



CityLAB Project Agreement Winter 2024

The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project.

CityLAB can help you and your partner complete this document, feel free to reach out for support at any time. Email us at citylab@hamilton.ca

Project Title: Entry to Early Years Education

Is this project continuing from a previous CityLAB project?

Yes

No

If yes, what was the project title:

Challenge summary

Please summarize the challenge you wish to work on solving in plain language in one sentence.

What entry gaps are children experiencing in early years education and what are strategies for seamless entry?

Project Description

What is the problem you are trying to solve and what is the context?

If applicable, use the original challenge description found on www.citylabhamilton.com/challenges.

The City of Hamilton is committed to providing inclusive services where every child can fully participate in early years education. The city uses Special Needs Resourcing (SNR) funding to provide licensed child care sites across the city with the appropriate level of service for children with special needs, including staff, equipment and supplies. Licensed child care providers and community partners work together to provide quality care and services where all children can have a sense of belonging and well-being¹

Young children’s entry into early years education (i.e., licensed child care and school age child care) in different ways based on choice. Some families wait until Kindergarten to enter their children into school age child care.

¹ Belonging is defined as being seen, heard and valued without needing to change who you are. Well-being refers to the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.

	<p>Although early identification and intervention do identify children with special needs, there are some children who may enter licensed child care or school age child care who were not identified with a special or apparent need. With or without an identified special or apparent need, the entry to early years education may result in some families and children experiencing gaps during entry.</p>
<p>Background Research (optional)</p> <p>What kind of research will be required to pursue the challenge?</p>	<p>Hamilton’s Special Needs Resourcing program is comprised of a multi-sector partnership with community human service providers to support families and children as well as licensed child care programs that have funding agreements with the City of Hamilton. The following resources below will provide information about the multi-sector partners and systems some families and their children navigate when entering early education.</p> <p>CITY OF HAMILTON WEBSITE:</p> <p>Special Needs Resourcing: https://www.hamilton.ca/build-invest-grow/operating-business/child-care-operators/early-years-system#special-needs-resourcing</p> <p>Canada-wide Early Learning and Child Care: https://www.hamilton.ca/sites/default/files/2023-10/CWELCC-access-inclusion-framework-english.pdf</p> <p>Hamilton’s Parent Charter of Rights: https://www.hamilton.ca/sites/default/files/2022-08/earlyyearsservices-hamilton-parent-charter-english-french.pdf</p> <p>Hamilton’s Children and Youth Charter of Rights: https://www.hamilton.ca/sites/default/files/2022-11/earlyyearsservices-hamilton-charter-rights-children-poster-english.pdf</p> <p>How does learning happen: Ontario’s pedagogy for the early years: https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf</p>

	<p>Hamilton’s Early Years Quality Program: https://www.hamilton.ca/build-invest-grow/operating-business/child-care-operators/early-years-system</p> <p>COMMUNITY LIVING HAMILTON: https://communitylivinghamilton.com/services/ OR https://communitylivinghamilton.com/about-us/#resources</p> <p>HAMILTON HEALTH SCIENCES:</p> <p>Developmental Pediatrics & Rehabilitation (DPR) Entry to School Program: https://www.hamiltonhealthsciences.ca/wp-content/uploads/2019/05/MCH-Entry_To_School_Flyer-v4-1-1.pdf or https://www.hamiltonhealthsciences.ca/mcmaster-childrens-hospital/areas-of-care/developmental-pediatrics-and-rehabilitation/autism-program/</p> <p>DPR Smart Start Hub: https://www.hamiltonhealthsciences.ca/mcmaster-childrens-hospital/areas-of-care/developmental-pediatrics-and-rehabilitation/</p> <p>DPR Special Needs Resourcing: https://www.hamiltonhealthsciences.ca/mcmaster-childrens-hospital/areas-of-care/developmental-pediatrics-and-rehabilitation/childrens-developmental-rehabilitation-program/</p> <p>AFFILIATED SERVICES FOR CHILDREN & YOUTH:</p> <p>Infant and Early Years Mental Health System Support: https://ascy.ca/infant-mental-health/</p>
<p>Communication Plan</p> <p>How frequently will partners from different institutions communicate, in what method and who will initiate.</p>	<p>Communication: zoom meeting</p> <p>Frequency onces a month check-in</p> <p>Initiator faculty will contact city staff</p>
<p>Timeframe</p> <p>Will the project run for one or two terms?</p>	<p>One term, possible consecutive projects in the Spring/Summer/Fall</p>

City Staff Information	
City staff details	<p>Staff lead name: Marion Trent-Kratz</p> <p>Staff lead’s position: Supervisor Early Years System</p> <p>Staff lead’s department: Healthy & Safe Communities, Children’s & Community Services Division</p>
<p>Additional City staff and Community Partners</p> <p>If applicable include names, emails, and positions of additional staff supporting the project.</p>	<ul style="list-style-type: none"> ● Sarah Van Sickle, Early Years Project Manager for Special Needs Resourcing, City of Hamilton ● Brenda Bax, Manager of Canada-wide Early Learning and Child Care, City of Hamilton ● Alex Madjercic, Early Years Manager, City of Hamilton ● Shelley Spain, Early Years System Support Supervisor ● Irene Heffernan, Early Years Manager, City of Hamilton ● Rosemary Noble, Human Service Supervisor, City of Hamilton ● Special Needs Resourcing Operations Committee ● CMSM Advisory Committee
Intended Outcomes	<p>Understanding the entry gaps that families and children experience would inform the City of Hamilton SNR program with planning to develop strategies to ensure the successful entry to early years education for all children.</p>
Instructor / Course Information	
Instructor and student details	<p>Instructor name: Mayu Nishimura</p> <p>Course name: HUMBEHV 3AP3: Advanced Applied Psychology</p> <p>Number of students: 20-80</p> <p>Student names (if known):</p>
In Scope	<p>Students will complete:</p> <ul style="list-style-type: none"> ● five (5) page literature reviews from research between 2018-2023 about children with special needs entry pathways to early education (i.e., licensed child care and school age care) and identify

	strategies to support seamless and successful entry to early education.
Out of Scope (optional) Clarify the components of the project that are not feasible for the course/term.	Consultations with relevant community partners to collect information to map system pathways illustrating children’s different entries to early education.
Student Learning Objectives (optional) By the end of this project/term, students should be able to:	Provide a comprehensive overview about best practices and barriers to support young children with special needs.

Project Deliverables, Timelines, and Strategic Priorities

For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.

Timeline	Notes	Date
Pre-semester meeting between faculty and staff		11/22/2023
Class visit #1	Explain project to students	01/19/2024
Students share draft work	Share preliminary findings to solicit feedback from city staff regarding gaps in knowledge	02/16/2024
Class visit #2	Students’ final projects are shared with city staff	03/22/2024
Choose an item.		
Final Deliverables – Please select from the drop-down menus below		
Secondary Research (i.e. review of literature and finding information from books and online)	<ul style="list-style-type: none"> Literature reviews completed on various subject matter (e.g., transition to child care, inclusion, exclusion, pathways to service, navigation in human service systems, etc.) 	03/22/2024

	related to entry to early education submitted to City project lead.	
Other (please specify)	<p>Presentation to:</p> <ul style="list-style-type: none"> Consolidated Municipal Service Manager (CMSM) Advisory Committee (3rd Monday afternoon in month March 18/23). Final version submitted to City project lead. Special Needs Resourcing Operation Committee (TBD). Final version submitted to City project lead. <p>Infographic</p> <ul style="list-style-type: none"> Highlighting key themes and strategies in literature for distribution to Early Years system. Final version submitted to City project lead. 	TBD
Choose an item.		
Choose an item.		
CityLAB Deliverables		
Infographic and Presentation Slides	Infographic Highlighting key themes and strategies in literature for distribution to Early Years system.	March 28, 2024 (tentative)



Presentation at Project Showcase **	April 5, 2024 (tentative)
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Alignment with City of Hamilton Strategic Plan Priorities:

- Community Engagement and Participation
- Economic Prosperity and Growth
- Healthy and Safe Communities
- Clean and Green
- Built Environment and Infrastructure
- Culture and Diversity
- Our People and Performance

Please submit your project agreement to CityLAB by emailing citylab@hamilton.ca before January 2024 for Winter semester projects.

CityLAB Deliverables and Semester Schedule

**PLEASE NOTE: If you are completing a project over two consecutive terms, students will only be required to participate in one of the Project Showcases.

Project Agreements Due	January 5, 2024
Mid-Semester Check-in (CityLAB and faculty)	February 19-23, 2024
Project Showcase Materials Due	March 28, 2024 (tentative)
Project Showcase	April 5, 2024 (tentative)
Project Data and Reports due (final day of classes)	April 12, 2024
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	April 15-19, 2024
Post-Project Check-in with City staff	April 15-19, 2024