

Child Care Centre Supervisor's Network Meeting Minutes

Tuesday March 24th 2015

6:30 to 8:30 pm

C. Sisters of the Sacred Heart's Children's Day Care, Thorold, ON, L2V 2Y4

1. Welcomes and Introductions

Thank you to the C. Sisters for hosting the network meeting.

Participants introduced themselves to the group. In attendance were: Tracy Booker, Cynthia Bradshaw, Jen Stewart, Kelly Brochu, Robin Cotton, Leah Philbrick, Kirsten DeVreede, Sandy DiMaria, Sister Zelerina Escat, Jackie Galloway, Rosemary Martin, Christine Grey-Johnston, Brandy Hicks, Ashley Kasper (Hamilton), Krystal Kwakeraat, Rina Mills and Sue Rabley.

Regrets-John Burnett, Laura Rasmussen and Mickey Horton

Facilitator and minute taker-Ginette Wilson.

2. Acceptance of Minutes from Last Meeting

The minutes were accepted by Leah Philbrick and seconded by Robin Cotton. Matters arising from January's meeting; the Pedagogical Leadership videos are now available on the Ministry of Education's website site.

3. Acceptance of Agenda

The agenda was accepted and it was acknowledged that as it was quite a long agenda, that some items may be carried over to the next meeting. To enable dialogue and discussion it was decided that the videos will be carried over to the next meeting, if necessary, to enable the round table discussions to take place.

4. Updates

- Ministry of Education-Report, Jen Stewart
 - Jen introduced Cynthia Bradshaw as the new Program Advisor for the Hamilton/Niagara Region, which is now fully staffed with four Program Advisors. Caseloads have been reviewed by the director with Cynthia and Kari-Lyn Burkholder licensing Niagara as well as Hamilton and Halimand. Emails will be sent to centres, this week, to this effect. Wanda Westerhof will be licensing in Hamilton and Jen will be licensing in Brantford, Norfolk and Hamilton.
 - Jen gave an overview of Cynthia's background and reiterated that there would be an emphasis on finding compliance rather than non-compliance. A participant thanked Jen for her down to earth, welcoming approach that she had adopted at licensing visits.
- Niagara Region Children's Services-Report, Laura Rasmussen-Jackie Galloway gave the report on behalf of Laura
 - Children's Services are holding a community consultation event on Monday the 30th March 7.00pm-9.00pm at the Region Council Chambers, St David's Road, Thorold. All were encouraged to attend. Darlene Edgar will be giving updates including wage enhancement and fee subsidy updates.
- Niagara Public Health-John Burnett
 - John was unable to attend the meeting and there were no updates to be given.

5. Overview of our current Intake process for assistance with child care costs, seasonal camps, resource support, Prokids and One list registration led by Jackie Galloway and Rosemary Martin from Niagara Region Children's Services.

- E-Registration

- Families looking for assistance with costs may register on line or call the Region (8.30am-4.30pm) and speak to one of the two intake workers. Walk-ins are also welcomed. Parents looking for child care cost associated with employment, training or a recognized need can apply.

Once parents have registered there is a pre-screening process with a response within 48 hours, however pre-screening can only take place once all the required have been completed. An interview can take place within 72 hours to a week and currently there is no wait list for fee subsidy.

If the application is time sensitive caseworkers will work with the family to see them as soon as possible.

The registration number needs to be kept for the current approval and can be used for multiple claims, however if there is an additional or reapplication for service then another number will be issued. This can lead to confusion, so it is suggested that a single application with all services required is completed.

- ProKids eligibility; the child must live in Niagara and be 0-18 years of age, the parents must have an income of \$40,000 or less or on be on the Niagara Works initiative.

ProKids can support the cost for children participating in extracurricular activities.

Over 2000 families have accessed this service throughout Niagara (brochures were circulated).

Resource Consultant request for service forms, along with all forms, are posted on the Inclusive Child Site via the ECCDC website. A registration number and signature are required to enable an application to be processed. Service providers are being asked to complete the updates.

The website is difficult to navigate however, it is in the process of being refreshed to be more task oriented and support parents needs i.e. Summer camp, behaviour consultant etc.

Approval, if something is missing please send it back to the caseworker to ensure accuracy i.e. end date (NB this no back dating), monthly cost, days absent and any changes to parent contribution, either increase or decrease, will be affective the next month.

Brochures for Fast Facts, ProKids and Finding Child Care (email to be sent for address of administration to be distributed to all centres) were circulated.

The Region is moving away from supporting Informal child care cost towards licensed child care centres only. Currently only 8 remain in the system.

- One List
 - Tips and tricks sheet have been put together for centres to use.
 - Centres need to ensure that their email is checked off, on the main screen in provider management, so that they receive an email when a new application is submitted.
 - The difference between placing (a child who is going to be placed in program) and removing (a child who will not be attending program), ensure that a comment is posted to explain why the child is being removed. The child can always be brought back, as they are not completely removed from the system, and can be reactivated on the original date or the date that they reconnected with you. If programs have JK/SK for 2016 ensure that it is on the program provider management, if a parent has found care elsewhere you can remove them but make a note, if you are placing or removing a child only remove them from your own list only.
 - There is a new manual for the help screen, which available to download or in print.

- If programs have any questions they can call Jackie and she will walk them through the process over the phone.
6. Tour of C. Sister Day Care
A tour of the centre was given and participants were introduced to the ECE's who showed participants around their rooms and answered any questions.
7. Continuous Professional Learning Discussion
- Supporting program staff within daily practice
 - What support would program staff like
 - Completion of online module in a computer lab
- As a follow on from the presentations regarding Continuous Professional Learning, given by Melanie Dixon from the College of Early Childhood Educators, participants were asked for their views as to how the ECCDC could support supervisors and their staff with CPL. Participants were asked to consider if this should be a standing agenda item and/or if CPL should be a standalone network. Discussion points included the following;
- It was reassuring that there are a variety of different types of learning that can be included in portfolios.
 - A step-by-step how to do it guide would be helpful including a computer self-assessment section.
 - An ECCDC log-on via membership so that people can see what their activities at the ECCDC have been.
 - A portfolio workshop for program staff including where to start and a reflections sheet for each network meeting for participants to complete and use in their portfolios. Grapeview have a portfolio which they offered to share with the network
8. Discussing Issues and Brainstorming Solutions
- Round Table Updates
 - A participant highlighted an annual event which takes place, in March, at Ridley College that is for parents looking for child care. Tables cost \$10 for the morning, 9.00am to 12 noon. It is a great way to showcase your centre and is an inexpensive form of advertising.
 - A discussion took place regarding moving away from themes. Using the children's interests. Changes can be scary.
9. Training/Network Development Activity
- View the *Pedagogical Leadership* video available on the Ministry of Education website <http://www.edu.gov.on.ca/childcare/research.html> followed by discussion and reflection- due to time this will be carried over to the next network meeting.
10. ECCDC Resource Display
- Resource Reference List and Resource Display-see attached with the minutes
 - Professional Learning Opportunities & Needs
 - Reflective Practice Book Study-Designs for Living and Learning: Transforming Early Childhood Environments by Deb Curtis and Margie Carter Monday April 13th at the ECCDC 5.00pm-7.00pm.
 - Conversation Café, regarding the development of the ECCDC Play Based Learning Kits, Monday April 1st at the ECCDC 6.30pm-7.30pm.
 - Moving away from Themes, at Amici's Conference Centre, on Saturday April 18th 9.00am-3.00pm.

All the above and any sessions can be booked online <http://www.eccdc.org/professional-learning/workshop-registration/>

11. Future Network Development- a discussion took place regarding a network for program staff and feedback regarding what they would like to see in a network. Participant felt that the name program staff was a barrier to attendance as ECE's do not see themselves as program staff as they associate this with an admin role.

12. Meeting Evaluation

13. Next Meeting Date, Venue and Discussion topics

- Thursday May 21st 6.30pm-8.30pm at Niagara Nursery School and Child Care Centre, 14 Anderson Lane, NOTL.
- Pedagogical Leadership videos and reflective questions.