

## Chilliwack Child and Youth Coordinator–MONTHLY Report–May 2012

### EARLY YEARS ACTIVITIES:

The listed activities highlight specific projects. They do not include daily ongoing communications with partner agencies, phone calls, research, or daily requests for information. They also do not include all of the paperwork that needs to be maintained as part of the position.

### EARLY YEARS COMMITTEE:

- Preparing agendas
- Helping with minutes
- Working on SMART Goals for Strategic Plan–ongoing
- Including new and pertinent items to discuss
- Preparations for meetings–snacks, drinks, etc.
- Preparing any related updates reports
- Meeting with chair prior to meetings/monthly

### CYC WEBSITE:

- Reaching out to gather information on summer camps and programming–information gathered, now in formatting process–created template with necessary fields for agencies to provide their information
- Connection to Inter Ministerial group
- Relaying all feedback regarding website to Steering Group
- Ordering, picking up, designing, and distributing Promotional items
- Communication with Annette regarding website, technical and personal computer issues

### SUCCESS BY 6:

- Bimonthly meetings with Steering Group
- Preparation and creation of presentation materials
- Reports to group of activities–Chilliwack Early Years events, initiatives, etc.

- Several meetings over the past month with regional coordinator to help plan new program at Gateway
- Gathering of books, materials for community events

#### YMCA HEALTHY KIDS DAY–HEALTH FAIR

- Planning group with Andrea from YMCA
- Taking minutes, steering direction of group
- Information dissemination regarding event and involvement of community partners–ongoing communication and gathering of information from community partners
- Assisted in obtaining donation of food preparation for event
- Distribution of posters and flyers
- Organizing meetings–additional meetings apart from group were also required
- Creating all related displays for event–Success By 6, Early Years and CYC
- Organizing securing tent and give away items for my booth
- Set up and tear down of event
- Hired someone to wear the ladybug costume for the day and assist in handing out books
- Created a feedback form to be distributed day of event

#### CHILD DEVELOPMENT GUIDE:

- Redesigned updated version
- Liason with printer regarding communications, costs, formatting, partners contributing financially
- When printed, will assist in distribution and assist in formulating a sustainability plan to have more copies printed
- Will distribute at community events

#### EDI:

- Met with Nathan, the principal of Yarrow Elementary to discuss the EDI group–which I did not know existed!! As well as future involvement in this group
- Discussed proposed boundary changes and the need to discuss with the Early Years table

- Will secure endorsement, as per Nathan's request, for him to forward to the HELP group regarding proposed changes

#### **ECD COORDINATION**

- Have been meeting several times a month with STOLO ECD coordinator to work together on community events and projects in partnership
- STOLO will be participating in YMCA HKD, as well as other relevant community events
- Early Years will be participating in Aboriginal Story time in the Park, as well as August's Children's Festival
- Working on a Gateway program
- Will be participating in an Open Ceremony at Gateway to bless potential partnership

#### **COMMUNITY EVENTS/SUPPORT:**

- CCRR Child Care providers picnic
- CLCS Open House
- Aboriginal Gathering at Gateway
- YMCA HEALTHY KIDS DAY
- Preparing packages for agencies and delivering—containing posters, pens, magnets
- Gateway Steering Meeting

#### **WEBSITE STEERING GROUP:**

- Please see CYC report