



CHAPTER 14

RESOURCES

Where applicable, this list includes addresses, telephone numbers and web site addresses. For government offices, consult the blue pages of your telephone book. If you do not have Internet access, call 1-800-O-Canada for a list of places in your community that offer free Internet access.

Government

Enquiry BC (For toll-free calls to provincial government offices)

Victoria: 387-6121

Vancouver: 604-660-2421

Elsewhere in BC: 1-800-663-7867

Outside BC: 604-660-2421

Aboriginal Head Start

Rose Sones, Program Consultant

Population and Public Health Branch

Health Canada, Suite 440, Federal Building

757 West Hastings Street, Vancouver, British Columbia, V6C 3E6

Phone: (604) 666-9917, Fax: (604) 666-8986

BC First Nations Head Start

Addie Pryce, Program Coordinator

First Nations and Inuit Health Branch

Health Canada, Suite 540, Federal Building

757 West Hastings Street, Vancouver, British Columbia, V6C 3E6

Phone: (604) 666-6919, Fax: (604) 666-1690

Canada Customs and Revenue Agency

(For applications for charitable status)

Charities Directorate, Canada Customs and Revenue Agency

Ottawa ON K1A 0L5

1-800-267-2384

<http://www.ccr-aadrc.gc.ca/tax/charities/menu-e.html>

Ministry of Health

(Licensing and ECE certification)

<http://www.gov.bc.ca/healthservices/>

Community Care Facilities Branch

<http://www.healthservices.gov.bc.ca/ccf/>

Ministry of Advanced Education, Training and Technology

(For a list of post-secondary institutions offering early childhood education programs)

<http://www.gov.bc.ca/aved/>

Phone: 250 356-2156, Fax: 250 356-6942

Ministry of Children and Family Development

(For information regarding supported child care)

<http://www.gov.bc.ca/mcf/>

Ministry of Community, Aboriginal and Women's Services

(For information regarding child care grants)

Community Services and Culture

PO Box 9490 Stn Prov Govt, Victoria, B.C. V8W 9N7

Phone: 250 387-0106, Fax: 250 387-4099

Women's Equality and Social Programs

PO Box 9899, Stn Prov Govt, Victoria, B.C. V8W 9T9

Phone: 250 356-9340, Fax: 250 356-0542

Ministry of Human Resources

(For information regarding the child care subsidy)

<http://www.gov.bc.ca/mhr/>

Provincial publications

(For print resources published by the provincial government)

Crown Publications

521 Fort St., Victoria, BC V8W 1E7

Phone: 250-386-4636

Directories

Ministry of Aboriginal Affairs. 2001. *A Guide to Aboriginal Organizations and Services in British Columbia*. <http://www.aaf.gov.bc.ca/pubs/Orglist1.stm>

Early childhood support organizations**Canadian Child Care Federation**

(For print resources, newsletters, conferences, and professional support)

201-383 Parkdale Avenue, Ottawa, Ontario K1Y 4R4

Phone: 1-800-858-1412, Email: cccf@cfc-efc.ca

www.cfc-efc.ca/cccf

Canadian Association of Family Resource Programs

(Professional support for family resource programs)

707-311 Cooper Street, Ottawa, Ontario K2P 0G5

Phone: 613-237-7667

Email: info@frp.ca

Childcare Resource and Research Unit

Centre for Urban and Community Studies
(For research information about early childhood development)
University of Toronto
455 Spadina Avenue, Suite 406
Toronto, Ontario M5S 2G8
Phone: (416) 978-6895

Deaf Children's Society of BC

(Information, training, counseling and support for families with deaf and hard of hearing children)
7355 Canada Way
Burnaby, BC V3N 4Z6
Phone: 604-525-6056, Fax: 604-525-7307, TTY 604-525-9390

Early Childhood Educators of B.C.

(Professional association of early childhood educators in British Columbia)
3rd Floor, 210 West Broadway
Vancouver, B.C. V5Y 3W2
Phone: 604-709-5662
<http://www.cfc-efc.ca/ecebc/>

First Nations Education Steering Committee

(For print resources on curriculum and language; administers student employment programs)
Suite 113 - 100 Park Royal South
West Vancouver, BC V7T 1A2
Phone: (604) 925-6087, Fax: (604) 925-6097

National Association for the Education of Young Children (USA)

(Professional and advocacy association for early childhood education programs; based in Washington D.C.)
1834 Connecticut Avenue, N.W.
Washington, DC 20009-5786
USA
Phone: 1-800-424-2460 or (202) 232-8777
<http://www.naeyc.org/>

Westcoast Child Care Resource Centre

(Training, support and print resources for early childhood programs in British Columbia)
3rd Floor, 210 West Broadway
Vancouver, BC V5Y 3W2
Phone: 604-709-8077, toll free: 1-800-565-3445, fax: 604-709-8099

Western Canada Family Child Care Association of B.C.

(Association of caregivers working in family child care homes)

3rd Floor, 210 West Broadway

Vancouver, BC V5Y 3W2

Phone: 604-709-8077, toll free: 1-800-565-3445, fax: 604-709-8099

Other useful organization**Aboriginal Financial Officers Association of BC**

Suite 60 – 1959 Marine Drive, North Vancouver, BC V7P 3G1

Phone: 604-988-5564, Fax: 604-988-2625

Aboriginal Health Association of B.C.

804 - Park Royal South, West Vancouver, B.C. V7T 1A2

Phone: (604) 925-3879, Fax: (604) 925-4238

Web site: www.ahabc.bc.ca

Aboriginal Women's Health Program

B.C. Women's Health Centre

Room E300A, 4500 Oak Street, Vancouver, B.C. V6H 3N1

Web site: www.infosource.cw.bc.ca

CESO Aboriginal Services

Volunteer Advisors to Aboriginal Businesses and Communities

Phone: 1-800-986-4566

Websites

Aboriginal Canada: www.aboriginalcanada.gc.ca

BC Aboriginal Child Care Society: www.acc-society.bc.ca

Canadian Institute of Child Health: www.cich.ca

Canada Prenatal Nutrition Program (CPNP): www.hc-sc.gc.ca

(Helps community organizations provide services to at-risk pregnant women)

Canada Safety Council: <http://www.safety-council.org/>

Community Action Program for Children (CAPC): www.hc-sc.gc.ca

(Funds community coalitions to help children living in conditions of risk)

First Nations and Inuit Child Care: www.hrhc-drhc.gc.ca/aro, click on “child care”

First Nations SchoolNet: www.schoolnet.ca/aboriginal/menu-e.html

Government of Canada: canada.gc.ca

Indian and Northern Affairs Canada (INAC): www.ainc-inac.gc.ca

Information about Fetal Alcohol Syndrom (FAS): www.healthcanada.ca/fas

APPENDIX 14-I

WESTCOAST CHILD CARE INFORM RESOURCES

Westcoast Child Care INFORM



To request print resources from Westcoast Child Care INFORM, please complete the information and mark your selections clearly. An advisor may contact you. Fact Sheets and Additional Print Resources are available at no cost to licensed non-profit child care centres and their sponsoring organizations.

❖ For information on some of the print resources that are available on computer disk, please call.

Name of Sponsoring Organization: _____	
Name of Child Care Facility: _____	
Contact Person: _____	
Mailing Address: _____	
City: _____	Postal Code: _____
Telephone number for contact: () _____	

Fact Sheets*** New or Revised for October 2001**

- | | |
|---|--|
| <input type="checkbox"/> Administrative Responsibilities Checklist (1998) | <input type="checkbox"/> Internal Control Systems for Child Care (1999) |
| <input type="checkbox"/> Annual General Meeting (2000) | <input type="checkbox"/> Legal Guardianship Issues and Policies and Procedures (1999) |
| <input type="checkbox"/> Annual Planning Calendar (1999) | <input type="checkbox"/> Membership in a Non-Profit Society (1997) |
| <input type="checkbox"/> Banking (1998) | <input type="checkbox"/> Payroll Systems (2001) |
| <input type="checkbox"/> Bookkeeping and Accounting Services (1999) | <input type="checkbox"/> Planning An Effective Response to Critical Incidents (1999) |
| <input type="checkbox"/> Child Care Operating Agreements (1995) | <input type="checkbox"/> Policies and Procedures: the "Rulebook for a Centre" (1999) |
| <input type="checkbox"/> Children's Files (1998) | <input type="checkbox"/> Preparing or Updating A Child Care Board Manual (2001) |
| <input type="checkbox"/> Collecting and Processing Child Care Fees (1997) | <input type="checkbox"/> Preparing the Treasurer's Financial Reports to the Board of Directors (1999) |
| <input type="checkbox"/> Committees (1997) | <input type="checkbox"/> Reporting for Non-Profit Organizations (Canada Customs and Revenue Agency) (2000) |
| <input type="checkbox"/> Confidentiality (1995) | <input type="checkbox"/> Summary of Salary and Benefits Expenses (1999) |
| <input type="checkbox"/> Conflict of Interest (1997) | <input type="checkbox"/> Surplus Funds and Board Designated Reserves (1999) |
| <input type="checkbox"/> Contract Management (1997) | <input type="checkbox"/> Tracking Enrolment in Child Care Programs (1997) |
| <input type="checkbox"/> Directors' Liability Insurance (1997) | <input type="checkbox"/> Workers' Compensation Board Registration, Assessment, and Regulations for Child Care (1999) |
| <input type="checkbox"/> Effective Cash Management (2001) * | |
| <input type="checkbox"/> Employee or Independent Contractor (1999) | |
| <input type="checkbox"/> Employment Standards (2001) * | |
| <input type="checkbox"/> Enrollment & Planning for Moves/Transfers From One Child Program to Another (1999) | |
| <input type="checkbox"/> Forming a Registered Charity (2000) | |
| <input type="checkbox"/> Implementing Supported Child Care (2000) | |

Additional Print Resources

Policies and Procedures for Child Care Programs: Tough & Sensitive Issues

- Part I (1997) *This resource includes an introduction and overview, guidelines for policy development and sample policies in eleven areas (e.g. confidentiality, child abuse, enrollment, communicating with families.)*
- Part II (2001) *This resource includes guidelines and samples in five areas (Supervision of Children; Emergency Planning - Flying Solo; Complaint Resolution; Release of a Child from a Child Care Facility; and If an Allegation of Abuse Involves a Child Care Centre Employee or Volunteer.) **

Additional Print Resources (Continued)

- Benefit Package for Child Care Employees (1999)
- Board Orientation Package (2000)
- Bringing a Society "Up to Date" or Restoring "Good Standing" (2000)
 - Budget Tool Kits
 - Infant/Toddler (2000)
 - 3-5 Daycare (2000)
 - Out of School Care (Child Care Funding Assistance Program) (2000/01)
- Changing Constitution and By-Laws (2000)
- Closure Planning & Checklist (1997)
 - Family Handbooks & Agreements
 - Infant/Toddler (1997)
 - Three to Five (1998)
 - Pre School Program (2001)
 - School Age (2001)
 - Financial Policies and Procedures
 - Banking P's and P's (1998)
 - Child Care Fee Summary (1997)
 - Fee Collection Policies (1998)
 - Gaming Accounts (2000)
 - Part-Time & Drop In Care Fee Policy (1999)
 - Petty Cash Fund P's and P's (2000)
- Fundraising Information (2000)
- Goods and Services Tax (GST) (2000)
- Marketing Your Child Care Centre (2000)
- Meetings, Meetings (2001)
- Organizational Effectiveness Review Package (2001)
- Personnel Package for Pre Schools (2001)
 - Program Review
 - Infant Toddler (1997)
 - Three to Five and Kindergarten (1997)
- Policies Related to Staff Children Enrolled in a Child Care Program (1998)
- Salary Scales and Related Info (2000)
- Sample Constitutions and By-Laws (2000)
- Staff Orientation and Manual (2000)
- Staff Schedule Package (2000)
- Staff Performance Review (2001)
- Treasurer's Orientation Package (2001)

Westcoast Child Care INFORM also distributes:

- Internal Control of Self-Audit for Not-For-Profit Organizations (United Way)
- Pocket Guide for HIV + Women - Selected Articles Relevant to Child Care, Children and Families. (1998)

INFORM Guide : An Administration Manual For Non-Profit Child Care in B.C. January, 1999 (2nd Edition)
To purchase a copy of the 1999 Edition, the cost is \$50.00. Call for order form and instructions.

Please mail/fax the completed form to:

Westcoast Child Care INFORM, 3rd Floor 210 West Broadway, Vancouver BC V5Y 3W2

Fax: (604) 709-8099

☎ 1-800-565-3445 (toll free from anywhere in the province)

or

☎ 604-709-8077 (in the Lower Mainland)

Funded by the Ministry of Community, Aboriginal & Women's Services