

**The Corporation of the City of Cornwall
Service Contract**

Schedule “A-7”: EarlyON Child and Family Centres

Service Description Schedule

Organization Name: Équipe psycho-sociale
610 McConnell Ave. Cornwall, Ontario K6H 4M1

Legislation: *Child Care and Early Years Act, 2014 (CCEYA)*

Service Name: EarlyON Child and Family Centres

Service Objectives

- To provide high quality programs and services to support all children (aged 0 to 6 years), parents and caregivers in learning, growing and connecting – together;
 - To ensure parents and caregivers are provided with timely, relevant and up to date information about community and specialized services;
 - To maintain strong partnerships with community organizations;
 - To work with local service providers to collaborate and integrate services to meet community needs in an efficient and accessible way.
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Service Description

The EarlyON Child and Family Centres will be child and family centred, welcoming, high quality, inclusive, integrated and community led.

EarlyON Service Providers will ensure the following key goals and objectives are met at each location where services are provided:

- Parents and caregivers have access to high quality services that support them in their role as their children’s first teachers, enhance their well-being, and enrich their knowledge about early learning and development;
- Children have access to play and inquiry-based learning opportunities and experience positive developmental health and well-being;
- Parents and caregivers have opportunities to strengthen their relationships with their children;

- Francophone children and their families have access to French language programs and gain enhanced knowledge about language and identity acquisition;
- Indigenous children and families have access to culturally responsive programming;
- Parents and caregivers are provided with timely, relevant and up-to-date information about community and specialized services;
- Local service providers collaborate and integrate services to meet community needs in an efficient and accessible way.

2. EarlyON Service Providers must provide consistent, high quality core services at no fee to participants. The mandatory core services include:

- **Supporting Early Learning and Development** through:
 - a) Drop-in programs and others programs and services that build responsive adult-child relationships and encourage children's exploration, play and inquiry, supported by *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
- **Engaging Parents and Caregivers** through:
 - a) Inviting conversations and information sharing about child development, parenting, nutrition, play and inquiry-based learning, and other topics that support their role;
 - b) Offering responsive pre- and postnatal support programs to enhance parent and caregiver well-being, enrich adult-child interactions and to support them in their role(s);
 - c) Providing targeted outreach opportunities designed for parents and caregivers who could benefit from Child and Family Centre programs and services but are not currently accessing services for a variety of reasons (e.g., newcomers to Ontario, teen parents, low-income families, etc.)
- **Making Connections for Families** through:
 - a) Responding to a parent/caregiver concern about their child's development through conversations and observations which can be supported by validated tools and resources (e.g., developmental surveillance, Nipissing District Developmental Screen (NDDS)). In some cases, this may result in supporting parents/caregivers to seek additional support from primary care or other regulated health professionals;
 - b) Sharing information and facilitating connections with specialized community services (such as children's rehabilitation services), coordinated service planning, public health, education, child care, and child welfare, as appropriate.
 - c) Ensuring Child and Family Centre staff have relationships with community partners and an in-depth knowledge of their community

resources to allow for simple transitions (warm hand-offs) for families who may benefit from access to specialized or other services.

d) Providing information about programs and services available for the whole family beyond the early years.

2. EarlyON Service Providers must prioritize funding to deliver mandatory core services that are responsive to local need. Funding may be used for ongoing costs including:
 - Salary and benefit expenditures for Child and Family Centre staff to deliver core services.
 - Lease and occupancy costs for Child and Family Centres, rental fees for mobile services and other operating costs such as utilities.
 - Administration costs.
 - Transportation services to support outreach and participation in programs. This can include costs for public transit, gas, and general auto repair and maintenance.
 - Resources for families and caregivers related to early learning and development (e.g. materials for inquiry-based play), additional community services and supports, information to support parents and caregivers in their role.
 - Supplies to support the delivery and daily operation of programs as well as maintenance costs related to the general upkeep, safety, and maintenance of Child and Family Centre facilities.

Inadmissible Expenses

Funding cannot be used to support direct specialized services. This includes programs and services offered by regulated health professionals working within their scope of practice (e.g. occupational therapy, audiology and speech language pathology, physiotherapy). This also includes early intervention and screening programs and services that are funded by other ministries and/or levels of government.

Additionally, the following expenses are inadmissible:

- Bonuses (including retiring bonuses), gifts and honoraria paid to staff are inadmissible expenses except for in the case that they are provided as a retroactive wage increase that will be maintained the following year.
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans.
- Property taxes.
- Non-arm's length transactions not transacted at fair market value.

- Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators are inadmissible expenditures; and,
- Any other expenditure not listed under the allowable expenses section.

3. Other:

- EarlyON Service Providers must consult with the City of Cornwall Child Care Division with respect to decisions that affect the programs and services being offered at their centres.
- The City of Cornwall Child Care Division, in consultation with the Service Providers and relevant community partners, will make final decisions with respect to location(s) where the Service Provider will operate.

Service Location

Services will be provided throughout City of Cornwall & Counties of Stormont, Dundas and Glengarry. The office is located at:
610 McConnell Ave.
Cornwall, Ontario K6H 4M1

Budget

The 2020 calendar year allocation for l'Équipe psycho-sociale to operate EarlyON Child and Family Centres is as follows:

Provincial Funding	\$430,018
ELCC Funding (January to March)	\$ 47,326
ELCC Funding (April to December)*	\$141,977

Total Maximum Allocation:	\$619,321
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*ELCC Allocations for the period of April to December 2020 are pending the renegotiation of the Canada-Ontario Early Learning and Child Care agreement. ELCC funding beyond March 31, 2020 is not confirmed.

Method of Evaluation

- Quarterly completion of Service Target Summary spreadsheet provided by the City for all sites, and submitted as noted in the table below;
- Outcome-based program evaluation through consumer surveys; and
- Outcome-based program evaluation through verification of achievement of established service targets.

Service Target and Financial Data for all sites are to be provided to the Corporation for each quarter period in the 2020 calendar year.

Quarter	Time Period Covered	Due to the Corporation
First Quarter	January. 1 – March 31	April 13/20
Second Quarter	April 1 – June 30	July 13/20
Third Quarter	July 1 – September 30	October 12/20
Fourth Quarter	October 1 – December 31	January 11/21

In Witness Whereof this contract has been signed by an authorized Corporate official on behalf of the City of Cornwall and the Service Provider by its proper signing officers.

Signed, sealed and delivered

on the _____ day of _____, 2020

On behalf of the Corporation
Bernadette Clement
Mayor

On behalf of the Corporation
Manon Levesque
City Clerk

Service Provider: Parent Preschool Resource Centre

Witness*

By: Signing Officer **

Position:

(Seal)

Witness *

By: Signing Officer**

Position:

- * Witness required where the Service Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.
- ** I have the authority to bind the City of Cornwall