Ministry of Education
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Ontario

2010: EL11

MEMORANDUM TO: Directors of Education

FROM: Jim Grieve
Assistant Deputy Minister

DATE: **October 5, 2010**

SUBJECT: **Full-Day Early Learning Kindergarten – Planning for 2012-13 (Year 3)**

We are pleased to launch planning for Year 3 of Full-Day Early Learning Kindergarten (FDK) for the 2012-13 school year. As you know, FDK is rolling out in approximately 800 sites, with almost 600 Year 1 sites and just over 200 Year 2 sites representing approximately 20% of JK/SK students. It is with the hard work and dedication of you and your staff that we have been able to get this exciting new program up and running so effectively so quickly.

This EL-Memorandum provides school boards with information about the planning steps for Year 3 FDK implementation, and cumulative board-by-board FDK pupil places for the 2012-13 school year (see Appendix 1). With this expansion, the program will reach 49% of projected kindergarten enrolment in Ontario.

The outline for this Memorandum is as follows:

A: Planning and Reporting Timelines

B: School Site Selection Guidelines

C. Identification of Capital Needs

D. Next Stages of FDK

E: Support and Information Resources

A. PLANNING AND REPORTING TIMELINES

To ensure a smooth and timely rollout of FDK in schools for 2012-13, boards are required to submit their recommended sites and associated capital requests for Year 3 by **November 26, 2010.** This information will be submitted to the Ministry through a new web-based template that will be released by mid-October.

The template is intended to provide a more user-friendly experience for both school boards and Ministry staff, allowing for a quicker, easier and comprehensive site selection process. The

template will be pre-loaded with essential data fields for each of the board's selected sites, allowing school boards to focus on a small number of data entry fields for information collection purposes.

The template will be located within the School Facilities Inventory System (SFIS), which is available to all school boards through a password protected web site. The SFIS is the primary tool that the Ministry uses to collect facility data, capital funding requests, and expenditures on new schools and school additions.

A subsequent memorandum will be sent to school boards shortly, which will contain a detailed description and outline of the template and step-by-step instructions for its use.

Ministry staff will be available to work with boards on their site selection templates and to answer any questions regarding its use, or to resolve any unforeseen issues with its functionality.

Each school board must complete and submit the site selection template for Year 3 (minus Year 1 actuals and Year 2 ministry allocation), approved by the board's Chair and Director of Education based on their Year 3 pupil places in Appendix 1. To allow for a timely review process for the selected sites and associated capital requests, boards are encouraged to complete their templates as soon as possible, but no later than **November 26, 2010.**

Ministry staff will work collaboratively with the boards to review the recommended sites and associated capital requests, and to ensure they meet the planning guidelines identified in this memorandum. Ministry staff will also review boards' submissions in consultation with the Ministry of Children and Youth Services regional staff. The Ministry intends to announce final approval of Year 3 FDK sites by **early Spring 2011**.

B. SCHOOL SITE SELECTION GUIDELINES

Please note the following guidelines for Year 3 School Site Selection:

Consultation

- Your leadership and collaborative work is a key element to the success of FDK. Boards are asked to continue to plan in consultation with their coterminous English and French boards, Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) during the site selection process. Proposed sites should also be shared with local Best Start Networks. Geographic distribution is more important than ever because Year 3 of FDK will be available for almost half of all kindergarten pupils.

Licensed Child Care Programs

- Keeping the vision of an integrated early learning system in mind, boards must plan with a view to the impact on existing on-site child care. While exclusive space in child care will no longer be required for four- and five- year olds, consideration should be made to reconfiguring space for pre-school (2.5 – 3.8 year olds) and/or for infant/toddler care. CMSMs and DSAABs, as the service system managers for licensed child care, should work with boards and child care operators to consider options regarding the best use of available space to meet community needs.

- It is important to remember that the third party transition provisions in the Extended Day Programs regulation (O. Reg. 225/10) do not apply to Year 3 of FDK. This means boards that have been offering third party before and after school programs in lieu of board-run Extended Day programs should plan for a transition to board-delivered Extended Day programs by the 2012-13 school year.

Parent Support Programs

- It is an expectation that parent support programs, such as Parenting and Family Literacy Centres (PFLCs) and Ontario Early Years Centres, will not be required to relocate as a result of the site selection process. It is understood that such programs are reviewed on an ongoing basis and may be required to relocate for other reasons such as low attendance patterns. Please note that the Ministry has specific requirements and recommendations for the location of PFLCs within schools.

Achieving 49% Enrolment by Year 3

- A board's cumulative enrolment for Years 1, 2 and 3 should total 49% of the board's JK/SK projected enrolment for 2012-13 (see Appendix 1). To facilitate this goal, the ministry will continue to permit boards to reduce their Year 3 pupil places to address enrolment pressures from Year 1 and Year 2 of FDK. At the same time, under-enrolled boards will have the option to increase pupil places. This approach recognizes variations in local enrolment patterns and ensures all boards achieve about 49% enrolment by September 2012.

Program Expansion/Unfunded Commitments

- Boards should consider limiting plans for program expansion for Year 3 to the number of pupil places allocated for 2012 - 13 (See Appendix 1). Prudence is required in board planning assumptions so that any significant new unfunded commitments can be sustained on a multi-year basis (e.g. FDK implementation across an entire board). We would therefore ask that you contact the Director of the Financial Analysis and Accountability Branch - Andrew Davis (andrew.davis@ontario.ca) - to discuss the multi-year financial implications of any significant commitment beyond your board's Year 3 pupil places.

Additional Sites for Consideration

- Boards will not be required to submit more sites than needed to reach 49% enrolment. However, to allow for flexibility in the Ministry approval process, boards should be prepared to submit additional sites for consideration on request.

Whole School Approach

- Selected schools must have all JK/K classes comply with the new FDK model as this is a whole school approach to program design and delivery.

Accommodation Review Committee

- Schools currently involved in an Accommodation Review process will not be considered for Year 3 site selection, unless there are extenuating circumstances.

In prioritizing schools for FDK in 2012-13, the next two requirements are paramount:

Geographic Distribution

- As a primary consideration, boards should consider the various needs of all the communities that they serve and select Year 3 sites in areas that may not have been allocated a FDK school in Year 1 or Year 2. Further, as in previous years, one of the goals of the phased implementation of FDK is to locate a portion of the pupil spaces in schools that serve low-income neighbourhoods. Since Year 3 of FDK will reach approximately half of all kindergarten pupils in Ontario, it is essential that boards discuss their proposed sites with key stakeholders.

Availability of Space

- In meeting the Geographic Distribution objective, school boards are required to prioritize schools for Year 3 FDK that have:
  - Available and appropriate space, or
  - Where necessary, retrofits and additions that could be completed before the start of the 2012 - 13 school year.

C. IDENTIFICATION OF CAPITAL NEEDS

To determine the FDK-related capital needs for Year 3, the Ministry is initiating a process to review and confirm the capital needs of school boards that is similar to the process used for Year 2 sites. Boards are required to identify within the planning template, described in Section A, the associated capital needs for each Year 3 site, if applicable.

For each school with a capital need, boards are required to identify the number of classrooms that need to be retrofitted or built to meet the school's projected FDK pupil places. As well, boards will need to briefly describe the rationale and scope of each capital project they need to undertake.

A follow-up memorandum will provide more details on FDK capital requests for Year 3, as well as providing more details on how to use the planning template.

D. NEXT STAGES OF FDK

The Ministry will advise boards as soon as possible about planning for the remaining years of the staged implementation of FDK. In the mean time, we encourage you to begin deliberations as soon as possible about your proposed plan for the subsequent years. If you have any such plans that you would like to share with us, please feel free to provide this information.

E. SUPPORT AND INFORMATION RESOURCES

Education Officers from the Early Learning Implementation Branch will be available in each Regional Office to assist you. They should be your first contact for further information about FDK, including Year 3 implementation.

For assistance in completing the *Full-Day Early Learning Kindergarten – Year 3 School Selection* template, please contact the Finance Officer assigned to your board. For information about FDK capital needs, please contact the Capital Analyst assigned to your board.

If you require further information about FDK, please contact:

Implementation	Pam Musson Director, Early Learning Implementation Branch	(416) 314-8192 pam.musson@ontario.ca
Policy and Program	Jill Vienneau Director, Early Learning Policy and Program Branch	(416) 314-2190 jill.vienneau@ontario.ca
Financial Analysis and Accountability	Andrew Davis Director, Financial Analysis and Accountability Branch	(416) 327-9356 andrew.davis@ontario.ca
Capital Policy	Grant Osborn (A) Director, Capital Policy	(416) 325-1705 grant.osborn@ontario.ca

With the introduction of Full-Day Early Learning Kindergarten, Ontario is taking the initiative to renew and extend its commitment to the education and development of our youngest students. The Ministry looks forward to continuing collaboration with district school boards, schools and municipalities to implement our province's early learning vision.

Jim Grieve
Assistant Deputy Minister

Copy: District School Boards - Superintendents of Business and Finance
District School Boards - Early Learning Leaders
District Social Services Administration Boards
Consolidated Municipal Service Managers
Ministry of Children and Youth Services, Assistant Deputy Minister, Strategic Policy and Planning, Darryl Sturtevant
Ministry of Children and Youth Services, Assistant Deputy Minister, Service Delivery, Nancy Matthews,
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