

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 4. Best Start Hubs	Replaces: November 2004
Subject: 4.1. Best Start Hubs	
Policy No. F.4.1.	Page 1 of 1

POLICY

Authority: Day Nurseries Act R.R.O. 1990, Reg. 262

Best Start Hubs, previously identified as Resource Centres, promote children's optimal growth and readiness to learn in healthy safe supportive communities, so they may reach their fullest potential in accordance with the objectives of Best Start.

Service Providers shall respond to requests for data information on a timely basis in order to facilitate the Board's submission of required quarterly reports.

PROCEDURE

Manitoulin-Sudbury DSB, as an approved delivery agent, shall:

- Monitor the use of funds with service providers on an annual basis
- Reconcile service providers use of funds, and recover as required, based on ministry Year-End reconciliation processes
- Ensure that services provided coincide with the service description schedule, as provided by MEDU, to meet service targets before reallocating funds to other child care programming
- Establish and maintain a full listing of Best Start Hubs funding pressures that may arise

SERVICE DATA ELEMENTS

As a minimum, Service Providers through the Manitoulin-Sudbury DSB are required to report the following on a quarterly basis:

- Number of visits made by parents/caregivers to the Best Start Hub
- Number of children served at the Best Start Hub
- Number of visits made by children to the Best Start Hub
- Number of professionals served in workshops/seminars
- Number of parents/caregivers served in workshops/seminars
- Total number of referrals to external agencies
- Total number of protocols/official linkages made with external agencies