



KENORA DISTRICT BEST START NETWORK

**WORK PLAN
2010**

| LEAD GROUP | ACTIVITY | TARGET AUDIENCE | IMPLEMENTATION TEAM | TIMEFRAME | COMMENTS | COMPLETED |
|------------------------------------|---|--|----------------------|---|---|-----------|
| Kenora District Best Start Network | Establish a Best Start Executive Advisory | <p>1. Senior Administration Director KPDSB KCDSB NWCDSB ABEBD KDSB OW/CC</p> <p>Executive Director LOWCDC KPCFS ACF KACL Tikinagan PCCY</p> <p>Chief Administrative Officer KDSB NWHU (more to be added)</p> | Lead: Kelly Williams | <p>July 2010</p> <p>August 2010</p> <p>Fall 2010</p> | <p>Make contact with lead from Rainy River District Best Start Network.</p> <p>Compile list of contacts for Senior Administration of Programs in the Kenora and Rainy River Districts.</p> <p>Send out letters of engagement to Directors.</p> <p>Establish a Terms of Reference for the Best Start Executive Advisory.</p> <p>First meeting of the Best Start Executive.</p> <p>Note: The Best Start Executive will be established jointly between the Kenora and Rainy River District Best Start Networks.</p> | |

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| Kenora District Best Start Network | Establish clear role and responsibilities for Coalitions. | <ol style="list-style-type: none"> 1. Healthy Generations Coalition (Dryden, Igance, Wabigoon, Vermilion Bay) 2. Red Lake Reproductive Health Network (Ear Falls, Balmertown, Red Lake, Cochenour) 3. Kenora Family Connection (Kenora, Minaki, Sioux Narrows) 4. Child and Family Health Network (Sioux Lookout, Hudson, Pickle Lake) | Lead: | <p>Winter /Spring 2010</p> <p>Winter/Spring 2010</p> <p>June 2010</p> <p>August/September 2010</p> <p>Fall/Winter 2010</p> | <p>EDI Presentations by Data Analysis Coordinators to Community Coalitions.</p> <p>Turning the Curve presentation by DACS to Community Coalitions</p> <p>Develop clear role and responsibilities for the Coalition to be added to the Terms of Reference.</p> <p>Meeting between DACs, Network Co-Chairs and DSAB Manager about feed back from EDI and Turning the Curve presentations.</p> <p>Present request to the Coalitions.</p> | |
| Kenora District Best Start Network | Establish a Community Research Network | 1. Data Collection Partners | Lead: Bill Reynolds | To be announced. | To be announced. | |

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| ELP Implementation Subcommittee | Establish the ELP Implementation Subcommittee | <ol style="list-style-type: none"> 1. Network Co-Chairs 2. School Board's ELP Lead 3. DSAB Manager | Lead: Heather Exley | <p>March 2010</p> <p>April 2010</p> <p>June 2010</p> <p>September 24,2010</p> <p>September, 2010</p> <p>Ongoing</p> | <p>Initial meeting attended by ELP Phase 1 key stakeholders. An overview of child care in the Kenora District was provided. ELP Leads provided update on Phase 1 Planning.</p> <p>Provided updates, identified items the subcommittee could work on together.</p> <p>Transitioned to the ELP implementation committee, initial meeting led by Heather Exley. Reviewed the Terms of Reference and provided ELP updates and impacts on child care.</p> <p>Network agreed that the ELP Implementation Sub-committee could be a joint sub-committee of the Thunder Bay, Rainy River and Kenora District Best Start Networks.</p> <p>First joint meeting to be held.</p> <p>Identify and work to resolve common issues and concerns.</p> <p>This group is to support the implementation of ELP and vision of the Best Start Networks.</p> | |

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| Kenora District Best Start Network | Engage Regional School Counsels and Parent Boards as Parent Advisories | 1. Parents | Lead: To be announced. | Fall, 2010 January, 2011 | Develop a plan of how the Network will engage and seek input from parents. Present plan on parent engagement to the Network. | |
| Best Start Communication Subcommittee | Promotion of Best Start and Key Messages: | 1. Families with children 2. Service Providers 3. All caregivers of children | Lead: Rotating Team: Communication Committee | January 2010 January- April 2010 February – May 2010 June 2010 June 2010 August 2010 September 2010 | Poster Contest for children 6 and under Book Coupon Campaign to connect families to Best Start Hubs 1 st run of the radio campaign promoting key messages. Apply key messages to Network agendas, minutes & other info on rotating basis Request to the Best Start Network for funds for a display kit and SWAG for at Best Start Events. Develop a template to establish a resource to be distributed across the district to promote the children services available in each community. Purchase SWAG and poster display kit. | X X X X X |

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| | | | | <p>October 2010</p> <p>December 2010</p> | <p>Develop literature on key messages that include website addresses, bookmark, post card, magnet card, and posters.</p> <p>Purchase items based on year end funds.</p> | |
| Best Start Communication Subcommittee | Distribution of Logos | <ol style="list-style-type: none"> 1. Best Start Partners 2. Best Start Child Care | <p>Lead: Sarah Stevenson</p> <p>Team: Communication Committee</p> | <p>June 2010</p> <p>August 2010</p> | <p>Consult with Networks about possible distribution of partner logo and parameters on how it can be used.</p> <p>Resend applications to Coalition members, via coalition representatives.</p> <p>Call for additional decal requests, further Partner Decal Distribution to partners who provide outreach to homes and community locations.</p> | |
| Best Start Communication Subcommittee | Children's Services Fair (Best Start Event) | <ol style="list-style-type: none"> 1. Families & caregivers of children | <p>Lead (K.N.): Deb Cousineau & North Words Staff</p> <p>Team: Interested Community Coalition Members</p> | Fall 2010 | <p>Trade-show of sorts for children's services providers to display info, connect with families and other services in their communities.</p> <p>Target for 2010 is one event in the Kenora District to be held in Dryden, can be expanded based on community drive.</p> | |

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| Best Start Communication Subcommittee | Best Start Websites | <ol style="list-style-type: none"> 1. Families and caregivers of children 2. Service providers of Children 3. Education 4. Network Members | Lead (K.N.): Sarah Stevenson | February 2010 | Website launched. | X |
| | | | | May 2010 | Member's Only Section established, for the Network to share working documents. | X |
| | | | | June 2010 | Radio ads linked to website. | X |
| | | | | Ongoing | Updated monthly based on Network direction. | |
| Caring and Sharing Subcommittee | <ol style="list-style-type: none"> 1. Caring & Sharing Event 2. Best Start Newsletter | <ol style="list-style-type: none"> 1. Teachers 2. ECE's 3. Children's Service Providers 4. Program Administrators | Lead: Sarah Stevenson Team: Caring and Sharing Subcommittee | May 2010 | Send out Call to Presenters. Send invitation to Jim Grieves. Jim Grieves confirmed intent to attend. | X |
| | | | | June 2010 | Send out Save the Date notifications. | X |
| | | | | August 2010 | Send out Registration Packages. | |
| | | | | October 2, 2010 | Celebration, professional development and networking opportunity for teachers, ECE's and children's services providers. Invitation will be extended to Rainy River District Network and partners. | |
| | | | | Fall 2010 | Bi-annual Distribution Spring and Fall | |

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| 18 Month Well Baby Subcommittee | Develop a plan to support the forward movement of the 18 Month Well Baby Strategy, address Universal Screening in Best Start Hubs and collaborate on what Parenting Programs are offered by children services partners. | <ol style="list-style-type: none"> 1. Physicians 2. Parents 3. Frontline Children Services Providers | Lead: Donna Cutler Team: Specialized Services Subcommittee | January 2010 April 2010 May 2010 | <p>Initial meeting prioritized work of the subcommittee.</p> <p>Planned dinner with Dr. Jean Clinton for District Physicians. (Cancelled)</p> <p>Network Co-chairs and DSAB Children's Services Manager met with Dr. Clinton, to gain understanding of the provincial 18 Month Well Baby Initiative.</p> <p>Note: Work interrupted by the loss of the lead.</p> | |
| Specialized Services Subcommittee | Re-engage members Specialized Services Subcommittee | Previous Committee members those Children Services Partners not yet engaged. | Lead: To be Announced | June 2010 August 2010 | <p>The Network decided when developing the Network's Structure and Function to rename the 18 Month Well Baby Subcommittee the Specialized Services Subcommittee.</p> <p>Request endorsement from the Network to move the responsibility o the Transition to School Document for children with Special Needs to the Specialized Services Subcommittee.</p> | X |

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| Specialized Services Subcommittee Continued | Develop a subcommittee work plan. | Physicians Parents Frontline Children Services Providers | | <p>September 2010</p> <p>November 2010</p> <p>To be Determined.</p> | <p>Sarah to email Network members to inquire if anyone is interested in being the Lead. Review and update list of previous participants of the 18 Month well Baby Subcommittee. Request participation from partners not yet engaged.</p> <p>Meet to evaluate the initial feedback from the “Transition to School Document for Children with Special Needs”, make amendments as needed.</p> <p>Develop referral pathways to share with physicians. As a resource following the 18 Month Well Baby Visit.</p> <p>Distribute pathways.</p> <p>Coordinate Universal Screening</p> <p>Coordinate Parenting Program</p> | |

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| Best Start Hub Operators | Evolution of the Hub, as per MCYS Service Description | <ol style="list-style-type: none"> 1. Parents 2. Children's Services Stakeholders | Lead: Leanne Mineault and Sarah Stevenson Team: Best Start Hub Operators and Coordinators | May 2010 and Ongoing | Best Start Hub Operators meetings to be held on a quarterly basis. | X |
| | | | | June 2010 | Planning session with Best Start Hub operators and Coordinators, to move Best Start Hub Service forward. | X |
| | | | | September 2010 | Cessation of Toy Lending Service. Cessation of Informal Child Care Service. | X |
| | | | | Fall 2010 | <p>Review and amend Best Start Hub Brochure.</p> <p>Complete individual Best Start Hub Work Plans for 2011 which include focus on Hub service coordination and outreach to schools, child care programs.</p> <p>Determine evaluation method to be implemented for Best Start Hubs reflecting on previous methods used.</p> <p>Continue with protocol development.</p> <p>Survey training needs of the Best Start Staff.</p> | |

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| Child Care Advisory Subcommittee | 1. Promote Early Learning and Care Programs | 1. Parents 2. Children's Services Providers | Leads: Wanda Gordon, Lynn Carlson, Kelly Williams Team: Child Care Supervisors | August 2010 Fall 2010 | Develop advertising campaign Review and amend Choosing Quality Early Learning and Care and Benefits of Best Start Early Learning and Care as needed. | |
| Child Care Advisory Subcommittee Continued | 2. Quality Assurance | | Lead: Sarah Stevenson Team: Wanda Gordon and Child Care Supervisors | October 2010 November 2010 Fall 2010 | Outreach and share program information with schools to be forwarded to families. Review and implement an Inclusion Policy. Complete Quality Assurance Package and return to the Kenora District Services Board. Research supports needed to implement For Goodness Sake, for programs to use as a tool to support children's behaviours in the program. | |

Other Relevant Network Activities Slated for 2011

Promotion of 18 month well baby visit, development of local/area pathways and prescription pads to promote a variety of services

Develop Video and/or Slide Shows for Websites in 2011

A Day at an Early Learning and Care Program Campaign

2nd Best Start Radio Ad Campaign in 2011

Best Start Newspaper Flyer/insert or Best Start Report Card 2011 Evaluation of the effectiveness of the network.

Revised July 14, 2010

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