



PARENT CHILD COALITIONS

Program and Funding Guide

PARENT CHILD COALITIONS

Program and Funding Guide

May 2011

Healthy Child Manitoba is the Government of Manitoba's long-term, cross-departmental strategy for putting children and families first. Led by the Healthy Child Committee of Cabinet, Healthy Child Manitoba bridges departments and governments and, together with the community, works to strengthen the well-being and ensure the best possible outcomes for all children in Manitoba by providing a continuum of supports that extend through adolescence to help families and communities raise children who are healthy, safe and secure, successful at learning, and socially engaged and responsible.

Healthy Child Manitoba Office
3rd Floor – 332 Bannatyne Avenue
Winnipeg, Manitoba R3A 0E2
Phone: (204) 945-2266 Fax: (204) 948-2585
Toll Free: 1-888-848-0140 Email: healthychild@gov.mb.ca
www.gov.mb.ca/healthychild

This is a project of Healthy Child Manitoba.

CONTENTS

Page

- ABOUT HEALTHY CHILD MANITOBA 1
 - Introduction 1
 - Background 1
 - Child-Centred Public Policy 2
 - Vision..... 2
 - Mission 2
 - Goals 2
 - What Works 3

- HEALTHY CHILD MANITOBA PROGRAMS..... 3
 - Healthy Baby: Manitoba Prenatal Benefit 3
 - Healthy Baby: Community Support Programs 3
 - Families First 4
 - Triple P: Positive Parenting Program 4
 - Parent Child Coalitions..... 5
 - Fetal Alcohol Spectrum Disorder (FASD) Prevention and Support Services..... 5
 - Middle Childhood Adolescent Development..... 5

- HEALTHY CHILD MANITOBA POLICY DEVELOPMENT, RESEARCH AND EVALUATION 6
 - Early Development Instrument..... 6

- PARENT CHILD COALITIONS 9
 - Parent Child Coalition Contact List 10
 - Coalition Membership 14
 - Coalition Goals 14
 - Guiding Principles 15
 - Parent Child Programming..... 15
 - Research and Evaluation..... 16
 - Networking and Professional Development..... 17

- ADMINISTRATION AND FINANCE..... 19
 - Funding 19
 - Schedule of Payments..... 19
 - Eligible Expenses and Non-Eligible Expenses..... 20
 - Program and Funding Considerations 20
 - Promotion of Parent Child Coalition Programs 21
 - Role of the Banker 21
 - Coalition Staff..... 22
 - Ownership of Materials 22
 - Indemnification of Manitoba Parent Child Coalitions 22
 - For More Information 24



ABOUT HEALTHY CHILD MANITOBA

ABOUT HEALTHY CHILD MANITOBA

Introduction

We know that children who grow up in safe, nurturing environments have better success throughout their lives. Parents have the most important impact on their child's healthy development. There is strong evidence that healthy brain development relies on positive stimulation and nurturing, proper nutrition and good health in the earliest years of life. We recognize that addressing early childhood care and learning works best when parents, communities and governments work together in partnership.

In Manitoba, this understanding has led to a child-centred policy framework built on two foundations: economic justice through financial supports; and social justice through community-based family supports.

Background

In March 2000, the Manitoba Government established Healthy Child Manitoba and the Premier created the Healthy Child Committee of Cabinet. The Healthy Child Committee of Cabinet develops and leads child-centred public policy across government and ensures interdepartmental cooperation and coordination with respect to programs and services for Manitoba's children and families. The existence of the Healthy Child Committee of Cabinet signals healthy child and adolescent development as a top-level policy priority of government.

The Ministers on the Healthy Child Committee of Cabinet represent nine areas of government: Healthy Living, Youth and Seniors; Health; Aboriginal and Northern Affairs; Justice; Culture, Heritage and Tourism; Education; Labour and Immigration / Status of Women; Family Services and Consumer Affairs; and Housing and Community Development.

The Deputy Ministers of the nine government partners comprise the Healthy Child Deputy Ministers' Committee. As directed by the Healthy Child Committee of Cabinet, the Healthy Child Deputy Ministers' Committee shares responsibility for implementing Manitoba's child-centred public policy within and across departments.

Healthy Child Manitoba serves as staff and secretariat to the Healthy Child Committee of Cabinet and Healthy Child Deputy Ministers' Committee. Healthy Child Manitoba's primary responsibilities include research, program and policy development, evaluation, and community development. Healthy Child Manitoba also facilitates and liaises with the Provincial Healthy Child Advisory Committee, comprised of cross sectoral community and government representatives, that provides advice to the Chair of the Healthy Child Committee of Cabinet regarding the Healthy Child Manitoba strategy.

The Healthy Child Manitoba Act was proclaimed in legislation on December 6, 2007. The legislation was implemented to:

- Continue the Healthy Child Committee of Cabinet, ensuring the ongoing leadership of all ministers whose portfolios or departments directly affect the lives of children;
- Formalize the roles and responsibilities of the Healthy Child Committee of Cabinet, the Healthy Child Deputy Ministers' Committee and the Healthy Child Manitoba Office;
- Recognize and formalize the role of Parent Child Coalitions that promote positive parenting, literacy and learning, nutrition and physical health, and community capacity;
- Establish a Provincial Healthy Child Advisory Committee; and
- Ensure the government reports to the public every five years on the health and well-being of Manitoba's children.

Child-Centred Public Policy

Child-centred public policy places the best interests of children and youth first. Through a combination of financial and community-based family supports, Healthy Child Manitoba works to help families and communities raise healthy children and youth. Our continuum of supports extends through adolescence, with a priority focus on the most critical stages of early childhood development, conception through infancy and the preschool years. Research has shown that the growth and development of the brain during this period is rapid, extensive and has profound effects for children's intellectual, physical and social-emotional health. Brain development also depends upon the nurture and nutrition that children receive. The impact of the early years lasts for life.

Vision

The best possible outcomes for Manitoba's children.

Mission

Healthy Child Manitoba works across departments and sectors to facilitate community development for the well-being of Manitoba's children, families and communities.

Goals

The Healthy Child Manitoba strategy is a prevention and early intervention strategy to achieve the best possible outcomes for Manitoba's children. To their fullest potential, Manitoba's children will be:

- Physically and emotionally healthy;
- Safe and secure;
- Successful at learning; and
- Socially engaged and responsible.

What Works

New research indicates that we can best achieve our goals through:

- Multi-year, early intervention for families: prenatal to 6 years, including home visiting and nutrition programs;
- High quality child care and preschool experiences; and
- A holistic, accessible, integrated system, involving partnerships with parents, children and youth, and communities.

HEALTHY CHILD MANITOBA PROGRAMS

Based on research and best practice evidence, Manitoba has invested in the following programs and strategies through Healthy Child Manitoba:

Healthy Baby: Manitoba Prenatal Benefit

- The MPB is intended to help women meet their extra nutritional needs during pregnancy and to act as a mechanism to connect women to health and community resources in their area.
- Benefits can begin in the month a woman is 14 weeks pregnant and continue to the month of her estimated date of delivery.
- A woman qualifies for benefits if her net family income is less than \$32,000.00. Benefits are provided on a sliding scale based on net family income. The maximum number of benefits is 7 and the maximum benefit amount is \$81.41.
- Through a consent provided on the benefit application form, Healthy Child Manitoba Office connects women to Healthy Baby community programs and/or public or community health providers in their areas, providing women with access to prenatal care and support earlier in their pregnancies.

Healthy Baby: Community Support Programs

- Delivered through community-based partners, programs are designed to assist pregnant women and new parents in connecting with other parents, families and health professionals to ensure healthy outcomes for their babies.
- Offers family support and informal learning opportunities via group sessions and outreach.
- Provides practical information and resources on maternal/child health issues, prenatal/postnatal and infant nutrition, breastfeeding, healthy lifestyle choices, parenting ideas, infant development and strategies to support the healthy physical, cognitive and emotional development of children.

- Encourages early and regular prenatal care, brings nutrition to life through cooking activities and snacks, builds parents' confidence and awareness of health and parenting choices, and fosters awareness of babies' nurturing needs.
- For more information about Healthy Baby: Manitoba Prenatal Benefit and Community Support Programs, visit: <http://www.gov.mb.ca/healthychild/healthybaby/intro.html>

Families First

- Community-based, intensive home visitation program offering information and support to families prenatally and with children from birth to Kindergarten.
- Delivered across Manitoba through the public health program of Regional Health Authorities, Families First links and integrates with related services in communities.
- A universal screen following every live birth in Manitoba identifies families who may benefit from additional support. The subsequent Parent Survey process guides public health staff in determining the level of support most complementary to each family's situation, including home visiting.
- Long term support is provided by paraprofessional home visitors who establish trusting, nurturing relationships with families, promote problem-solving skills and assist in strengthening the families' support system.
- For more information about the Families First program, visit: <http://www.gov.mb.ca/healthychild/familiesfirst/index.html>

Triple P: Positive Parenting Program

- A world renowned evidenced-based parenting and family support strategy, Triple P is based on building strong, nurturing relationships, good communication and positive attention to help children develop.
- Triple P aims to prevent severe behavioural, emotional and developmental problems in children by enhancing the knowledge, skills and confidence of parents.
- Designed as a training initiative to broaden the skills of the current service delivery system, training is offered to practitioners in all sectors including health, social services, education, early learning and child care, etc.
- For more information about the Triple P: Positive Parenting Program, visit: http://www.gov.mb.ca/triplep/contact_us/index.html

Parent Child Coalitions

- Parent child coalitions bring together community strengths and resources within a geographic boundary or community, through partnerships with a variety of child, family and community programs and sectors. This approach promotes and supports community-based programs and activities for children and families, with a priority focus on the early years.
- For more information about Parent Child Coalitions, see the *Parent Child Coalitions* section of this manual, or visit: <http://www.gov.mb.ca/healthychild/parentchild/index.html>

Fetal Alcohol Spectrum Disorder (FASD) Prevention and Support Services

- A Provincial FASD Strategy was announced in 2007. Healthy Child Manitoba provides the leadership for the overall Strategy.
- Healthy Child Manitoba provides grants to a number of agencies to support programs and initiatives related to the strategy goals of prevention, intervention and support.
- A cornerstone of the strategy is the Insight Mentoring Program (formerly Stop FASD).
- The Insight Mentoring Program is a 3-year preventative initiative delivered by community agencies and / or RHAs where mentors work intensively with women who have used alcohol and/or drugs heavily during pregnancy and have had little or no success in other community programs and services.
- For more information about FASD Prevention and Support Services, visit: <http://www.gov.mb.ca/healthychild/fasd/index.html>

Middle Childhood Adolescent Development

- The MCAD portfolio aims to raise the profile of the evidence and programs that support children aged 6-18 years.
- Research states that investments in MCAD maintain the investments and positive gains that are achieved in early childhood programs and services.
- The Middle Childhood portfolio focuses on children 6 – 12 years. Healthy Child Manitoba provides grants to a number of agencies to support programs and initiatives directed at children in this age range:
 - **Roots of Empathy (ROE)** – Classroom based, certified instructors provide ROE to students in the classroom, 3 times a month for a school year. There is a monthly family visit with a neighborhood baby (2-4 months old) and the parent(s). Implemented province wide in Manitoba in the 2002/03 school year, ROE provides students from

kindergarten to Grade 8 with a classroom based program that focuses on building the capacity of the next generation of caring and compassionate citizenship and parenting. The goals of the program are increased pro-social behaviour, decreased aggression and improved school climate.

- For more information about Roots of Empathy, visit:
<http://www.gov.mb.ca/healthychild/roe/index.html>
- The Adolescent Development portfolio focuses on youth 13 – 18 years. Healthy Child Manitoba provides grants to a number of agencies to support programs and initiatives directed at youth in this age range:
 - **Teen Clinics** – Healthy Child Manitoba funds six teen-centered primary health services: Elmwood Teen Clinic, managed by the WRHA - Access River East; St. John’s Teen Clinic, managed by Mount Carmel Clinic; Flin Flon, The Pas and Cranberry Portage Teen Clinics, managed by Nor-Man Regional Health Authority; and Selkirk Teen Clinic, managed by Interlake Regional Health Authority. Healthy Child Manitoba teen clinics operate on the core principles of choice, confidentiality, accessibility, harm reduction and cultural responsiveness and aim to ensure young people in Manitoba have access to health services that are accessible and appropriate to their needs.
 - For more information about Teen Clinics and other health and wellness promotion programs, visit: <http://www.gov.mb.ca/healthychild/had/programs.html#health>
- For more information about healthy adolescent development, visit:
<http://www.gov.mb.ca/healthychild/had/index.html>

HEALTHY CHILD MANITOBA POLICY DEVELOPMENT, RESEARCH AND EVALUATION

Healthy Child Manitoba’s Provincial Research and Evaluation Strategy focuses on measuring progress in child-centred public policy and assisting the Government of Manitoba in developing the most effective cross-sectoral mechanisms for achieving the best possible outcomes for Manitoba’s children, families, and communities. Key components of the strategy include new community data initiatives (i.e. Early Development Instrument), provincial program evaluations, population-based research, specialized evaluations, and community capacity-building and knowledge exchange.

Early Development Instrument

- The Early Development Instrument (EDI) is a questionnaire completed by teachers for all Kindergarten children in all 37 public school divisions. The EDI provides a population-based, community-level measure of how well communities are preparing Manitoba’s children for school.

- The EDI measures school readiness in five areas of early childhood development:
 - Physical Health and Well-Being
 - Social Competence
 - Emotional Maturity
 - Language and Thinking Skills
 - Communication Skills and General Knowledge
- EDI results are shared with school divisions, parent child coalitions, communities, parents, the child care community, and Healthy Child Committee of Cabinet Ministers and departments.
- The EDI helps us answer the following questions:
 - Are Manitoba children getting what they need in their first years of life?
 - How ready are Manitoba's children when they begin school?
- Manitobans understand the importance of early childhood development and its impact on children's readiness for school. A considerable amount of children's success in school from Kindergarten through Grade 12 is determined well before they begin their schooling at age 5. Children's learning readiness at school entry is a good predictor of their school performance in later years, and of high school completion rates.
- Establishing a strong foundation for children before they start school is important for their successful lifelong learning and health. Investing in early childhood development is the most effective and cost-effective way to improve the overall quality of Manitoba's future population, and it continues to be a top priority for Manitoba.
- Information on children's readiness for school is based on the EDI. From its piloted beginnings in Manitoba in 2002/03 to its current biennial province-wide mandate, the EDI is a standard population-level measurement (not an individualized assessment tool) that shows how ready children are to start school.
- In Kindergarten, teachers from all provincial school divisions complete the EDI regarding all of their students, at a group level, to:
 - Measure how well families and communities have prepared children through their first nine months and five years of life for school entry; and
 - Predict how children may fare in school, as they continue on to successful later grades.
- The province-wide EDI collections from 2005/06 and 2006/07 provide important baseline data on early childhood development in Manitoba, and show the population-level effects of Manitoba's investments in early childhood development. Manitoba's newest EDI data provides the additional sets of data necessary to establish trends over time.
- The following EDI data table shows that about two-thirds of Manitoba children are very ready for school in one or more areas of development, and nearly half are very ready in two or more areas. At the same time, nearly 29 per cent of Manitoba Kindergarten children are not ready for school in one or more areas of development, and nearly 15 per cent are not ready in two or more areas. EDI trend analyses for 2005/06, 2006/07 and 2008/09 show no significant decrease or increase over time for both Very Ready and Not Ready results.

Areas of Early Development	2005-06	2006-07	2008-09	3 Year Trend	Canada Baseline
Very Ready in one or more areas (%)	62.4	64.8	63.0	stable	66.5
Very Ready in two or more areas (%)	43.3	45.5	43.3	stable	47.4
Not Ready in one or more areas (%)	28.3	27.7	28.6	stable	26.5
Not Ready in two or more areas (%)	14.6	13.9	14.7	stable	13.8

Note: 'Very Ready' scores are in the top 30th percentile and 'Not Ready' scores are in the bottom 10th percentile based on the Canadian Baseline.

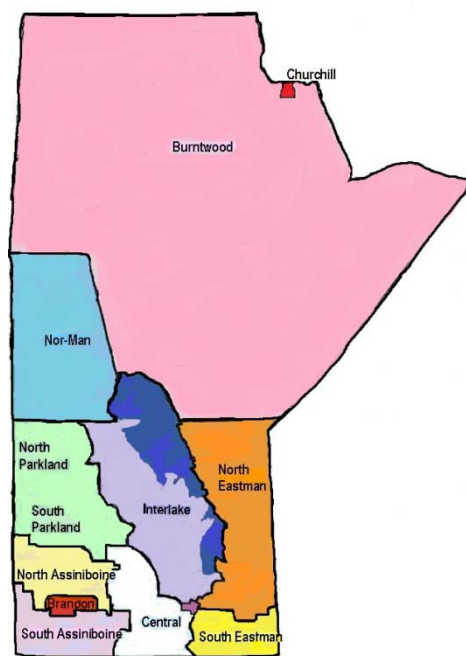
- Since the first province-wide collection in 2005/06, the EDI has grown in its capacity to influence provincial and community level action. Aided with EDI data, the Healthy Child Committee of Cabinet and its departments, school divisions, parent child coalitions, and the child care community have developed policies and programs that address the evidence-based needs of communities, as measured by the EDI (e.g. Healthy Child Manitoba's Triple P – Positive Parenting Program; Manitoba Education's Community Schools Program and At Risk School Funding; Manitoba Family Services and Consumer Affairs' *Family Choices* Early Learning and Child Care Plan).
- Early childhood development continues to be a top provincial priority and has been highlighted in every Manitoba Throne Speech and Budget Speech since April 2000.
- *"The EDI helps us measure what matters most to Manitoba: the well-being of our children. As a province and in our communities, it helps us look back, to evaluate the outcomes of our investments in early childhood development. It also helps us look ahead; to improve our future decisions in policy and program development, to make the Manitoba we want for all of our children."* (Dr. Rob Santos, Scientific Director and Senior Policy Advisor, Healthy Child Manitoba Office, Healthy Child Committee of Cabinet)
- For more information about the EDI, visit: <http://www.gov.mb.ca/healthychild/edi/index.html>



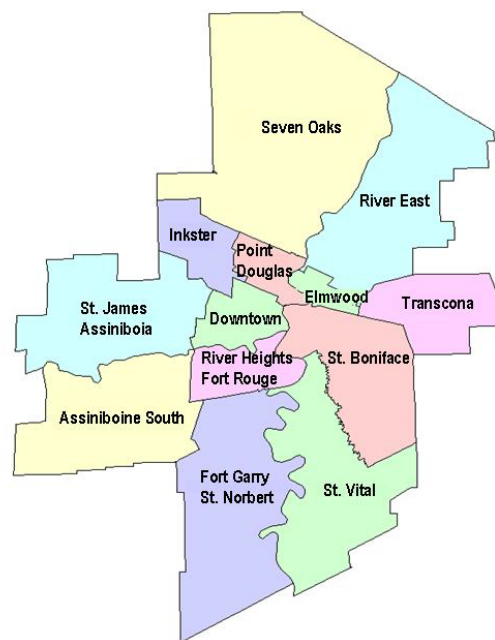
PARENT CHILD COALITIONS

PARENT CHILD COALITIONS

- Parent Child Coalitions bring together parents, early childhood educators, educators, health care professionals and other community organizations to plan and work collaboratively to support the healthy development of children aged 0-6 years. Research shows that experience-based brain development in the early years affects learning, behaviour and health throughout the life course (The Early Years Study, 1999).
- Parent Child Coalitions support existing community programs for families with young children and develop new initiatives that reflect each community’s diversity and strengths. Coalition partners encourage a broad range of services and programming for children aged 0-6 years and their families, based on the priorities of positive parenting, nutrition and physical health, literacy and learning and community capacity.
- Recognizing that parents are the first, most important and most lasting teachers in a child’s life, coalition activities create opportunities for parents and children to participate in quality programming together, and offer supports to families.
- Healthy Child Manitoba supports regional parent child coalitions within geographic boundaries, based on the Regional Health Authority Boundaries and Winnipeg Community Areas. In addition, there is one coalition to deliver services to Francophone communities throughout the province.
- There are 26 funded parent child coalitions province-wide: 25 regional coalitions (12 regions outside Winnipeg and 13 community areas within Winnipeg) and 1 cultural organization that serves the needs of Francophone communities. In addition, a number of family resource centres across the province receive parent child funding under this initiative.



Regional Coalitions



Winnipeg Coalitions

Parent Child Coalition Contact List

REGIONAL COALITIONS	
BRANDON	<p>Brandon Early Years Team Marie Wotton Elspeth Reid Family Resource Centre 255 - 9th Street Brandon MB R7A 6X1 Phone: 204.726.6280 Fax: 204.726.6775 E-Mail: Marie.Wotton@gov.mb.ca</p>
BURNTWOOD	<p>Burntwood Parent-Child Centred Coalition Iris Murray 160 Deerwood Drive Thompson MB R8N 1E1 Phone: 204.778.8420 Fax: 204.778.5920 Email: irmurry@mts.net</p>
CENTRAL	<p>Healthy Child Coalition - Central Region Tracy Krassman Box 486 Manitou MB R0C 2L0 Phone: 204.242.4598 Fax: 204.738.3005 Email: hcc-cr@mts.net WEB: Healthy Child Coalition - Central Region</p>
CHURCHILL	<p>Churchill Parent-Child Centred Coalition Echo Finlay Families 'R Us Centre Box 28 59 James Street Churchill MB R0B 0E0 Phone: 204.675.2273 Email: cpcccare@mts.net WEB: Churchill Parent Child Coalition</p>
INTERLAKE	<p>Interlake Early Childhood Development Committee Terry Connon Interlake Regional Health Authority 589-3rd Avenue South Stonewall MB R0C 2Z0 Phone: 204.467.4768 Fax: 204.467.4750 Email: TConnon@irha.mb.ca WEB: Interlake Early Childhood Development Committee</p>
NOR-MAN	<p>Nor-Man Regional Parent Child Coalition Deb Quickfall 102-143 Main Street Flin Flon MB R8A 1K2 Phone: 204.687.1748 Fax: 204.687.1708 Email: debquick@mts.net</p>

NORTH ASSINIBOINE	<p>Assiniboine North Parent Child Coalition Shauna McTavish Hamiota Health Unit 177 Birch Avenue Hamiota MB R0M 0T0 Phone: 204.764.4272 Fax: 204.764.2379 E-Mail: smctavish@arha.ca</p>
NORTH EASTMAN	<p>Bright Beginnings – North Eastman Parent-Child Centred Coalition Wendy Cooper Box 176, Anola MB R0E 0A0 Phone: 204.866.3258 Fax: 204.866.3541 Email: bbcoordinator@mts.net WEB: North Eastman Parent Child Centred Coalition</p>
PARKLAND SOUTH	<p>South Parkland Healthy Child Coalition Wendy DeLaMare 253 Brown Avenue East Dauphin MB R7N 3A9 Phone: 204.638.6256 Fax: 204.638.6558 E-mail : w.delamare@hotmail.com</p>
PARKLAND NORTH	<p>Better Beginnings Sharon Glasscock Box 995, Swan River MB R0C 1Z0 Phone: 204.734.4531 Fax: 204.734.2273 Email: sglasscock@mail.svsd35.mb.ca WEB: North Parkland Better Beginnings</p>
SOUTH ASSINIBOINE	<p>PROMISE Years Parent Child Program Amanda Hayward-Draper Viriden Health Unit Box 10, Viriden MB R0M 2C0 Phone: 204.851.6327 Email: ahaywarddraper@arha.ca</p>
SOUTH EASTMAN	<p>Healthy Child Coalition - South Eastman Lois Burr 365 Reimer Avenue Box 2560 Steinbach MB R5G 1P1 Phone: 204.346.7019 Fax: 204.346.1046 Email: lburr@sehealth.mb.ca</p>
WINNIPEG COALITIONS	
ASSINIBOINE SOUTH	<p>Assiniboine Early Years Team Sharon Barker Pembina Trails School Division 450 Laxdal Road Winnipeg MB R3R 0W4 Phone: 204.885.0738 Fax: 204.889.6665 Email: sbarker@pembinatrails.ca</p>

DOWNTOWN	<p>Communities 4 Families - Downtown Parent-Child Coalition Ingrid Peters Derry 870 Portage Ave Winnipeg MB R3G 0P1 Phone: 204.475.5755 Fax: 204.772.7998 Email: dpccoalition@shaw.ca WEB: Downtown Parent-Child Coalition</p>
FORT GARRY / ST. NORBERT	<p>Fort Garry/St. Norbert Healthy-Child Coalition Robyn Chase South Winnipeg Family Information Centre Lower Level, 800 Point Road Winnipeg MB R3T 3L8 Phone: 204.299.1600 Fax: 204.284.9315 E-Mail: coalition@swfic.org WEB: Fort Garry/St. Norbert Healthy Child Coalition</p>
INKSTER	<p>Inkster Parent-Child Coalition Lisa Janke Nor'West Co-op Community Health Centre 103-61 Tyndall Avenue Winnipeg MB R2X 2T4 Phone: 204.940.2106 Fax: 204.632.4666 Email: lisa_janke@yahoo.ca WEB: Inkster Parent Child Coalition</p>
POINT DOUGLAS	<p>FACT – Families and Communities Together Myfanwy Cawley Ralph Brown Community Centre 460 Andrews Street Winnipeg MB R2W 4Y1 Phone: 204.582.1518 E-mail: fact@mts.net WEB: Point Douglas Parent Child Coalition</p>
RIVER EAST	<p>River East Early Childhood Matters Parent Child Coalition Kim Campbell River East Transcona School Division c/o Educational Resource Centre (ERC) 95 Bournais Drive Winnipeg MB R2C 3Z2 Phone: 204.669.9412 ext. 2243 Fax: 204.669.9428 E-Mail: kcampbell@retsd.mb.ca</p>
ELMWOOD	<p>TIE (Together in Elmwood) Parent Child Coalition Cath McFarlane 975 Henderson Highway Winnipeg MB R2K 4L7 Phone: 204.938.5040 Fax: 204.938.5119 Email: cmcfarlane2@wrha.mb.ca</p>

RIVER HEIGHTS	<p>Families Forward: Fort Rouge/ River Heights Parent Child Coalition Sandy Allen 925 Jessie Avenue Winnipeg MB R3M 0Z9 Phone: 204.791.0956 Fax: 204.452.6201 E-Mail: s_allen@mts.net</p>
SEVEN OAKS	<p>Seven Oaks Early Years Coalition Anna Mangano 385 Cork Ave Winnipeg MB R2V 0N3 Phone: 204.338.9384 Email: anna.mangano@7oaks.org</p>
ST. BONIFACE	<p>St. Boniface Coalition Tannis Esquivel c/o Louis Riel School Division 900 St. Mary's Road Winnipeg MB R2M 3R3 Phone: 204.257.7827 Fax: 204.257.4805 E-Mail: tannis.esquivel@lrsd.net</p>
ST. JAMES ASSINIBOIA	<p>St. James-Assiniboia Parent Child Coalition Sandra Doell 1 Braintree Crescent Winnipeg MB R3J 1C7 Phone: 204.998.8400 Email: familyresource@sjsd.net</p>
ST. VITAL	<p>St. Vital Parent-Child Centre Coalition Amy Miller c/o Youville Centre Unit 6 – 845 Dakota Street Winnipeg MB R2M 5M3 Phone: 204.612.6884 Fax: 204.255.4903 E-Mail: stvitalpcc@maccpf.ca</p>
TRANSCONA	<p>Transcona Early Childhood Matters Parent-Child Coalition Kim Campbell c/o Educational Resource Centre (ERC) 95 Bournais Drive Winnipeg MB R2C 3Z2 Phone: 204.669.9412 ext. 2243 Fax: 204.669.9428 E-Mail: kcampbell@retsd.mb.ca</p>
FRANCOPHONE COALITION	
COALITION FRANCOPHONE DE LA PETITE ENFANCE	<p>Coalition francophone de la petite enfance Joanne Colliou 217A-209, rue Kenny Winnipeg MB R2H 2E5 Phone: 204.791-3286 Fax: 204.233-6899 E-Mail: jcolliou@atrium.ca WEB: Coalition francophone de la petite enfance du Manitoba</p>

Coalition Membership

Parent child coalitions bring together community partners for a variety of purposes, including:

- Sharing community level EDI results,
- Mapping available community resources,
- Gaining access to resources (space, personnel, materials),
- Integrating policies and services,
- Sharing funding,
- Reducing duplication of services, and
- Increasing the quality, accessibility and responsiveness of community services.

Parent child coalitions engage a variety of community partners, including representation from:

- Parents and community members,
- School Divisions,
- Regional Health Authorities,
- Child Care Community,
- Healthy Child Manitoba Partner Departments,
- Friendship Centres,
- Child and Family Services,
- Aboriginal peoples and organizations,
- Newcomer, refugee and immigrant peoples and organizations,
- Children's advocates,
- Business or civic leaders,
- Cultural and/or faith-based organizations,
- Police services, and
- Local political leaders and others.

Coalition Goals

- To support early child development through parent child activities that build upon and enrich existing programs or introduce new programs to address identified gaps in services or resources for families of children 0-6.
- To promote healthy outcomes for children and families through the priority activities of positive parenting, nutrition and physical health, learning and literacy, and community capacity building.
- To engage community partners in a shared vision to support healthy children, families and communities.
- To establish a working coalition of community stakeholders to share expertise, experience and resources and to identify and address community needs and priorities.
- To share local level Early Development Instrument (EDI) results with coalition partners to help communities make informed decisions about how to support the development of their children.

Guiding Principles

Parent child coalition programs strive to be:

- **Community-based** – Communities are partners with government in the governance and delivery of supports for children and families. Partnerships and collaboration for service delivery builds on existing community networks and foster new networks. The most effective approach for building self determination and healthy communities is developing services sensitive to the local capacities and needs of children and families.
- **Inclusive** – Programs and services invite and welcome the participation of all children and their families, sensitive to their traditions, culture, language and abilities.
- **Comprehensive** – A spectrum of services, across sectors, is available to support families and the healthy development of children.
- **Integrated** – Program and planning and service delivery are coordinated across sectors to provide the best possible integration of supports for the specific needs of each child and family. Local community agency networks are utilized for integrated service delivery.
- **Accessible** – Services and programs are available and accessible to families and their children across Manitoba.
- **Quality Assurance** – Services will be based on local, national and international best practices. Government will develop and maintain standards for service excellence. Programs will have clearly articulated and measurable outcomes with ongoing evaluation.
- **Publicly Accountable** – Governments and communities share responsibility for ensuring that programs achieve their outcomes and are delivered in a cost-effective manner.

Parent Child Programming

“Parents are their children’s first and most important teachers ... and their first and most important nurses, coaches, safety officers, nutritionists and moral guides. They are also their children’s first and most important advocates and care coordinators.” (Charles Bruner)

Parent Child Coalitions support programs and services for families with young children (0-6), with an emphasis on culturally-appropriate activities that involve children, parents and other caregivers. A variety of child-centred and/or parent-oriented activities are encouraged, recognizing that families have the primary and most significant impact on children’s development. Recent research in the area of early child development has heightened awareness about the critical importance of children’s earliest experiences.

Coalitions strive to provide and support quality early learning experiences for children and families within their communities. All programs supported by Coalitions should adhere as closely as possible to the relevant sections of the guidelines in *On the Road to Best Practice: Recommended Guidelines for Parent Child Programs* (<http://www.gov.mb.ca/healthychild/parentchild/guidelines.html>).

Parent child programming is intended to build healthy child development through the core activities of:

- **Positive Parenting** – Activities to support and enhance parents’ ability to nurture the healthy development of their young children, (i.e. parent education programs, parent support groups, information and referral services, parent child groups and activities, toy and resource libraries, drop in activities).
- **Nutrition and Physical Health** – Activities to promote healthy, active lifestyles through education and community supports (i.e. parent education programs, nutrition guidance, community kitchens, activities promoting physical activity and fitness, injury prevention).
- **Learning and Literacy** – Activities to support the learning success of children through opportunities to improve family literacy and participate in quality early childhood experiences which are developmentally appropriate and play-based (i.e. creative play and recreation programs, reading, writing and storytelling activities, parent child drop-in programs, lending libraries).
- **Community Capacity-Building** – Activities to build community capacity through leadership opportunities, volunteering and community service (i.e. education, networking, exchanging information on research and best practice, engaging community in planning programs and services).

Research and Evaluation

Parent child coalitions are encouraged to reflect upon local-level EDI results to help make informed decisions about their early years programming. EDI results are important because they:

- Report on populations of children in different communities;
- Assess the strengths and needs of children’s communities;
- Provide information about how well communities are preparing Manitoba’s children for school; and
- Enable communities to align programs and policies for children and parents, based on their identified strengths and needs.

Evaluating the effectiveness of programming and determining the needs of the community is an important component of the parent child approach. Parent child coalition evaluation may include:

- Reflection on EDI results;
- The distribution, collection, and analysis of process surveys, including measures of community context, parent child activities, and system integration; and

- Collection and analysis of program specific data including feedback from parents and caregivers on a regular basis, using tools such as FRP Canada’s eValuation (<http://www.frp.ca/>).

Networking and Professional Development

- **Council of Coalitions** – A group of representatives from coalitions across the Province who meet three times a year for training and professional development opportunities. This network is committed to providing an ongoing structure for the sharing of information and best practices among Parent Child Centred Coalitions, and serving as an informal advisory group to Healthy Child Manitoba with respect to issues involving the regional coalitions. Members of the Council of Coalitions also serve on the Provincial Healthy Child Advisory Committee, representing urban, rural, northern and Francophone coalitions. Coalitions share resources and information on the Council of Coalitions website: www.parentchild.com
- **The National Child Day Forum** – An annual event, hosted by Healthy Child Manitoba, for representatives of regional parent child coalitions and community partners from a variety of government and community sectors. The forum presents an opportunity to learn from renowned experts in the field of early child development and to acknowledge the work of community initiatives. The forum is held in November of each year, prior to National Child Day (November 20th).



ADMINISTRATION AND FINANCE

ADMINISTRATION AND FINANCE

Funding

To receive annual funding support, parent child coalitions will:

- Reflect the vision, mission, and guiding principles of Healthy Child Manitoba;
- Develop Terms of Reference for the coalition;
- Identify a non-profit, incorporated organization that is a member of the coalition, to serve as the banking organization for the coalition;
- Focus on the early years (0 to 6 years), with an emphasis on culturally-appropriate activities that involve young children, parents and other caregivers;
- Focus on the core pillars of positive parenting, nutrition and physical health, learning and literacy, and capacity building;
- Ensure that all coalition-funded programs and activities meet all applicable guidelines, as outlined by Healthy Child Manitoba in *On the Road to Best Practice: Recommended Guidelines for Parent Child Programs* (Parent Child Program Checklist should be provided to grant recipients and a signed copy retained by the coalition);
- Ensure that any funding to outside organizations is provided to non-profit, incorporated organizations and that adequate liability coverage is in place;
- Develop clear funding criteria and guidelines for funded organizations;
- Ensure that all financial decisions are discussed and approved by the Coalition membership; and
- Submit required reports outlining the previous years' activities and plans for the coming year, including:
 - Status and Activity Report
 - Annual Planned Budget
 - Planned Staffing Report
 - Semi-annual Financial Report
 - Semi-annual Program Progress Report
 - Year End Financial Report
 - Final Program Progress Report
 - Final Staffing Report

Schedule of Payments

It is the intent of Manitoba to adhere, as closely as possible, to the following schedule of payments on an annual basis:

- a quarterly advance as early in the new fiscal year as practical; and
- quarterly payments in July, October and January.

Eligible Expenses

- Coalition personnel
- Facilitator fees
- Child-minding costs
- Honoraria
- Rental of space
- Utilities
- Insurance
- Program equipment and materials
- Office equipment for coalition use
- Office expenses
- Travel expenses
- Training and professional development
- Food costs for program participants
- Audit and bank charges
- Communication costs
- Meeting costs
- Grant funding to organizations*

Non-Eligible Expenses***

- Capital purchases such as land or buildings
- Major renovations
- Major equipment (i.e. playground structures)
- Budget deficits
- Contribution to operating costs of government-funded programs (i.e. schools, licensed childcare)
- Duplication of existing community programs (i.e. home visiting)
- Private, individual lessons
- Food programs, such as school- and childcare-based breakfast, lunch and snack programs**

* One-time grant funding over \$5,000 must be approved in consultation with Healthy Child Manitoba.

** Grants are available through Breakfast for Learning, Northern Healthy Foods Initiative, The Winnipeg Foundation's Nourishing Potential Fund, Child Nutrition Council of Manitoba, and Healthy Together Now!.

*** Any questions or concerns about specific funding issues can be discussed with the coalition's HCMO Consultant.

Program and Funding Considerations

Funding decisions are made through a collaborative process with members of the Coalitions. Many Coalitions form a finance committee to review all financial applications and documentation, and make recommendations to the Coalition. The Coalition banker does not maintain control over the financial decision of the group. Some coalitions provide direct programming; others provide grant funding to community organizations to support their work with children and families. There are a number of things to consider when making program and financial decisions:

- **Early Child Development** – The primary focus of parent child coalition programming is the early years (0 – 6 years).
- **Parent Child Activities** – Coalition activities promote and strengthen the parent child relationship by providing opportunities for children and families to participate in quality learning experiences.
- **Community Responsiveness** – Programs and services should reflect the cultural and linguistic diversity of the community and be ethno-culturally appropriate for the families served. Appropriate supports and expertise should be available to allow all children to participate fully, regardless of physical, developmental, language, learning or behavioural abilities.

- **Sustainability** – If parent child coalitions provide grants to community organizations, the issue of sustainability for the on-going financial requirements of the program needs to be addressed.
- **Equity** – Coalitions should strive to work in community partnerships to promote and encourage access to quality early childhood programming in all areas within their geographic boundaries.
- **Accountability** – Grant recipients must be held accountable for the funds received from parent child coalitions, both in terms of how the money was spent and whether there are any monies remaining upon completion of their program.
- **Conflict of Interest** – Regardless of reason or intent, issues in the granting process may arise. The coalition should develop a conflict of interest policy to address these issues.

Promotion of Parent Child Coalition Programs

Printed materials and public presentations should include the organization’s program name. The official HCM logo must not be used on anything that is not produced by Government. Rather, materials should include the tag line, “Supported by Healthy Child Manitoba – Putting children and families first” (with the exception of provincial materials, which bear the HCM logo).

A primary contact person (usually the Coalition Coordinator) will be designated, and contact information will be posted on the HCM website as well as the Council of Coalition website, for the purpose of public inquiries.

HCMO recommends that coalitions maintain a separate phone number specific for the use of the coalition, which is accessible to the public.

Role of the Banker

Organizations responsible for financial management on behalf of a regional parent child coalition (bankers) must be an incorporated organization or agency, and must ensure proper financial management:

- Parent child coalitions should request that bankers provide any internal policies and procedures that may have implications for the transferring of funds.
- Parent child coalitions should appoint no fewer than two signing authorities at any time and inform the banker by letter of any changes.
- Parent child coalitions should provide to the banker copies of their annual reports, as submitted to Healthy Child Manitoba, as well as an updated copy of their Terms of Reference.
- The banker acts as the parent child coalition’s funding organization and usually the employing authority for coalition staff.
- The banker is an equal member of the parent child coalition, and is not solely responsible for the financial decisions approved by the coalition.

Coalition Staff

If a parent child coalition chooses to hire a coordinator to conduct the business of the coalition and/or offer parent child programming, the contract or employment agreement must be with a non-profit, incorporated member of the coalition. As the parent child coalition is not a legal entity, there cannot be a legal employment agreement between the coalition and the coordinator.

It is recommended that the coalition banker assume the role of employing authority on behalf of the coalition. The Banker should have the infrastructure to support the human resource needs of the position. *(Note: Indemnification does not extend to direct employer liabilities.)*

In most cases, a sub-committee of the parent child coalition will be responsible for developing the job description and providing ongoing direction and supervision to the coordinator.

Wherever possible, office space should be made available for the Coalition Coordinator, as in-kind support from a partner agency. Files and financial records must be maintained in a confidential manner (See: *On the Road to Best Practice: Record Keeping*). A computer must be available for coalition use, and a complete record of the history of the organization maintained, including terms of reference, minutes of meetings, membership lists, financial records, etc.

Ownership of Materials

Any equipment, materials and supplies purchased by the Coalition with HCM funds remain the property of Manitoba. The organization may, with written approval from HCM, transfer the property to other programs funded by HCM or other non-profit programs.

Indemnification of Manitoba Parent Child Coalitions

The Government of Manitoba, and in particular, Healthy Child Manitoba provides all unincorporated regional parent child coalitions that receive funding from the province with legal indemnification.

Indemnification is similar to insurance, which protects/secures Party A, if Party B claims to have suffered damage, loss, or injury, at the expense of Party A. The Government of Manitoba provides parent child coalitions and their members with protection against civil liability claims that may arise in the performance of their duties on behalf of the province.

Any parent child coalition or member(s) carrying out activities on behalf of the province is covered by legal indemnification, including paid staff and volunteers. The protection only applies when a parent child coalition or member(s) is carrying out their work as part of the parent child coalition. Claims arising from work outside the mandate of the coalitions and members carrying out tasks outside their job responsibilities would not be covered.

Legal indemnification does not apply to groups/organizations funded by the parent child coalition, as it is reasonable to assume that most organizations would have adequate liability insurance on their own. Parent child coalitions should ensure that funded organizations are non-profit, incorporated groups.

The security and protection is limited to civil liabilities only. Civil liabilities occur when one party seeks compensation for damage, loss, or injury from another party who is felt to have caused the outcome. Civil liabilities are settled by civil courts between the party seeking compensation and the party believed to have caused the damage, loss or injury.

Indemnification would not apply to charges under the Criminal Code of Canada, or the Highway Traffic Act. It also does not apply to direct employer liabilities:

- **Criminal Code of Canada** – Criminal offences prosecuted by the Government under the Criminal Code of Canada are not covered by indemnification (i.e. If a coalition or coalition member is accused of a criminal offence such as theft, fraud, assault, or abuse, the Government will not provide that coalition or member(s) with legal protection.).
- **Highway Traffic Act** – Coalitions and their members are not protected against any fines, penalties, accident costs or other costs arising from the use of their motor vehicle, even if this is for coalition/work related purposes. Each person is expected to operate their motor vehicle in a safe fashion, according to existing laws.
- **Direct Employer Liabilities** – Responsibilities arising from an employer – employee relationship such as wrongful dismissals or errors in pay deductions are not covered because coalitions are not expected to act as employers and therefore would not face these liabilities. These employer liabilities would be assumed by each coalition’s identified banking organization or employing authority which must be an incorporated body.

Any incident that may result in a claim must be reported to Healthy Child Manitoba Office using the incident reporting form. All incidents involving a coalition or a member(s) performing coalition related duties that results in damage, loss, or injury to property or persons must be reported as an incident (e.g., theft, fire, and vandalism).

Healthy Child Manitoba Office will report the necessary claims to the Insurance and Risk Management Branch of Manitoba Finance. The Government of Manitoba will investigate reported incidents. If a coalition or its members receives a formal claim stating that they are responsible for a loss, damage, or injury, the Department will investigate the claim, assign legal counsel to defend the matter (if required), and pay any legal costs and damages determined to be the responsibility of the coalition or its members.

A coalition or its members would need to be legally responsible for a loss, damage or injury to a third party before the indemnity would apply. The Government will not make voluntary payments, and will only pay for loss, damage, or injury suffered by a third party – a person or organization that is not a part of a coalition.

Coalitions and their members are expected to implement appropriate risk management practices and procedures. Coalitions should strive to adhere to the program and funding criteria and to ensure that coalition sponsored activities are meeting the recommended guidelines as provided by Healthy Child Manitoba wherever possible.

For more information, or if you have any questions, contact:

Healthy Child Manitoba Office

3RD Floor, 332 Bannatyne Avenue

Winnipeg MB R3A 0E2

Tel: (204) 945-2266 • Fax: (204) 948-2585

Toll Free: 1-888-848-0140

Or visit the Healthy Child Manitoba website: www.gov.mb.ca/hcm