

Manitoba Aboriginal Head Start Program Urban & Northern Communities (AHSUNC)

Database & Annual Operational Report (AOR)

Glossary of Terms & Definitions

Child Attendance and Enrolment:

Enrolment includes the number of children who are registered for the Aboriginal Head Start Urban & Northern Communities (AHSUNC) Program and attend regularly, occasionally and casually on the program operational days (September – June).

Waiting List

The number of eligible Aboriginal children who applied to your AHSUNC between September and June of the reporting year but could not access the program because it was at maximum capacity. Please do not include children who are too young/ineligible to take part in the program. The maximum number of enrolled children will depend upon many factors such as:

- provincial licensing capacity
- the amount of funding your site receives
- the amount of physical space your program has
- the number of classes your site offers
- the number of staff employed by your site
- other factors specific to your site/community

Program Departures:

The number of enrolled children who depart from the program during the operational year (September – June) for specific reasons as listed.

Child Graduate:

The numbers of graduates are children who have completed and left the program for the elementary school system.

Agency Contacts

Agency Contacts is the number of agencies an AHSUNC employee (s) contacts. Agency contacts are those which the site refers participants to, accepts referrals from, and/ or contacts to gather information on required/requested services and resources.

Example: An AHSUNC employee calls the local health authority to inquire about immunizations and provides the parent with information on how to access the community public health nurse to discuss immunizations for their child.

Partnership Contacts

Partnership contacts are the number of organizations that the AHSUNC site has had a partnership with. Partnership organizations are those which contribute to the management, coordination and delivery of the AHSUNC site's programs, activities and services. An organization should not be counted as a partner if they only refer participants to, or accept referrals from, the project/site. All partner organizations should be included regardless of the size of their contribution.

Example: Every fall and spring, the local fire department attends the AHSUNC program and provides a free presentation on fire safety to the children & their families enrolled in the program.

Example: Once a year, the local women's shelter provides a workshop to AHSUNC staff on domestic violence.

Volunteers

A volunteer is an individual who makes an un-paid contribution to the AHSUNC site including, but not limited to the management, coordination or delivery of programs, activities and services to participants. This includes the following groups of people:

- Current or past participants who are not being paid
- Project or site staff who stay after hours to help out and are not being paid
- Students on a practicum who are not being paid (even if receiving course credits)
- Individuals who provide general support who are not being paid
- Individuals who provide their professional expertise (e.g., an accountant, dietitian or dentist) and are not being paid by the site or by another organization.
- Individuals who were paid an amount that was not a realistic payment for services (e.g. honorarium, reimbursements, etc). Individuals whose contribution is paid for by another organization are not volunteers. This is considered an in-kind donation.