

RICHMOND CHILDREN FIRST ANNUAL REPORT APRIL 2005 - MARCH 2006

INITIATIVE MANAGER

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INITIATIVE INFRASTRUCTURE

Contracts:

- MCFD and Richmond Family Place
- MCFD and Helen Davidson

(MCFD has a separate contract with Helen Davidson so as to avoid any conflict of interest as Helen Davidson is the former Executive Director of Richmond Family Place)

Staff: Implementation Manager (Community Coordinator): Helen Davidson (Job description attached)

Richmond Children First has recently received 3-year funding from Success by 6 to recruit three (3) volunteer Parent Connectors. These parents will be paid a monthly honorarium to assist with community awareness, presentations and reaching out to isolated families. This program will be implemented in September 2006.

Initiative Structure: Richmond Children First operates with an inter-sectoral Steering Committee and four Action Teams. We are just beginning to explore changes to our structure as we would like to weave the initiative into existing structures. We are looking at a similar model as Surrey but with a focus on children up to 12 years old. (Current terms of reference and membership attached.)

ACTIVITIES AND PROJECTS

RICHMOND EARLY YEARS PLAN

The Steering Committee of Richmond Children First has approved a 3-phase Richmond Early Years Plan that incorporates Learning (2003-05), Engagement (2005-07) and Integration (2006-08). (Attached)

AWARENESS

Family Calendar 2006

Distributed 12,000 copies of the 2006 Family Calendar to families throughout Richmond at a cost of \$1.45/calendar. The calendar has also been widely distributed throughout the province and Richmond Children First is preparing a how-to guide to publishing a family calendar to share with Children First colleagues. The Family Calendar also found its way to the director of Education for Early Childhood Development in the Kilinechchi region of Sri Lanka where they are rebuilding after the tsunami. He had the calendar translated and distributed to 192 preschools in the district.

National Family Week Grants

During National Family Week, October 2005, Richmond Children First provided community grants for two events. Come Fly a Kite, was a Community Kite Flying Festival sponsored by Hamilton Community Centre, inviting families to join together to make and fly kites. Nurturing the Body and Spirit in Families, a partnership between Richmond Family Place and the Richmond Food Bank, provided families visiting the food bank with additional food and recipes to make a nutritious casserole, soup and salad. Families also received information on community programs and services. Richmond Children First plans to award grants annually during National Family Week.

PROJECT FUNDING

Funding was secured for the following projects through Success by 6 and Richmond Children First:

Make the Connection Facilitator Training and Program Delivery (Richmond Family Place)

Project provided training for 24 facilitators and 3 pilot projects of this attachment parenting program.

Feed the Body/Feed the Mind (Richmond Food Bank)

Project emphasizes the importance of literacy and nutrition for young children by providing a healthy food snack and books to all children ages 2 to 12 who visit the Food Bank.

Immigrant Mother Preschool Program (Family Services of Greater Vancouver)

Project offers a culturally sensitive, school readiness program for immigrant children and, consecutively, a group for their mothers or caregivers targeted for isolated newcomer families.

RESEARCH

Neighbourhood Profiles

The Community Mapping Action Team has compiled neighbourhood profiles that examine neighbourhood demographics, socio-economic data, EDI results and community assets.

Richmond Children's Report

A report on Richmond's children, intended for community use, is waiting for committee approval and will be released in the early fall.

CAPACITY BUILDING

Mapping Station

A Community Mapping Station has been set up at the Garrett Wellness Centre allowing easy access for viewing and printing maps prepared by the Human Early Learning Partnership (HELP). This project is funded by HELP and hosted by Vancouver Coastal Health in partnership with Richmond Children First.

Promoting Positive Development

In November, Richmond Children First sponsored a forum with Dr. Kim Schonert-Reichl of UBC to look at the development and needs of children as they transition into elementary school. The forum was attended by 50+ community professionals.

Children in Richmond: The Early Development Instrument

Dr Clyde Hertzman presented updated data on children in Richmond at a February forum attended by 70+ community professionals.

Barriers to Access Meeting

In January, 18 members of Richmond Children First Action Teams attended a meeting to prioritize barriers to access facing Richmond families and to identify community-wide projects that would help alleviate barriers to access for all families.

PROFESSIONAL DEVELOPMENT

Professional development workshops are being offered based on interest expressed through a front line staff survey conducted last year. So far, two workshops have been held. In September, 10 professionals attended a Plain Language Workshop, which taught how to prepare brochures, newsletters, reports and other written materials at a reading level (grade 3-4) that would be comprehended by most parents. In January, Richmond Children first hosted Diversity: Enriching Early Childhood Experiences, a two-day workshop funded by MCFD and delivered by Westcoast Child Care. The workshop was attended by 40 ECD and child care service providers and 10 subsidies, funded by Richmond Children First, were provided for relief staff. This hugely successful workshop was also one of the first opportunities to bring ECD and child care staff together and participants requested an e-list of participants after the workshop so they could stay in touch.

PARTNERSHIPS AND COLLABORATIONS

Richmond Middle Childhood Project

In the spring of 2005, Richmond Children First was asked by the United Way of the Lower Mainland to host a one-year demonstration project to look at the needs of school aged children, ages 6-12 years, in Richmond, including the level of community planning and partnering. Richmond Children First was chosen by the United Way because of the success of the Children First project in Richmond. This project has built new partnerships, strengthened the community and provided a natural transition of supporting children from the early years into the middle years. This project has wrapped up and a report has been prepared that includes community priorities, some of these priorities may be funded by the United Way.

Community Partnerships

Richmond Children First continues to work closely with health, the city, the library and local agencies. Our partnership with the City of Richmond's Parks, Recreation and Culture Department is particularly strong as they actively promote their vision of Richmond as the most liveable community in Canada. We are beginning to explore the development of a Children's Charter and we continue to look at the asset development building model as a foundation for the work we do.

JOB DESCRIPTION: IMPLEMENTATION MANAGER

Under the direction of the Steering Committee, the Implementation Manager will:

FACILITATE THE PLANNING, IMPLEMENTATION AND EVALUATION OF THE PROJECT

- Work with the Steering Committee to develop the implementation plan and budget
- Develop and conduct evaluation plan
- Ensure that the project meets timelines and deliverables
- Provide information on evidence-based research and best practices

BUILD INDIVIDUAL CAPACITY AND COMMUNITY COMMITMENT TO SUPPORT EARLY CHILD DEVELOPMENT

- Facilitate full community involvement
- Develop and incorporate a marketing strategy
- Develop a community awareness plan and tools
- Oversee the organization of community events
- Work with community agencies, providing component services to ensure that service delivery is seamless, integrated and user-friendly
- Develop opportunities for community members to participate in the project, including opportunities for volunteering, partnering or donating in kind or by funding

MANAGE THE MAKE CHILDREN FIRST PROJECT

- Provide staff support to the Steering Committee and other advisory structures
- Develop and maintain contracts for the component pieces of the project
- Attend provincial meetings and teleconferences as the project liaison
- Act as the primary spokesperson for the project
- Be accountable to the Steering Committee for the ongoing management of the project and provide reports as required

TIME FRAME

- Annual contract, April - March

CONSULTANT REQUIREMENTS

PROFESSIONAL SKILLS

- Solid background in prevention and early support programs
- Expertise in community development
- Teamwork and leadership skills
- Well-developed administrative and organizational skills
- Public relations experience
- Expertise in contracting processes
- Strong knowledge of the Richmond community

PERSONAL PROFILE

- Engaging personality
- Able to foster positive relationships
- Able to effectively deal with conflict
- Passionate about early childhood development

TERMS OF REFERENCE: STEERING COMMITTEE

The Richmond Children First Steering Committee is an inter-sectoral committee responsible for overseeing Richmond Children First. The committee is comprised of key stakeholders in the early childhood community and is committed to enhancing and developing an integrated system of effective services and supports for young children and their families.

The purpose of the committee is to:

- Improve access to early childhood services
- Improve the effectiveness of these services through the development of collaborative partnerships among service providers
- Promote positive relationships, partnerships and supports within the community and local government
- Promote an integrated and comprehensive system of Early Childhood Development

VISION

Promoting early childhood development by connecting people, research, ideas and resources.

GUIDING PRINCIPLES & PRACTICES

The committee will utilize the following principles as a basis for discussions, activities and relationship building:

- Mutual accountability and joint ownership
- Collaborative process
- Respecting different ways of doing things
- Evidence-based practice/research
- Strength-based approach

The committee will support its work by:

- Learning about and integrating the key community characteristics, cultural awareness and partnerships needed to support young children and their families;
- Learning about processes, resources and supports to build sustainable community partnerships and coalitions;
- Learning and respecting approaches that facilitate integration and community ownership of service delivery models;
- Learning about and using processes that engage all families in accessing information, supports and services; and
- Learning about emerging practices that bring strengths and needs together to improve the well-being of young children.

RESPONSIBILITIES

- Provide ongoing direction and assistance to the Implementation Manager to plan, develop and evaluate the Make Children First Initiative
- Form, chair and sit on action teams as appropriate
- Support and assist the community mapping process including the Early Development Instrument
- Support the development and the use of a universal screening tool
- Facilitate collaborative, innovative problem solving and consensus decision-making approaches
- Develop budget and allocate resources in conjunction with the Implementation Manager
- Represent/report back to constituency groups
- Keep the initiative true to the community vision

MEETINGS

Meetings will be held on a monthly basis.

RICHMOND CHILDREN FIRST

REPRESENTATION

The committee will be comprised of sectoral representatives from the early childhood community including but not limited to MCFD, health, education, literacy, childcare, municipal government, recreation, special needs sector and social services. The Committee will review membership every 6 months to ensure active, broad community-based participation. The Committee will consist of a minimum of 8 members and a maximum of 12.

MEMBERSHIP	
Vancouver Coastal Health	Diane Bissenden, Program Manager, Community and Family Health
City of Richmond	Vern Jacques, Manager, Community Recreation Services
Social Services	Michael McCoy, Richmond Community Services Advisory Council
Child Care	Lesley Richardson, Chairperson, Child Care Development Board
Special Needs	Carrie McLellan, Richmond Early Intervention Network
Literacy	Helen Moore, Youth Librarian, Richmond Public Library
Education	Kathy Champion, Director of Instruction, Learning Services, SD38
MCFD	Dave Phillips, CSM, Richmond Sharon White, A/Manager, Supported Child Care/ECD Planning
Host Agency	Kim Winchell, Executive Director, Richmond Family Place

RICHMOND CHILDREN FIRST

ACTION TEAMS: MANDATES AND MEMBERSHIP

GROWTH AND DEVELOPMENT ACTION TEAM	
MANDATE	
<ul style="list-style-type: none"> • Coordinate Family Calendar • Develop tools to identify young children's needs as early as possible • Create awareness about the importance of early screening 	
MEMBERSHIP	
Joyce Branscombe (Chair)	Child Care Licensing Officer, CCFL
Antonia Rozario	Community Health Nurse, Richmond Health Services
Anne McCormick	Coordinator, Infant Development Program
Allison Mitchell	Psychologist, Richmond School District
Marg Dixon	Community Link, Richmond School District
Debra Flewelling	Supported Child Development
Stacey Blondheim	Parent Connections Coordinator, Richmond Family Place
Megan Tardif	Community Living BC

FAMILY ACTION TEAM	
MANDATE	
<ul style="list-style-type: none"> • Make it easier for families to obtain the services they need • Develop strategies to link with hard to reach families • Plan events and professional development 	
MEMBERSHIP	
Lesley Richardson (Chair)	Richmond Child Care Resource & Referral Services
Lisa deLusignan	CAP-C Coordinator, Touchstone Family Association
Shabniz Kurji	Family Support Worker, Richmond
Kay Wong	Nutritionist, Richmond Health Services
Kathy Hydamaka	Community Health Nurse, Richmond Health Services
Margret Hanke	Consultant, Supported Child Development
Louise Walker	Coordinator, Counselling Services, Richmond School District

COMMUNITY MAPPING ACTION TEAM	
MANDATE Compile and interpret maps of: <ul style="list-style-type: none"> • Demographics and Socio-economics • Neighbourhood Analysis • Community Assets • Early Development Instrument 	
MEMBERSHIP	
Dave Phillips (Chair)	Community Services Manager, MCFD
Sean Davies	Diversity Coordinator, City of Richmond
Dr. James Lu	Medical Health Officer, VCHA
Margot Smith	Child Care Coordinator, West Richmond Community Association
Rob Inrig	Curriculum Coordinator, Richmond School District
Allan Hill	Cultural Diversity Coordinator, City of Richmond
Belinda Boyd	Leader, Community Engagement, VCHA

INFORMATION ACTION TEAM	
MANDATE <ul style="list-style-type: none"> • Implement a social marketing campaign aimed at raising awareness about the importance of the early years and awareness of available community supports 	
MEMBERSHIP	
Dave Phillips (Chair)	Community Services Manager, MCFD
Kate Sparrow	Director, Parks, Recreation & Culture, City of Richmond
Joyce Branscombe	Licensing Officer, Child Care Facilities Licensing
Sue Groff	Coordinator, City Centre Community Centre

RICHMOND EARLY YEARS PLAN

LEARNINGS An integrated and comprehensive community system for ECD can only be determined based on understanding the Richmond community, researching ECD and early brain development, learning how to build community capacity and listening to families and professionals.	2003-05
<ul style="list-style-type: none"> • EDI Mapping 	✓
<ul style="list-style-type: none"> • Socio-Economic Mapping 	✓
<ul style="list-style-type: none"> • Community Service Inventory 	✓
<ul style="list-style-type: none"> • Mapping: Community Services 	✓
<ul style="list-style-type: none"> • Family Surveys 	✓
<ul style="list-style-type: none"> • Community Service Inventory 	✓
<ul style="list-style-type: none"> • Front Line Staff Survey 	✓
<ul style="list-style-type: none"> • Workshops, conferences and forums on ECD and community development 	✓
<ul style="list-style-type: none"> • Richmond's Children Report 	June 2006

ENGAGEMENT A number of objectives, including increasing capacity, increasing effectiveness and engaging 'hard to reach families' can only come about once the community is engaged in understanding the importance of the early years and the impact they can have. Engagement must involve families, professionals and the broader community.	2005-07
FAMILIES AND CHILDREN <ul style="list-style-type: none"> • Family Calendar • Family Conference • Website • Outreach Strategy • Community Events 	✓ Oct 2006 Fall 2006 Fall 2006 Ongoing
PROFESSIONALS <ul style="list-style-type: none"> • Education Opportunities • Newsletter • Website • Funding: Pilot Projects • Strategy: Barriers to Access 	Ongoing Ongoing Fall 2006 Ongoing Fall 2006
COMMUNITY <ul style="list-style-type: none"> • Awareness Campaign • Community Roundtables • Parent Connectors • ECD Forums • Celebrations 	Fall 2006 2006-07 Fall 2006 Ongoing Ongoing

INTEGRATION As awareness of ECD builds in the community, implementation of a comprehensive service delivery system for children and their families can begin.	2006-08
<ul style="list-style-type: none"> • Community ECD Funders Table 	
<ul style="list-style-type: none"> • Hub Model(s) Research/Strategy 	
<ul style="list-style-type: none"> • Children's Charter 	
<ul style="list-style-type: none"> • Memorandum of Understanding: Community Partners 	