



Welcome to CAPC MotherCare and Next Step!

We Provide:

1. **CAPC Friendly Visitor Program:** Phone contact with a CAPC Program Facilitator that is private, supportive, and non-judgmental, and includes referrals to services and supports.
2. **CAPC and MotherCare Virtual Groups:** A friendly virtual space to meet as a group, talk with CAPC staff and peers, and learn more about community resources and supports.
3. **Information** about pregnancy, childbirth, breastfeeding, parenting, nutrition, safety, children's activities, child development, and more.
4. **CAPC/MotherCare Nutritional Supports:** Food supports for eligible families and pregnant women i.e. groceries, gift cards, prenatal vitamins.
5. **CAPC Garden Program:** Eligible families receive a garden box to grow their own fresh vegetables and herbs. CAPC also organizes community garden plots, where registered participants may participate in garden maintenance and share the harvest.
6. **MotherCare Welcome Baby Bundle:** A gift pack for eligible pregnant women provided near delivery date that includes products and resources for mom and baby.
7. **CAPC Facebook Connections:** Simcoe County CAPC CPNP Facebook page is where participants can learn about upcoming activities, and participate in online activities such as contests and live events.

Eligibility:

- Simcoe County CAPC/ CPNP is funded to support families who have unique needs as a result of living in low-income, being new to Canada as well as supporting teen and young parents. Participants must reside in Simcoe County, and must be pregnant or parenting at least one child under seven.
- Information is required to confirm that you qualify for CAPC programs/ activities. A CAPC Program Facilitator will ask a set of questions over the phone to determine your eligibility.
- We do not maintain participant "notes" related to your participation with us, but we are required by our funders to track attendance and the resources we distribute. We use an electronic data management system to record and store minimal personal information and program attendance. This information includes: name, date of birth, income, due dates and/or dates of birth of your children. Other information that we request is optional for you to provide. Detailed information about CAPC programs and intake process can be found on our webpage at <https://catulpa.on.ca/community-action-program-for-children-of-simcoe-county/>
- If your situation changes and you no longer qualify for CAPC programs/ activities, we ask that you advise the Program Facilitator right away.

If you choose to participate in CAPC programs/ activities:

- You understand that participation in CAPC programs/ activities is optional, and that you must register to participate.
- You agree to provide the information required to verify your eligibility for CAPC programs/ activities, and you understand the information will be kept in a secure database.
- You agree to respect the privacy of others by keeping what is said at CAPC programs/ activities confidential.
- You are permitted to take pictures or make recordings of yourself and your own family during in-person CAPC programs/ activities. Any other pictures require the consent of those involved.
- You agree to be careful with your language and topics that may not be suitable to all listeners.
- You understand that CAPC staff have a duty to report any time they suspect that a child is being abused. This duty applies at all times, including online, on the phone, and in person.
- You agree that you will treat others with respect, without judgement of different personal features like marital status, culture, race, sexual orientation, financial status, or opinions.
- You understand that selling and advertising is not allowed during CAPC programs/ activities, and you agree not to sell or advertise during CAPC programs/ activities.
- You may check www.facebook.com/simcoecountycapc for CAPC programs/ activities schedules.
- Your feedback is always welcome. If you have any comments or questions about CAPC programs/ activities, please feel free to speak to a Program Facilitator in your area or contact the program administration at (705) 733-3227 ext. 2236 or 1-877- 803-3227 ext. 2236. Visit the Catulpa Community Support Services website to learn about our "Rights of Persons Served", "Complaint Policy", and "Privacy Policy" at www.catulpa.on.ca.

Online:

- By participating in an online meeting, you indicate your consent to share information with other people present in the meeting. You agree to be mindful of what you share online, knowing that privacy is limited.
- Remember that teleconferences, Zoom meetings, and social media forums are not a private means of communication. CAPC staff will not discuss private information by teleconference, email or text. A telephone conversation from a private space is the best way to have a personal conversation. CAPC staff will also be in a private space when they are in contact with you.
- You can protect your privacy by participating from a private space - check your surroundings before logging on with the awareness that others in the chat can see you and your surroundings.
- You agree that you will not take pictures or make recordings during virtual CAPC programs/ activities.
- You understand that participants may be muted during virtual meetings to eliminate background noise.
- Program staff are not allowed to use social media accounts to connect with participants.

In Person:

- You agree to abide by Health Unit guidelines about social distancing, self-isolation, use of Personal Protective Equipment (such as a mask), etc. as described to you by the Program Facilitator.
- You agree to stay home when you are sick, or keep your child(ren) home if they are sick. Please be at least 24 hours clear from vomiting, diarrhea and fever before coming to CAPC programs/ activities.
- If you or your family member have symptoms of Covid-19 or have been exposed to someone with Covid-19, or have been out of the country in the past 14 days, please consult with a health care provider AND the CAPC Program Facilitator before attending any CAPC programs/ activities.
- You understand that your child's health and safety is your responsibility during all CAPC programs/activities.
- Please be aware that facilities such as washrooms, water, and food may not be available at CAPC programs/ activities locations (such as community gardens). Please plan ahead to make sure your family's needs are met.
- Please take a break from smoking during CAPC programs/ activities. If you have difficulties with this, please speak to the Program Facilitator for other ideas and options.
- CAPC staff are not permitted to transport participants or their children.

Information about Participating in CAPC/CPNP Programs and the Collection, Storage, and Sharing of Your Personal Information

The Simcoe County Community Action Program for Children (CAPC) and the Canada Prenatal Nutrition Program "Mothercare" (CPNP) Programs are hosted by Catulpa Community Support Services.

1. CAPC/CPNP is funded to support families who have unique needs as a result of living in low-income, being new to Canada as well as supporting teen and young parents. Participants must reside in Simcoe County, and must be pregnant or parenting at least one child under seven. All programs are free.

-Mothercare (CPNP) is limited to people who are pregnant (and up to 8 weeks post-natal).

-Next Step (CAPC) is limited to people who have at least one child under 36 months old.

-Other CAPC Programs are limited to people who have at least one child under 7 years old.

Note that CAPC programs focus on health and wellness, but are socio-educational in nature and are not medical or therapeutic services. Participation in CAPC Programs is voluntary.

2. Participant data is collected and stored by Catulpa with your consent.

The following personal information is confidentially collected and stored with participant consent:

Names and dates of birth of all participants, including children; Family income sources and amounts; Pregnancy status and due date; Pregnancy outcome (including health and weight of baby, breastfeeding, etc.); Demographic data about participants, including status as an Indigenous person, country of origin and date of arrival in Canada; Health and social factors such as participant level of education, use of tobacco, housing, community and social resources accessed etc.; Program attendance; Testimonials willingly provided about the program; contact information including phone, email, address, etc.

In order to verify eligibility to participate in CAPC programs/ activities, **we require the adult participant's name, participating child(ren)'s date(s) of birth (for CAPC programs) or expected date of birth (for CPNP programs), and the amount of the family's annual income.** You may choose to provide some, all, or none of the additional details, and you may participate in CAPC programs even if you choose not to provide this additional information.

It is your right to access the personal information that we store about you. You may make this request to any CAPC staff member.

3. Participant data is shared in limited circumstances.

Your personal information may be shared with other members of the Catulpa team, including students and volunteers, but it will always be treated respectfully and confidentially.

Your identifiable personal information will not be intentionally shared with any other person or agency without your consent, but your anonymous data (statistics and/ or testimonials) may be shared with funders, community members, and other stakeholders for the purposes of program reporting, evaluation, funding, promotion, measurement, and planning.

It is important that you are aware of the limits to confidentiality.

-We must report any time we suspect that a child is being abused.

-We don't treat as confidential any information about a person who is in imminent danger of causing death or serious bodily harm to themselves or another person, and we will take reasonable steps to avert the danger.

-Your personal information may be released under court order.

-We request that all participants respect each other's privacy, but you must consider that all information you share with other participants during CAPC program/activities may be shared publically.

For more information, please speak to a CAPC Program Facilitator.