

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>CHILD CARE Best Start Hubs</p>
<p>BEST START HUBS</p>	<p>Policy Number</p> <p>CC-7.0</p>

Preamble

Best Start Hubs, previously identified as Resource Centres, provide a range of support services for parents or caregivers of children. Best Start Hubs provide an environment for children up to the age of six years and their parents or caregivers to participate in programs and activities together. Information on child development and various community programs which may assist the child and family are available at the Hubs, in addition to the following services:

- a) early learning and literacy programs for parents and children;
- b) programs to assist parents or caregivers in all aspects of child development;
- c) programs on pregnancy and parenting;
- d) links to other early years programs in the community; and
- e) outreach activities to promote parent involvement in the local Ontario Early Years Centre (OEYC).

Policy

The Rainy River District Social Services Administration Board (RRDSSAB), as Child Care Service Manager in the District of Rainy River, ensures that Best Start Hubs are developed and managed, in accordance with Provincial Ministry legislation, guidelines and policy, and RRDSSAB policy.

The RRDSSAB enters into *Service Contracts* with Best Start Hubs to provide a range of services for children and their parents or caregivers.

Procedure

1. The Children's Services Manager monitors the Best Start Hub to ensure the Hub provides a particular service or combination of services, based upon community need, expertise and available resources.
2. Minor capital funding is available to assist Best Start Hubs in meeting health and safety legislation. The Children's Services Manager maintains a list of all requested and recommended health and safety funding. See *Policy CC-2.4 Health & Safety/Repairs & Maintenance*.
3. The RRDSSAB may reduce or terminate payment, if the Best Start Hub does not meet financial levels and service targets, established in the *Service Contract* between the RRDSSAB and the Best Start Hub.
4. The Best Start Hub must report accurate service targets and financial levels to the RRDSSAB on a quarterly basis, in the prescribed format or form.
5. The RRDSSAB collects the required data, as applicable, from the Best Start Hub and prepares a roll-up report for the Ministry of Children and Youth Services (MCYS) on the targets for each quarter. The following *Service Data Elements* must be reported by the Best Start Hub on a quarterly basis:
 - a) number of visits made by parents/caregivers to the Best Start Hub;
 - b) number of children served at the Best Start Hub;
 - c) number of visits made by children to the Best Start Hub;
 - d) number of professionals served in workshops/seminars;
 - e) number of parents/caregivers served in workshops/seminars;
 - f) total number of referrals to external agencies;
 - g) total number of protocols/official linkages made with external organizations; and
 - h) total cost to Best Start Hub for providing services, which is calculated by adding the total contracted salaries/benefits and other contracted service costs.
6. Operational surpluses can be used only to address health and safety issues, by amending the *Service Contract* with the RRDSSAB to transfer

funding into the *Project Code for Repairs & Maintenance*. Prior approval must be received from the Provincial Ministry. See *Policy CC-2.4 Health & Safety/Repairs & Maintenance*.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001

Reviewed/Revised by Administrative Approval: 08 April, 2004

Last Administrative Approval: 30 Dec, 2010 Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-2.4 Health & Safety/Repairs & Maintenance</i>