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Cradle to Career Database Inclusion/Exclusion Criteria Policy

The purpose of the Cradle to Career Database is to collect and provide easy to access and vital information about programs available to residents of Saint John, that are helping children, youth, and adults advance their educational goals. In particular, it describes programs that augment the public education system, and help to level the playing field of opportunity and close the education achievement gap.

The Cradle to Career Database is a component of Living SJ, our city's social strategy that aims to eradicate generational poverty in Saint John. The database describes programs provided by Living SJ partners who are working collaboratively to help every Saint Johner, from cradle to career, achieve the education they need to succeed in life.

The following guidelines will be used in determining whether a program or initiative is eligible to be listed in the Cradle to Career Database.

Inclusion:

1. Programs offered by non-profit organizations, government offices, or other agencies to residents of Saint John that augment the public education system and help to close the education achievement gap, including:

   a. **Programs that directly target education and/or academic achievement** (e.g. Reading and Literacy; Tutoring; Essential Skills Training; GED preparation, etc.)

   b. **Programs that, through their services, *remove barriers* to education and/or academic achievement** (e.g. Child Care; Mental Health and Addictions services, Sports and Recreation, Financial Assistance, etc.)

2. In demonstrating that it fits within these focus areas, a program must fall under one or more of the following headings:

   - **Academic** (Tutoring, literacy programs, etc. that enrich the academic experience and/or prepare participants for employment)

   - **Basic Needs** (Services/programs that enable adequate food, shelter, clothing, income, and health care)

   - **Life Enrichment** (Programs in the school or community that contribute to well-being, quality of life, a sense of belonging and purpose; e.g. after-school programs, sports, culture, arts, volunteering, leadership, etc.)

There will be no fee for inclusion in the electronic database to allow for the availability of comprehensive information for the benefit of callers/public.

Exclusion:

The Human Development Council reserves the right to list or to discontinue listings for:

1. Fee-for-service programs where cost is a barrier to participation

2. Illegal services, including agencies not in compliance with federal non-discrimination standards.

3. Services available only to members of a certain group or club (e.g. counselling available to a church's parishioners only)

4. Organizations that provide free or low-cost services when their primary purpose is to market the organization's main business.

5. Agencies that:
Misrepresent themselves
Fail to respond to updating contacts
Have documented complaints
Proselytize as a condition of service
Deny service based on prejudice or discrimination

Where special circumstances exist which are not effectively covered by the preceding guidelines, the program or organization in question may submit a Request for Review/Appeal to be reviewed for inclusion by the Human Development Council's Information Committee. If questions still remain, a review panel appointed by the Board of Directors of the Human Development Council will make a recommendation to the Committee about the appropriateness of inclusion on a case-by-case basis. Applications to the Review Panel can expect a reply within two months of submitting a request for review.

Informing Excluded Programs of Status and Options

1. If a program does not meet the criteria for inclusion in the Cradle to Career Database, the Information Manager should inform the program or organization by phone.

2. If there is a challenge to the decision of exclusion, a meeting with the Information Manager can be arranged to explain the reasons for the exclusion.

3. If still not satisfied, a meeting with the Executive Director would be the next step, followed by a review by the Board of HDC.

The fact that a program is or is not listed in the database is not an endorsement or lack of endorsement of their purpose, method, or quality of service by the Human Development Council, or its funders.