Boards:** York Region Catholic School Board and York Region District school Board
  + **Children's Mental Health Services:** Kinark Child and Family Services
  + **Family Support Services:** Community Action Program for Children (CAPC), EarlyON Child and Family Programs, York Region Children’s Community Programs Recreation subsidy PLAY)
  + **Child Developmental Services**: York Region Early Intervention Services, York Region Preschool Speech, and Language Program
  + **Public Libraries:** Vaughan Public Library
  + **The Regional Municipality of York Public Health**: Community Liaison Team: Child and Family health department: Health connections, Healthy Babies, Health Children
  + **Parents/caregivers** will be engaged through the family support subcommittee and community consultations, focus groups and survey.

**Child & Family Collaborative Roles:**

**C&FC Chair- 2 year - term minimum**

New chair to be voted on, following the revision of the Terms of Reference. New chair can be a volunteer or be nominated by another member of the committee.

* Host and facilitate bi-monthly meetings
* Develop and manage current membership lists of the C&FC
* Circulate calendar invites for meetings
  + Onboard new members: provide orientation- overview of the Terms of Reference, website navigation, add contact details to membership list, add to the C&FC Microsoft teams account, and provide a formal welcome/ Introduction at their first C&FC meeting.
  + circulate orientation documents to new participants.
  + Create annual meeting invites and send calendar events for February, April, June, September, November including location based on majority attendance
* Administrative tasks – email
  + Update meeting notices on the website and through the Communications Subcommittee
  + New chair to be voted on, following the revision of the Terms of Reference.

**C&FC Past Chair**

* Mentor the new chair for all roles listed above
* Supports chair as needed

**C&FC Co-Chair**

* Role to be created as needed by the chair
* Supports the Chair in all above responsibilities.
* May prepare to transition into the Chair position.

**C&FC Treasurer** - 2-year term, minimum

* Manage financial operations
* Report to the C&FC on financial position

**C&FC Minute Taker** - 2-year term, minimum

* Attend scheduled meetings
* Complete minutes from bi-monthly meetings using the C&FC minutes template
* Save minutes in the C&FC Microsoft Teams file
* Share with Chair/Co chair to circulate the minutes with all members

**Chair from each subcommittee** - 2-year term, minimum

* Attend scheduled meetings
* Provide a subcommittee update based on initiatives and work being actioned in the subcommittee.
* Send a representative or share a written update with the Chair to be shared on behalf of the subcommittee

**Child & Family Collaborative Meeting Structure**

* Monthly (5 per year - February, April, June, September, November), no scheduled mtgs July/August.
* Additional meetings added based on workplan.
* Each voting member can only vote once despite representing multiple sectors or subcommittees
* Co-Chairs only vote if there is a tie
* Voting is based on a consensus

**Child & Family Collaborative Responsibilities**:

* Develop an annual workplan that actions identified services, supports and resources required to support Early Learning professionals, families, and children across York Region.
* Complete a Year-end progress summary of workplan outcomes.
* Identify Early Learning Sector focus for two Early Learning sector community meetings (C&FC meetings)
* Accountable for subcommittees workplans and Terms of Reference (TOR) approvals
* Provide strategic oversight
* Provide mentorship for upcoming leaders
* Ensure ongoing succession planning
* Review and update the committee membership annually
* Incorporate current system changes into TOR and reflect action items in the work plan
* Plan in-person or virtual meetings, where Early Learning and Care professionals can engage, share skills, knowledge, experience, and enthusiasm in response to needs within the community.
* Support identified gaps I.e. professional development, mental health, community support, etc.
* Provide a platform for networking, professional development, sector presentations and updates and endorse actions of subcommittees, where appropriate.
* To ensure relevant documents are shared for posting on the C&FC website and social media platforms

**Child & Family Collaborative Subcommittee responsibilities:**

The C&FC has Subcommittees in place to action the workplan of the Child & Family Collaborative. C&FC Subcommittees consists of professionals in York Region who work with children prenatal to twelve, in the early learning sector who volunteer their time in the following groups to support the vision and work of the C&FC:

**C&FC Communication Subcommittee**

Maintain and monitor the website, circulate information to the early years sector, branding, and promotional materials

* Maintain and monitor website
* Communicate information to the early years sector
* Branding and Promotional materials
* Develop working Groups to implement subcommittee initiative.
* Please refer to subcommittee terms of reference

**C&FC Professional Development Subcommittee**

Provide inclusive professional development and networking opportunities, plan and host the annual Joy of Childhood Conference.

* Provide inclusive professional development and networking opportunities
* Plan and host the annual Joy of Childhood Conference
* Develop working Groups to implement subcommittee initiative.
* Please refer to subcommittee terms of reference

**C&FC Family Support Subcommittee**

Provide support to parents through development of parenting tools, resources, and other relevant parenting initiatives.

* Provide annual parenting conferences
* Connect with parenting communities to build awareness of community resources and parenting services via email, C&FC website etc.
* Develop working Groups to implement subcommittee initiative.
* Please refer to subcommittee terms of reference.

**Terms of Reference approved: *(****Final draft updated April 16th/2024****)* and review every two years.**