



Day of Action Timeline/Checklist

November 3 - 4

- ☐ Come to the information session hosted by the OCBCC and the AECEO
- ☐ If possible, **identify** one or two key team members who can be involved in planning and implementing your day of action! If possible, ask them to attend the next information session Wednesday, November 9th at 1 PM. Register [here](#).
- ☐ Can't make it to a session, no worries, check out our resource page [here](#). Not seeing a resource you need there? Email <mailto:efilby@aeceo.ca>.
- ☐ If necessary, **discuss** your centre's involvement in the day with your board. Find a sample letter to the board [here](#). Sample agendas for the day will be posted soon [here](#).

November 7 – 11

- ☐ **Let staff know** that you will be participating in the Day of Action for **everyone** in the ECEC workforce! Find a sample letter to staff [here](#).
- ☐ Share [Day of Action posters](#) in Staff spaces (inc. staff-specific social media etc)
- ☐ Share the poster for the Engaging our Communities training session ([coming soon to our resource page](#)) - there will be a prize draw for attendees!
- ☐ Share sample agenda(s)(to be posted soon [here](#)) and the [infographic for the Day of Action](#) - what ideas appeal most? What creative ideas can they/you add?
- ☐ If you would like to order stickers for the Day of Action, order them early. Here is the form- [Sticker order form](#).
- ☐ If possible, **make time for discussion and suggestions**, or share an email where suggestions can be made (include a deadline), and encourage folks to think about their own amazing talents and skills! Got an artist in your midst? Maybe your poster or letter will be EXTRA special! A whole crew of singers, songwriters, TikTok dancers or musicians? How can they bring the things they love to the day?!
- ☐ **Decide on your agenda** for the day of action, **what time** will you take part? **Where** will you be taking action? **How many** people will be involved? **What unique needs or opportunities** does your centre have?
- ☐ **Share** your agenda for the day with staff, including deadlines for any art/resources that need to be produced in advance. Decide who will be responsible for the tasks to make your Day of Action a success.
- ☐ **Invite** another child care centre in your community to participate in the day of action. Find a sample letter to operators [here](#).

WORTH MORE!

November 14-18

- ☐ **Let families know** about the day of action. Find a sample letter to families [here](#):
- ☐ **Parent volunteers? Great!** Suggest they attend the engaging our communities training! Are there other tasks they can take on?
- ☐ **Share, share, share!** Follow the AECEO and OCBCC for daily updates to share on social media about the event.
- ☐ **Media invitations**, invite local tv news, local newspapers, local radio, student journalists to your event. We will be posting a media package, which will include a sample press release and tip sheet to our [resource page](#) shortly.
- ☐ **Attend** the Engaging Our Communities Training session, are there opportunities for staff to practice their skills and build confidence? Register [here](#).

November 21-25

- ☐ **Logistics-** Look at your plans for the Day of Action and ensure that each task has someone responsible for it. Check in with those folks to see if they need support and how they are doing with it.
- ☐ **Postering-** print and put up the ECEC workforce fact posters found on our resource page [here](#). If you feel comfortable, you could share them in your community, on the local Starbucks, or Timmies, No Frills or Home Hardware bulletin boards, or on telephone poles with tape or staples (they may need to be taken down after the 30th)
- ☐ **Practice your asks, and create community art!** Print “[We support/heart the Child Care Workforce](#)” templates and **ask families** to decorate and display them, in windows, in workplaces, in their car, or on social media. Ask them to share pictures of the artwork with you (and tag us so we can share too!)
- ☐ **Practice sharing why you care!** If possible, ask staff to spend some time sharing/roleplaying/practising talking with each other) about why they care about the sector, and about decent work. They don’t have to focus on facts and asks, but on what they love about their work, and what they hope for the future of the sector - they are the experts in those things! (prompts and conversation starters are coming soon to our [resource page here](#)).
- ☐ **Call your representatives**, ask staff to call their elected representatives. Share the script that parents will be asked to use on the day of action. If possible, do this together at a set time. Report back to each other, how did it feel to do that, before, during and after? It is easier to ask people to do something if you can genuinely say, “I did it! And I was nervous at first, but it turned out ok!” Find your representatives [here](#). Find a sample script to use [here](#).

WORTH MORE!

November 28-29

- ☐ Go back to your agenda/checklist and confirm who will be doing what on the day
- ☐ Check in with folks to see if they have their tasks completed or do they need support
- ☐ Remind staff and families about your Day of Action plans
- ☐ Confirm media attendance
- ☐ Make sure printable resources are printed and ready
- ☐ Using technology? Make sure it will be available, charged, and that folks may sign in if needed
- ☐ Make sure your visibility tools, balloons, posters, artwork, stickers are ready to be shared

November 30

- ☐ It's GO time, **let's have fun!!!**
- ☐ Set up any necessary technology before folks arrive
- ☐ Post/share visibility tools, balloons, posters, artwork, stickers
- ☐ Share your actions on social media



**Please note that this is not an exhaustive list and will look different depending on your local plans.*