

Purpose

Quality Child Care Niagara (QCCN) is an asset based supportive approach that offers training, tools and resources to improve the quality of programs for every child in licensed childcare programs across Niagara.

Guiding Principles Inclusive Of:

- Accountability
- Commitment
- Engagement
- Inclusivity
- Intentionality
- Inviting Environments
- Reflective
- Respectful
- Responsive

Training and Support Delivery

- QCCN training/support Consultant model

Region-Wide Community Partnership

QCCN supports a region-wide community based partnership facilitated by an Advisory Committee with representation from Registered Early Childhood Educators and community organizations.

The QCCN Advisory Committee is the key planning and coordination body for the programming initiative providing direction, expertise and linkages with the broader childcare and support community.

Key Participants

- Child Care Operators (A Child's World Family Child Care Services of Niagara, La Boîte à soleil, Rosalind Blauer Centre for Child Care, Strive Niagara, and YMCA of Niagara)
- Early Childhood Community Development Centre (ECCDC)
- Early learning and childcare programs
- EarlyON & programs
- Family and Children's Services Niagara
- Healthy Babies Healthy Children
- Infant Mental Health Advisory Committee
- Ministry of Education - licensing
- Native Friendship Centre Aboriginal Headstart
- Niagara Child Care Sector Executive Committee
- Niagara Children's Centre
- Niagara College
- Niagara Region, Children's Services
- Pathstone Mental Health
- Registered Early Childhood Educators representing a diverse range of programming
- Resource/Inclusive Child Care Supports Committee

**QUALITY CHILD CARE NIAGARA ADVISORY GROUP
TERMS OF REFERENCE (DRAFT JANUARY 2020)**

QCCN Advisory Committee Structure

<i>Chairperson</i>	The Chairperson is elected by the QCCN Advisory Committee
<i>Chair's Term</i>	Three (3) years from date of election
<i>Members</i>	Members are appointed by the organizations or groups identified as participants in the QCCN Program Terms of Reference. The QCCN Chair, ECCDC Executive Director and Niagara Region, Children's Services representative are ex-officio members.
<i>Roles and Responsibilities Of the Chairperson</i>	The QCCN Team work in collaboration with the Chairperson to set the agenda. The Chairperson's role is to help facilitate the meeting agenda, move discussions and ensure everyone is heard.
<i>Decisions</i>	Are made by consensus
<i>Accountability</i>	Has the authority to make recommendations to the Niagara Region, Children's Services related to the QCCN program. Has no authority over QCCN staff.
<i>Meetings</i>	Every other month or as required.

QCCN Task Groups Structure

<i>Purpose</i>	Task groups are established by the QCCN Advisory Committee to provide focus on and development of specific initiatives, desired outcomes and expectations as identified by the QCCN Advisory Committee.
<i>Chairperson</i>	The Task Group Chair is selected by the QCCN Advisory Committee.
<i>Chair's Term</i>	The Task Group Chair serves for the term of the Task Group.
<i>Members</i>	Members may volunteer or are selected by the QCCN Advisory Committee. The QCCN Chair, ECCDC Executive Director and Niagara Region, Children's Services representative are ex-officio members.
<i>Decisions</i>	Made by consensus
<i>Accountability</i>	Has the authority to make recommendations to the QCCN Advisory Committee related to the QCCN program. Has no authority over QCCN staff. Has no authority to act on specific initiatives without approval of the QCCN Advisory Committee.
<i>Meetings</i>	As needed
<i>Term</i>	Task groups will have a start and end date. Task Groups exist until they have met the outcomes and expectations set by the QCCN Advisory Committee, at which point they will be dissolved.

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Roles and Responsibilities of Key QCCN Partners:

Niagara Region, Children's Services, Early Childhood Community Development Centre (ECCDC) and Pathstone Mental Health Services (Pathstone).

Quality Child Care Niagara (QCCN) is a community based program that has been developed and will continue to be enhanced in collaboration with community partners. Funding for this initiative is provided by the Niagara Region, Children's Services. The Early Childhood Community Development Centre (ECCDC) is the lead agency for the program training/support coordination and administration. Pathstone Mental Health Services is the lead agency for the program behaviour. The following roles and responsibilities have been identified for each;

Niagara Region, Children's Services will be responsible to;

- Negotiate and provide funding for the initiative
- Appoint a representative to be part of the Advisory Committee
- Monitor financial and program initiative outcomes to ensure practical application and relevant benefits
- Promote in partnership with the ECCDC

Accountable to Niagara Region, Children's Services, The Early Childhood Community Development Centre (ECCDC) will serve as the lead coordination and administrative support agency for the training/support components of QCCN and will;

- Be accountable to Niagara Region, Children's Services for the training/support programming components, administration, and financial outcomes of the program
- Work in collaboration with Pathstone Mental Health Services to ensure accountability and reporting of outcomes for the behaviour component
- Identify a Program Coordinator in collaboration with Niagara Region, Children's Services and the QCCN Advisory Committee and will provide infrastructure support to Coordinator including office space, supervision and needed technology tools
- Administer accounting and bookkeeping for QCCN
- Appoint a representative to be part of the Advisory Committee
- Support the purchase of QCCN support, training, training resources and research Consultant services
- Work in collaboration with the Program Coordinator to monitor Training/Support Consultants' performance and progress
- Monitor the annual funding allocation and overall progress of the program in collaboration with the Program Coordinator
- Ensure outcomes reports are forwarded to Niagara Region, Children's Services quarterly and prepare an annual report
- Promote QCCN in partnership with the Niagara Region
- Liaise with Niagara Region, Children's Services to ensure alignment between QCCN and ECCDC services.

Accountable to the Niagara Region, Children's Services, Pathstone Mental Health Services will serve as the lead agency for the behaviour component of QCCN and will;

- Monitor in collaboration with the Behaviour Coordinator the annual funding allocation and overall progress of the program
- Ensure that outcomes reports are forwarded to the Niagara Region, Children's Services quarterly and prepare an annual report
- Promote QCCN in partnership with the Niagara Region

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- Through the Kids and Families Matter Program, facilitate coordination of behaviour/mental health services between childcare centres, families and Pathstone Mental Health, as required, including consultation with Director of Mental Health Services or designate
- Provide ongoing training and support to RECE staff of licensed childcare centres on the C.A.R.E. tool and the referral processes for ongoing services as indicated by the tool. This will include certification in the use of the tool
- Provide “hands on” behavioural intervention support for children and families and assistance to navigate the appropriate service system as required.

Responsibilities of QCCN Coordinator

- Lead the ongoing development and promotion of Quality Child Care Niagara
- Lead the full implementation of all components of QCCN training including Institutes (Full Day, School Age, and Niagara College)
- Coordinate all facets of QCCN training; tracking all individuals and sessions, following up with identified needs from training evaluations and coordinating changes to training materials as appropriate
- Monitor and supervise QCCN Trainers and Community Mentor Consultants
- Provide support to QCCN Advisory Committee and Task Groups
- Follow up with programs that are sending in statistical data in alignment with Niagara Region, Children’s Services request
- Liaise with Niagara Region, Children Services and provide written reports on statistics and activities on a monthly basis and within an annual report.

Responsibilities of QCCN Support Consultants

Support Consultants through ECCDC and will be responsible to:

- Provide support and training consultation to QCCN Licensed Child Care to ensure implementation of tools
- Provide QCCN Training Sessions as requested (including refresher training)
- Visit all QCCN Trained centres a minimum of once a year identifying where further training or support is required
- Participate on the QCCN Advisory Committee
- Support QCCN training through attending first training sessions, mentoring and supporting
- Provide Environmental Checklists and suggestions for room arrangement upon request
- Visit programs for ongoing implementation of QCCN tools, resources and other pedagogical requests
- Send monthly QCCN statistics to Coordinator
- Participate in QCCN meetings and presentations as requested

Responsibilities of Behaviour Consultant

Behaviour Consultants are contracted through Pathstone Mental Health and will be responsible to:

- Provide support and training consultation to QCCN Licensed Child Care to ensure implementation of the Behaviour tools- CARE and KIDSS
- Provide Behaviour training sessions as requested (including refresher training)
- Visit QCCN trained centres requesting behavioural intervention identifying where further training or support is required
- Provide behavioural support to families when requested
- Participate on the QCCN Advisory Committee and Quality Assurance Task group
- Report centre needs other than behaviour to QCCN Coordinator
- Participate in QCCN Meetings and presentations as requested

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- Ensure behaviour alignment with all QCCN training and support.
- Liaise with Niagara Region, Children Services and provide written reports on statistics and activities on a monthly basis and an annual report.

Responsibilities of QCCN Community Mentor Consultants

Community Mentor Consultants are contracted through ECCDC and will be responsible to:

- Provide training sessions, when requested as outlined in the QCCN Trainers Manual
- Support training sessions as requested for other components of QCCN
- Connect with individual participants and copy the centre Supervisor before and after each session
- Assist in training additional trainers for QCCN
- Send QCCN statistics to Coordinator
- Participate in QCCN meetings and presentations as requested