



SERVICE AGREEMENT

This Agreement made in duplicate

B E T W E E N: **The Corporation of the County of Huron**
("County of Huron")

- and -

Corporation of the Township of North Huron
("Service Provider")

WHEREAS the *Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1* and amendments authorizes the County of Huron to enter into this Agreement for the provision of child care and/or early years programs and services;

AND WHEREAS the Service Provider has agreed to provide child care and/or early years programs and services as described in the *Child Care and Early Years Act, 2014*;

THEREFORE THE PARTIES agree as follows:

1. FOR PURPOSES OF THIS AGREEMENT:

"Child care and early years programs and services" means programs and services as defined by the *Child Care and Early Years Act, 2014*;

"County" means the County of Huron;

"County Staff" means the staff of the County of Huron authorized to exercise the rights and perform the duties of the County of Huron under this Agreement;

"Service Provider" means the party of the second part and shall be the "Delivery Agent" for purposes of provision of child care and/or early years programs and services pursuant to the *Child Care and Early Years Act, 2014* and its regulations.

2. **THE SERVICE PROVIDER AGREES TO:**

- (a) Provide services in accordance with the attached Service Description Schedule(s), the terms and requirements of its license under Ontario Regulation 137/15: Child Care and Early Years Act, S.O. 2014, c. 11, Sched.1 (if applicable) and in accordance with the policies, guidelines and requirements of County.

The following Schedules marked with an "X" form part of this Agreement.

<u> X </u>	Schedule "A" - Licensed Child Care Fee Subsidy Service Description
<u> X </u>	Schedule "B" - General Operating Grant Service Description
<u> X </u>	Schedule "C" - Provincial Wage Enhancement Grant Service Description
<u> </u>	Schedule "D" - Pay Equity Service Description
<u> X </u>	Schedule "E" - Program Assistant Service Description
<u> X </u>	Schedule "F" - Special Purpose (Play Based, Health and Safety, one-time funding)
<u> X </u>	Schedule "G" - EarlyON Child and Family Centre Service Description

- (b) Participate in a meaningful way in providing quality child care and/or early years programs and services, including identifying ongoing professional learning opportunities for staff and keeping current with trends in pedagogy.

- (c) Provide inclusive child care and/or early years programming.

3. **TERM:**

This Agreement and the applicable Schedules will be in force from January 1, 2018 until it is superseded or replaced by a subsequent Agreement or applicable Schedule or until it is terminated in its entirety by either party by giving sixty (60) days' written notice. In the event of termination, the Service Provider will refund forthwith to the County of Huron, any monies advanced by the County of Huron and not expended.

4. **CONSIDERATION:**

- (a) The County of Huron will pay to the Service Provider for admissible expenditures incurred pursuant to this Agreement. The County of Huron reserves the right within reason to determine the amounts, times and manner of such payments.

- (b) It is agreed and understood that the County of Huron may withhold payments if the Service Provider is in breach of its obligations under this Agreement or, as applicable, if the County is advised by the Ministry of Education that the Service Provider is in breach of its license requirements and obligations under the *Child Care and Early Years Act, 2014*.
- (c) The Service Provider shall hold any funds advanced to the Service Provider by the County in trust for the County until such time as the funds are expended in accordance with this Agreement.

5. HURON COUNTY ACCESS AND CONSULTATION:

- (a) The Service Provider will grant access, at reasonable times, to County staff, or their authorized representative, to any premises used by the Service Provider in connection with the programs and services pursuant to this Agreement for the purposes of evaluation of the programs and services and for purposes of inspection of the records, documentation and data required to be maintained by the Service Provider pursuant of the *Child Care and Early Years Act* and Regulations, and if necessary, to provide copies of same.
- (b) The Service Provider agrees that its staff providing programs and services pursuant to this Agreement will, upon reasonable request, be available for consultation with County staff, or their authorized representative.

6. REPORTS:

- (a) The Service Provider will maintain service records respecting each site where service is being provided and prepare and submit, as requested, a report respecting the services being provided pursuant to this Agreement, acceptable to County staff which shall include service data such as statistics, registrations and such other information as the County of Huron requires.

7. FINANCIAL RECORDS:

- (a) The Service Provider will maintain financial records and books of account respecting programs and services provided pursuant to this Agreement for each site where service is being provided and will allow County staff or such other persons appointed by the County of Huron, to inspect and audit such books and records at all reasonable times, both during the term of this Agreement and subsequent to its expiration or termination.
- (b) The Service Provider will, unless the County of Huron indicates otherwise, submit to the County of Huron an audited reconciliation report and signed letter of confirmation with respect to the services provided pursuant to this agreement within four (4) months of the Service Provider's financial year end.

- (c) The Service Provider will retain the records and books of account referred to in clause 7(a) for a period of seven (7) years.
- (d) The Service Provider will adhere to any additional financial reporting requirements as required by the County.
- (e) The Service Provider will comply with the County of Huron's policies on the treatment of revenues and expenditures which will be issued from time to time.

8. SERVICE RECORDS:

In the event the Service Provider ceases operation, it is agreed that the Service Provider will not dispose of any records related to the programs and services provided for under this Agreement without the prior consent of the County of Huron, which may be given subject to such conditions as the County of Huron deems advisable.

9. CONFIDENTIALITY:

- (a) The Service Provider, its directors, officers, employees, agents and volunteers will hold confidential and will not disclose or release to any person other than County staff at any time during or following the term of this Agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document. Where the Service Provider is a municipality or such other "institution" as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, the provisions of such Act with respect to the disclosure or release of information apply.
- (b) All information provided to the Service Provider by the County of Huron is being provided on a confidential basis for the purposes of the administration of the child care and/or early years program or service. The information provided by the County of Huron to the Service Provider shall not be released to any third party, under any circumstances whatsoever, without the consent of the County of Huron.

10. CONFLICT OF INTEREST:

- (a) The Service Provider, any of its sub-contractors and any of their respective advisors, partners, directors, officers, employees, agents and volunteers shall not engage in any activity or provide any services to the County of Huron where such activity or the provision of such services, creates a conflict of interest (actually or potentially in the sole opinion of the County of Huron) with the provision of services pursuant to the Agreement. The Service Provider acknowledges and agrees that it shall be a conflict of interest for it to use confidential information of the County of Huron relevant to the services where the County of Huron has not specifically authorized such use.

- (b) The Service Provider shall disclose to the County of Huron without delay, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- (c) A breach of this section by the Service Provider shall entitle the County of Huron to terminate the Agreement, in addition to any other remedies that the County of Huron has in the Agreement, in law or in equity.

11. INDEMNIFICATION:

The Service Provider will, both during and following the term of this agreement, indemnify and save harmless the County of Huron from all costs, losses, damages, judgements, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Service Provider, its directors, officers, employees, agents or volunteers in connection with services provided, purported to be provided or required to be provided by the Service Provider pursuant to this Agreement.

12. INSURANCE:

The Service Provider will obtain and maintain in full force and effect during the term of this Agreement, general liability insurance acceptable to the County of Huron in an amount of not less than two million dollars (\$2,000,000.00) per occurrence in respect of the services provided pursuant to this Agreement.

The insurance policy shall,

- (a) Include as an additional insured "the County of Huron" in respect of and during the provision of services by the Service Provider pursuant to this Agreement;
- (b) Contain a cross-liability clause endorsement; and
- (c) Contain a clause including liability arising out of the agreement or agreement.

The Service Provider will submit to the County of Huron, upon request, proof of insurance.

13. TERMINATION:

- (a) Either party may terminate this Agreement in whole or in part with respect to the provision of any particular service upon sixty (60) days' notice to the other party. If the Agreement is terminated in part, all obligations with respect to the provision of all other services continue in full force and effect.

- (b) The Service Provider shall immediately inform the County of any event (a "Default Event") which materially adversely affects the Service Provider's financial health and/or its ability to fulfil the terms of this Agreement. The County shall be entitled to immediately terminate this Agreement upon the occurrence of a Default Event or upon the occurrence of any act of bankruptcy or act of insolvency by the Service Provider.

14. FREEDOM OF INFORMATION:

Any information collected by the County of Huron pursuant to this Agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*.

15. HUMAN RIGHTS CODE:

It is a condition of this Agreement and of every Agreement entered into pursuant to the performance of this Agreement, that no right under section 5 of the *Human Rights Code* will be infringed. Breach of this condition is sufficient grounds for cancellation of this Agreement.

16. DISPOSITION:

The Service Provider will not sell, change the use or otherwise dispose of any item, furnishing or equipment purchased with the County of Huron funds pursuant to this Agreement without the prior written consent of the County of Huron, which may be given subject to such conditions as the County of Huron deems advisable.

17. NON-ASSIGNMENT:

- (a) The Service Provider will not assign this Agreement, or any part thereof, without the prior written approval of the County of Huron, which approval may be withheld by the County of Huron in its sole discretion or given subject to such conditions as the County of Huron may impose.
- (b) For the purposes of this section, this Agreement shall be deemed to be assigned by the Service Provider: (a) upon the change in control of the Service Provider (as defined by the *Business Corporations Act*), if the Service Provider is a corporation; and (b) upon any reorganisation which results in a change in the effective control of the Service Provider, if the Service Provider is a partnership.

18. SCHEDULES:

This Agreement and the attached Schedules embody the entire Agreement and supersede any other understanding or Agreement, collateral, oral or otherwise, existing between the parties at the date of execution and relating to the subject matter of this Agreement.

19. LAWS:

The Service Provider agrees that the Service Provider and its employees and representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders in respect of the performance of this Agreement.

20. NO PARTNERSHIP:

- (a) The County and Service Provider shall not be deemed to be carrying on a partnership relating to the delivery of the services pursuant to this agreement and the parties hereto agree that the Service Provider is an entirely independent contractor providing such services for the County pursuant to the terms and conditions of this Agreement.
- (b) The Service Provider acknowledges and agrees this Agreement is in no way deemed or construed to be an Agreement of Employment. Specifically, the parties agree that neither the Service Provider nor its employees are employees of the Municipality for the purpose of, but not limited to, the *Income Tax Act*, *Canadian Pension Plan Act*, *Employment Insurance Act*, *Workplace Safety and Insurance Act*, *Occupational Health and Safety Act* *Pay Equity Act*, *Health Insurance Act*, as amended from time to time and any legislation in substitution therefore.

IN WITNESS WHEREOF this agreement has been signed by an authorized County of Huron official on behalf of the County of Huron and the Service Provider by its proper signing officers.

Signed, sealed and delivered

on the _____ day of _____, 2018.

Jim Ginn
Warden, On behalf of
County of Huron

Meghan Wark
Chief Administrative Officer,
County of Huron

 Witness*

 By: ** Signing Officer Service Provider

 Position

(Seal)

 Witness

 By: ** Signing Officer Service Provider

 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 corporation

**LICENSED CHILD CARE FEE SUBSIDY
SERVICE DESCRIPTION SCHEDULE "A"**

SERVICE PROVIDER: Corporation of the Township of North Huron

SERVICE OBJECTIVE:

To provide affordable child care to eligible families in licensed child care facilities.

SERVICE DESCRIPTION:

The Service Provider will provide child care services to children on whose behalf a fee subsidy is paid at a licensed child care centre. All child care services will be provided in accordance with the *Child Care and Early Years Act* and the policies, guidelines, and requirements of the County of Huron.

DOCUMENTATION REQUIRED:

The Service Provider agrees to provide the following documentation prior to this Service Description Schedule being finalized and prior to December 31st of each year thereafter (unless otherwise stated), as long as this Service Description Schedule is in effect:

1. A list of rates charged by the Service Provider to parents.
2. The Articles of Incorporation, listing the Services Provider's current Directors, where the Service Provider is a corporation.

UNDERSTANDING:

3. The applicant's eligibility for fee subsidy will be determined by the County. All communication with the applicant regarding fee subsidy will be the responsibility of the County. The County will send a fee subsidy approval letter to the parent and a copy will go to the Service Provider outlining placement start date, daily parental fee and eligible hours of child care.
4. Any changes in the care approved thru fee subsidy will be determined by the County and communicated to the Service Provider. If the Service Provider is aware of changes in the child's care or schedule they will notify the County so that the County may determine whether a parent continues to qualify for fee subsidy within the meaning of the *Child Care and Early Years Act* and Regulations made thereunder.
5. The County will provide two weeks' notice (10 business days) regarding termination of child care fee subsidy.

6. The County will pay fee subsidy on behalf of a child who, on a regularly scheduled days, is sick, absent or on vacation, to a maximum of twenty-five (25) days per calendar year. If a child has started child care in-year, the twenty-five days will be prorated accordingly. If absences occur that are in excess of those permitted, the parent is responsible for paying the full cost of care. It is the responsibility of the parent to report any planned or unplanned absences and to abide by any notice periods that may be required. The Service Provider shall advise the County of excessive absenteeism.
7. The Service Provider further agrees to provide, upon reasonable notice, any other documentation as required by the County of Huron and/or Ministry of Education.

REIMBURSEMENT TO SERVICE PROVIDERS:

The County of Huron will pay to the Service Provider in respect of each child on whose behalf a subsidy is paid, the market rate less the parental contribution for each day/week the subsidized child is scheduled to attend the licensed child care program.

BILLINGS:

Child care fee subsidy is paid in arrears. The Service Provider will complete and submit the web-based attendance schedule (OCCMS) by the end of the month following the month in question. In particular, the Service Provider will verify and/or amend the attendance information for all children who have been approved for a fee subsidy. Subsidy will be paid by the County at the approved rate, for each child less the parental contribution on a monthly basis. It is the responsibility of each Service Provider to collect from the parent, the amount of the parental contribution stipulated in the fee subsidy approval letter.

**GENERAL OPERATING GRANT
SERVICE DESCRIPTION SCHEDULE "B"**

SERVICE PROVIDER: Corporation of the Township of North Huron

SERVICE OBJECTIVES:

The General Operating Grant is to be used by Service Providers to support the costs of operating licensed child care programs in order to reduce wait times and fees for services, stabilize service levels, and where funds allow, to improve access to high quality affordable early learning and child care services for children and their families. It's anticipated that the following key considerations will be addressed:

- The existing child care system will be transformed (Early Learning Framework) and stabilized to continue the provision of quality, consistent programs and services;
- Parents will have access to a seamless child care system;
- Programs serving children with special needs, Indigenous children, Newcomer children and Francophone children will be supported;
- Child care fees will be stabilized; and
- The licensed child care system will continue to be staffed by qualified individuals who demonstrate best practices in the early learning and care field.

SERVICE DESCRIPTION:

General Operating Grant funding may be provided to non-profit, municipal and for-profit child care programs for ongoing costs including: staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, maintenance, etc.

The standard will be applied in the following manner:

- Service Providers must demonstrate to the County of Huron that they are able to meet their minimum wage and mandatory benefits requirements without General Operating Grant funding in order to qualify for funding.
- Service Providers should use the General Operating Grant funding to support a stable ongoing operating and wage base rather than allocation as lump sums.
- Service Providers must promptly report any significant reduction in service levels and/or staffing that is not of a temporary nature to the County of Huron.
- Any identified surplus or unspent funds must be returned to the County of Huron or arrangements must be made for them to be deducted from future allocations.
- In the event of a service closure, surplus funds are to be refunded to the County of Huron.
- General Operating Grant funding for the coming year will be calculated using the licensed capacity in place as of September 1st of the current year as per the Centres' Ministry License.
- The County of Huron will provide child care operators with 1/12 of their annual entitlement each month. Adjustments will be made as necessary, subject to available funds.

OTHER CONSIDERATIONS:

If there is a decrease in the licensed capacity, months or hours of operation, the amount of General Operating Grant funding will decrease. If there is an increase in the licensed capacity, months or hours of operation, the amount of General Operating Grant may increase, subject to available funding.

Other factors that may impact the amount of the General Operating Grant include an increase or decrease in the licensed capacity within the local child care system, the County's available funding allocation, an increase or decrease in the demand for fee subsidy and/or other community priorities.

CONTRIBUTION TO AN OPERATING RESERVE:

General Operating Grant funding cannot be used specifically to establish a reserve or increase the level of a reserve. The General Operating Grant funding received from the County of Huron can be used to offset operating costs thereby freeing up funding from other sources that can be used to establish or increase an operator's operating reserve to the maximum allowable limit. The standard that the County is recommending is based on a formula that would allow sufficient cash flow to cover a Service Providers operating expenses for three months, which would equate to 25% of a Service Providers annual operating budget.

An operating reserve is defined as 'current assets' such as any cash, any short term or long term investments (e.g., portfolio investments, Canadian Money Market Funds, Corporate and/or Government Bonds, GICs., etc.), any accounts receivable, and any prepaid expenses, minus 'current liabilities' such as accounts payable, any accrued payroll (excluding management bonuses), any accrued vacation pay, and any unearned revenue.

As well, the General Operating Grant funding cannot be used for capital debt costs.

REPORTING REQUIREMENTS:

The Service Provider will, unless the County of Huron indicates otherwise, submit to the County of Huron an audited reconciliation report and signed letter of confirmation with respect to the services provided pursuant to this agreement within four (4) months of the Service Provider's financial year end.

**PROVINCIAL WAGE ENHANCEMENT GRANT
SERVICE DESCRIPTION SCHEDULE "C"**

SERVICE PROVIDER: Corporation of the Township of North Huron

SERVICE OBJECTIVES:

- To close the wage gap between Registered Early Childhood Educators (RECE) working in publicly funded schools and RECEs, child care program staff and providers in licensed child care settings.
- To stabilize licensed Service Providers by helping them retain RECEs/child care staff.
- To support greater employment and income security.

SERVICE DESCRIPTION:

The Provincial Wage Enhancement Grant is to support a wage and associated benefit increase to RECEs and other program staff working in ratio in licensed child care programs, and Home Visitors working in licensed Private Home Child Care agencies.

FUNDING CONDITIONS:

Wage Enhancement/HCCCEG funding is an enveloped allocation separate from other funding allocations. Service Providers are required to use the funding only for the intended purpose (i.e. increasing wages of eligible child care staff). The following conditions apply:

1. Service Providers are required to notify their staff of the availability of wage enhancement funding and of the associated Guidelines.
2. Service Providers are required to distribute the wage enhancement funding on regular pay cheques. The funding is not to be issued on a quarterly installment basis.
3. Service Providers must clearly indicate on staff pay cheques the portion of funding that is being provided through the wage enhancement labeled as "Provincial child care wage enhancement".
5. Service Providers are not permitted to substitute dollars that they previously provided to staff with Ministry funding. In other words, wage enhancement funding must be provided in addition to pay equity payments, annual cost of living increases, or wage grid increases.
6. Any funding that is not expended by a Service Provider in accordance with the funding criteria will be recovered by the County of Huron.

7. If a Service Provider chooses to pay wage enhancement funding to its staff based on hours worked and mandatory benefits (as capped by the province) in the current year, rather than based on the previous year's entitlement calculation established by the Ministry, the County of Huron will not be liable for these costs.
8. If a Service Provider chooses to use other funding sources to supplement the wage enhancement funding received from the County of Huron they do so at their own discretion and the County of Huron assumes no responsibility for this.
9. Service Providers are required to complete an application requesting Wage Enhancement funding and at year end submit a statement attesting that 100% of the Wage Enhancement funding was provided directly to eligible child care staff. Should the County request, the Service Providers may be required to provide supporting documentation.
10. The supplemental grant offered as part of this funding must be used to support staff hourly/daily wage or benefits. It provides Service Providers with the flexibility to cover salary shortfalls (due to increased hours in program or new staff) and additional benefits, (e.g. vacation days, sick days, PD days and/or other benefits) once mandatory benefits are covered.

**PROGRAM ASSISTANT
SERVICE DESCRIPTION SCHEDULE “E”**

SERVICE PROVIDER: Corporation of the Township of North Huron

SERVICE OBJECTIVES:

Program Assistant funding is used to support the inclusion of children with special needs in licensed child care settings, including home child care, camps and authorized recreation programs at no additional cost to parents or guardians.

SERVICE DESCRIPTION:

Under the Ontario Regulation 135/15, a ‘child with special needs’, means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall child development, are of such a nature that additional supports are required for the child.

The *Child Care and Early Years Act* defines ‘child’ as a person who is younger than 13 years old. However, families of children with special needs who are in receipt of a service or received financial assistance before August 31, 2017 will be allowed to continue to receive assistance until that child turns 18, provided that they meet other eligibility criteria.

The primary purpose of the Program Assistant is to support the inclusion and aid in capacity and skill building of the Early Childhood Educator to meet the needs of all children within the early learning and care program. This includes but is not limited to:

- Collaborating with the Early Learning Resource Consultant, the Child Care Director and the other members of the Early Childhood Educator team in the design and provision of program activities that take into consideration the individual goals of children with special needs.
- In collaboration with the ECE Team, Program Assistants ensuring that the safety of all children within the licensed child care program is met.
- In collaboration with the ECE Team, Program Assistants provide learning activities, personal and physical care to all children as needed.
- Attending case conferences, as requested.

In accordance with the *Child Care and Early Years Act*, a Program Assistant is not considered as part of the teacher/child ratio. The licensed child care program will be responsible for employing the Program Assistant and as such the Program Assistant will be bound by the child care program’s individual policies, procedures and human resources protocols.

Service providers must ensure that Program Assistant services are provided in accordance with policies, procedures and reporting requirements established by the County of Huron and as amended from time to time.

FUNDING CONDITIONS:

A Program Assistant Application must be submitted on a quarterly basis in accordance with the following timelines:

Quarter 1	January to March	Due December 15 th
Quarter 2	April to June	Due March 15 th
Quarter 3	July to September	Due June 15 th
Quarter 4	October to December	Due September 15 th

A Program Assistant Invoice and a Program Assistant Staff Time Sheet Summary must be forwarded to the County of Huron on a monthly basis in order for reimbursement of the Program Assistant's wage and benefits to occur.

**SPECIAL PURPOSE FUNDING
SERVICE DESCRIPTION SCHEDULE "F"**

SERVICE PROVIDER: Corporation of the Township of North Huron

SERVICE OBJECTIVES:

Special purpose funding is aligned with Ministry of Education priorities that support, supplement or transform the delivery of child care services.

SERVICE DESCRIPTION:

The following funding may be available on an annual basis.

Repairs and maintenance: The purpose of this funding is to support licensed child care centres and home child care agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the *Child Care and Early Years Act*. Some common health and safety issues that may be eligible for repairs and maintenance include those related to food preparation, washrooms, major systems, play areas or code compliance.

Play-based material and equipment: This funding is intended to help licensed child care providers create enriching environments both indoors and outdoors with open ended materials that promote children's learning and development through exploration, play and inquiry consistent with the views, four foundations and pedagogical approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

One Time Funding Allocations: From time to time the Ministry of Education provides funding allocations to support access, and stabilization. These funds will be distributed in an equitable way based on Ministry criteria and system priorities.

FUNDING CONDITIONS:

Repairs and maintenance: Requires completed application. The County approval is based on budgeted allocation.

Play-based material and equipment: Requires completed application. The County approval is based on budgeted allocation.

One Time Funding Allocations: Funding conditions will be determined based on Ministry guidelines.

REPORTING REQUIREMENTS:

Service Provider will maintain financial documentation to support special purpose funding and

provide any additional financial reporting requirements as required by the County

**EarlyON CHILD AND FAMILY CENTRE
SERVICE DESCRIPTION SCHEDULE “G”**

SERVICE PROVIDER: Corporation of the Township of North Huron

SERVICE OBJECTIVES:

EarlyON Child and Family Centres are intended to support all children, parents and caregivers in learning, growing and connecting – together. Child and Family Centres must be designed and delivered to achieve the following key provincial goals and objectives:

- 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 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.

SERVICE DESCRIPTION:

The following high quality core services must be available at no cost to participants:

1. Engaging parents and caregivers
 - Inviting conversations and information sharing about child development, parenting, nutrition, play and inquiry-based learning and other topics that support their role;
 - Offering responsive pre- and post-natal support programs to enhance parent and caregiver well-being, enrich adult-child interactions and to support them in their roles;
 - 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
2. Supporting early learning and development
 - Drop-in programs and other 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*

3. Making connections for families

- 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)
- Sharing information and facilitating connections with specialized community services, coordinated service planning, public health, education, child care and child welfare, as appropriate.
- 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 for families who may benefit from access to specialized or other services
- Providing information about programs and services available for the whole family beyond the early years

The principles of child and family centred, welcoming, high quality, inclusive, integrated and community led should be evident in Child and Family Centre programs and services.

Programs must reflect the view of children, parents, caregivers and educators as competent, capable, curious and rich in potential and experience. Guided by *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, Child and Family Centres are expected to provide an environment that engages parents and caregivers as co-learners and leaders in influencing positive child, family and community outcomes.

SERVICE LOCATION:

The Service Provider will provide EarlyON Child and Family Centre core services in their assigned geographical area.

REQUIREMENTS:

The Service Provider is expected to comply with the following requirements:

- EarlyON staff must be qualified Registered Early Childhood Educators unless an exemption has been approved by the County of Huron;
- EarlyON staff will provide core services ensuring the overarching philosophy of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* is embedded in programming;
- Participation in professional learning opportunities to keep informed of the latest research on adult education, child development, play and inquiry-based pedagogy, and other relevant topics;
- Attendance and participation at monthly EarlyON Child and Family Centre meetings;
- Regular contributions to the broader EarlyON Child and Family Centre system including but not limited to marketing, programming, program development and research and evaluation; and
- The provision of opportunities for community engagement and participation in EarlyON programs and services.

The EarlyON Child and Family Centre must be operated in accordance with the County of Huron's *EarlyON Child and Family Centre Operational Resource Manual*, policies, protocols and guidelines as amended from time to time.

FUNDING APPROACH:

Funding will be based on staff compliment with an additional percentage to cover allowable programming expenses, as defined by the County of Huron. An allocation of 10% will also be provided to fund the administrative costs associated with the delivery of EarlyON Child and Family Centre programs and services.

The approved budget will be negotiated on an annual basis before the start of each calendar year. If the budget is not re-negotiated by that time, payments will continue in accordance with the approved budget for the immediately preceding calendar year until such time as the budget is re-negotiated or the Agreement and Schedule are terminated.

REPORTING REQUIREMENTS:

Service Providers must report service level data to the County of Huron on a monthly basis.