

# Early Years Planning Network



## Terms of Reference

### Vision

A community where all children and youth are healthy and have the best opportunity to succeed and reach their full potential.

### Mission

Through collaborative planning, implementation, monitoring and influencing policy members will work to achieve the best possible outcomes for children and their families in the City and County of Peterborough.

### Goals

In accordance with the Ministry of Education guidelines members will work collaboratively to:

- Support parents to access services and information easily and in a coordinated manner
- Assist parents to support their children
- Help parents by providing a variety of parenting supports
- Assist children to be ready to learn and succeed when they start school
- Identify evolving community needs, service gaps, and service duplication;
- Enhance service affordability, accessibility and quality for all children and families, particularly isolated, newcomer, and low-income families;
- Ensure the active engagement of Indigenous, Francophone and Newcomer partners in the planning, management and delivery of responsive programs and services for children and families;
- Solicit advice and support local decision-making to enrich programs, facilitate smooth transitions and enhance integration between early years services, schools and specialized community services; and
- Collect insights from parents, caregivers and children to inform local programs and services.

To achieve these goals the Early Years Network supports the development of an integrated system of services for children from prenatal to 12 years and their families that is seamless and responsive to local community needs. This system serves:

- **Children** through coordination of services that support readiness to learn and the transition to school
- **Parents** through collaboration among providers in the delivery of information, services and resources
- **Partnerships** through emphasis on collaborative process and application of best available practices in service planning and delivery

### Guiding Principles

The following principles will guide our work:

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- Children and families are our first priority.
- It is essential to demonstrate that we value all children and their families.
- Promote and foster collaboration, cooperation and integration of children's services by building community capacity to support children and families.
- Embrace and value Peterborough's indigenous, francophone, newcomers and other diverse communities.
- All child development supports will be equitable, accessible, inclusive and of high quality and based on current research and best practices.
- Promote and support maximizing effective use of resources.

## **Membership**

To ensure that planning decisions are informed by a broad range of early years partners participation on the Early Years Network is open to representatives from agencies and organizations that are invested in the vision and goals set out for the network. Members are committed, to the extent possible, to ensure participation by representatives who work in a decision-making capacity from the following organizations:

- Early Years Leads for English and French school boards;
- Local public health;
- Specialized community service agencies;
- Licensed child care providers;
- Child and Family Centre service providers;
- First Nations, Indigenous and Newcomer organizations;
- Post-secondary and training;
- Ministry of Education – Program Advisors
- City of Peterborough

## **Membership Responsibilities**

- It is expected that the members of the Early Years Planning Network will:
- Work collaboratively to develop linkages, foster information sharing and share best practices
- Conduct business in the best interests of children and families
- Act in an impartial manner
- Come prepared having read pre-circulated material
- Participate in discussions and in committees as required
- Attend meetings regularly
- Declare conflict of interest and act appropriately

All working groups will collaborate where they share common themes or goals with other working groups and programs and training

## **Chairpersons**

The Early Years Planning Network will have two Co-chairs, one will be a senior representative of the City of Peterborough, Children's Services and the second Co-chair will be a recognized leader in the community. The Co-chairs will be responsible for ensuring stability and continuity of meetings.

The Co-chairs will:

- Chair meetings in a fair and efficient manner, including starting and adjourning meetings on time
- Ensure that the minutes reflect the highlights of discussion and key decisions
- Provide an opportunity for all members to participate in discussions
- Ensure tasks assigned to any working groups are addressed within the specified time-frame established.
- Ensure adherence to the Terms of Reference.

### **Accountabilities**

Members of the Early Years Planning Network have a shared responsibility and accountability for developing and implementing programs and services for children and families respecting the principles outlined above.

### **External Accountabilities**

First and foremost, the Early Years Planning Network is accountable to the children and families living and working in the City and County of Peterborough.

The Network is accountable for meeting the requirements of the Ministry of Education as required in a timely manner in order to maintain continued funding to support planning.

Individual members of the Network are accountable to the Network and to their respective organizations.

The Early Years Planning Network reports to the Peterborough Planning Table for Children and Youth through the Planning Table.

### **Agendas/Minutes**

Administrative support for the network meetings will be provided by the City of Peterborough, Social Services.

- Agendas and meeting materials will be prepared and circulated one week prior to each meeting
- Minutes and presentation materials will be circulated following each meeting

### **Working Groups**

In order to effectively support the work of the Early Years Network, smaller standing committees will exist to carry out tasks and/or projects with a specific focus. There will be at least one established lead for each standing committee. Standing committees will be expected to create a

written work plan that outlines the outcome they are striving to achieve as well as the tasks and completion timelines of activities they are working on. Leads of the standing committees will provide updates to the larger Network group at each meeting to ensure the community stays informed.

Working groups include:

- Diversity and Inclusion

- Family Engagement
- Investing in Quality
- Knowledge Mobilization
- System Planning

### **Membership**

Membership is ongoing.

### **Frequency of Meetings**

The Early Years Planning Network will meet four times per year. Dates for each meeting will be established in September each year and published on the meeting agendas. Committees/Working groups will meet as required to complete specific work tasks/projects.

### **Decision Making**

Decisions will be made whenever possible by consensus. In the event that consensus cannot be achieved, a vote with a simple majority in favor will carry the motion.