

2011: EL2

MEMORANDUM TO: Directors of Education

FROM: Jim Grieve
Assistant Deputy Minister
Early Learning Division

Gabriel F. Sékaly
Assistant Deputy Minister
Elementary/Secondary Business and Finance Division

DATE: April 5, 2011

SUBJECT: Full-Day Early Learning Kindergarten Program—
Planning for 2013-14 (Year 4) and 2014-15 (Year 5)

We are beginning planning for the final stages of the implementation of the Full-Day Early Learning Kindergarten Program (FDK), providing availability of the program to 100% of all kindergarten students enrolled in publicly funded schools in Ontario by September 2014. To date, we announced the FDK sites and associated capital funding for the first three years of the program. Through this planning process, boards will identify their proposed sites for Years 4 and 5 of FDK.

The first three years of FDK programming will reach 49% of projected kindergarten enrolment in Ontario. The final stages will expand FDK to the remaining 51% of publicly funded schools in Ontario's school boards: Year 4 will add another 25%, and Year 5 the balance. Please see the chart below for details¹.

| Year | % (Annual Total) | % (Cumulative Total) | # FDK Pupils (Estimated Cumulative Target) |
|------------------|------------------|----------------------|---|
| Year 1 (2010-11) | 15% | 15% | 35,000 |
| Year 2 (2011-12) | 5% | 20% | 50,000 |
| Year 3 (2012-13) | 29% | 49% | 122,000 |
| Year 4 (2013-14) | 25% | 74% | 184,000 |
| Year 5 (2014-15) | 26% | 100% | 247,000 |

¹ Figures may be revised as new demographic/enrolment data becomes available.

We recognize that it requires tremendous effort from school boards to identify sites and effectively implement this initiative within these timeframes. We are grateful for all of your efforts on behalf of children and their families.

This EL-Memorandum provides you with information about the planning steps for Years 4 and 5 of FDK implementation, and projected cumulative board-by-board FDK pupil places for the 2013-14 (see Appendix 1), with the balance of schools to be launched in the 2014-15 school year. The outline for this Memorandum is as follows:

- A: Planning and Reporting Timelines
- B: Site Selection Guidelines
- C. Identification of Capital Needs
- D: Support and Information Resources

A. PLANNING AND REPORTING TIMELINES

Timeline for Site Selection

To ensure a smooth and timely rollout of FDK in schools for 2013-14 and 2014-15, boards are required to submit their recommended sites for Years 4 and 5, based on their pupil places in Appendix 1, by **May 6, 2011**. An updated web-based template will be released in two weeks for submission of board site proposals to the Ministry.

NOTE: The May 6th timeline is for site selection only, capital submission timelines are outlined in the next section.

The template is similar to the one used for Year 3 site selection. 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. Early Learning and Child Care Implementation Branch Education Officers will be available to work with boards on their site selection templates.

Ministry staff will work collaboratively with the boards to review the recommended sites, and to ensure they meet the planning guidelines identified in this memorandum.

Timeline for Capital Funding

School boards are requested to submit their capital needs associated with Year 4 schools in the site selection template on or before **June 24, 2011**, and Year 5 capital needs on or before **October 28, 2011**. Ministry capital analysts will review the capital funding requests identified at each school through the template. School boards are encouraged to submit early to ensure a thorough and timely review of their capital needs. The Ministry plans to inform school boards of their approved capital funding for Year 4 sites in late fall 2011, and the capital funding for Year 5 sites in early spring 2012.

B. SITE SELECTION GUIDELINES

Please note the following guidelines for Years 4 and 5 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 during the site selection process. Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) should also be engaged due to their ongoing involvement in assessing the impact of FDK on local child care programs.

Licensed Child Care Programs

- While exclusive space for child care in schools 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, where such programs will be viable. CMSMs and DSSABs, 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.

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. Please note that the Ministry has specific requirements and recommendations for the location of PFLCs within schools.

Achieving 74% Enrolment by Year 4

- A board's cumulative enrolment for Years 1, 2, 3 and 4 should total figures listed in Appendix 1. To facilitate this goal, the Ministry will continue to permit boards to reduce their Year 4 pupil places to address enrolment pressures from Years 1, 2 and 3 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 74% enrolment by the 2013-14 school year.
- Where boards can demonstrate that actual enrolment will be below their enrolment target for any upcoming year of implementation, they may request to bring forward a site from a future year's approved list as an addition to the upcoming year's list, as long as the revised projection remains within the target and there are no capital implications. Boards that wish to make such a transfer must submit their request for review to the Early Learning and Child Care Implementation Branch Education Officer by **March 31** in any given year. Please note that the Ministry will not permit the transfer of any approved sites to a later year of implementation. Once the Ministry approves sites, boards are required to offer FDK at those sites under *Education Act* regulation.

Program Expansion/Unfunded Commitments

- Boards should consider limiting plans for program expansion for Year 4 to the number of pupil places allocated for 2013 - 14 (See Appendix 1). Prudence is required in board planning assumptions so that any *significant* new unfunded commitments can be sustained (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 financial implications of such commitments.

Whole School Approach

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

Accommodation Review Committee

- For Year 4 and Year 5, school boards can submit sites that are currently involved in an Accommodation Review Committee (ARC) process for consideration as new FDK sites.
- A school in an ARC that is selected as a Year 4 or Year 5 FDK site does not preclude the school from closing. However, in every case where a school closes, the board will have to identify how the FDK program will be offered in the expected year to the impacted students, ensuring that there is no disruption in the program.
- Similar to Year 2 and Year 3, the Ministry will not approve FDK capital funding for a school currently involved in an ARC process until that process is complete.

In prioritizing schools for FDK in 2013-14, the next requirement is paramount:

Geographic Distribution

- As a primary consideration, boards should consider the various needs of all the communities that they serve and select Year 4 sites in areas that may not have been allocated a FDK school in Years 1, 2 or 3.

C. IDENTIFICATION OF CAPITAL NEEDS

The process and the basis for evaluating the FDK capital needs of each Year 4 and Year 5 school will be similar to that of the review conducted for Year 3 sites outlined in Memorandum 2010: SB47, dated October 19, 2010. However, there are a few items that we would like to clarify.

- School boards must submit the existing school floor plans, to scale (if not to scale, boards are expected to identify the size of each existing kindergarten classroom). These floor plans should illustrate the existing configuration of the school and not the planned changes.
- School boards must confirm each school's actual enrolment projection of JK/SK students (not rounded to a multiple of 26 pupils) that will participate in the FDK program for Year 4 and Year 5.
 - If the school board projects a significant increase or decrease in enrolment that does not follow the existing enrolment trend, an explanation of this change must be provided in the site selection template comment box.

- Capital allocations for classroom retrofits will be based on the number of new FDK classrooms created and not the number of converted elementary classrooms (e.g., a school converting three elementary classrooms to two new FDK classrooms would only be allocated capital funding for the two retrofitted FDK classrooms).

Treatment of New Schools

In some cases a school board may want to recommend a proposed new school as a Year 4 or Year 5 site. The Ministry will determine the eligibility of proposed new schools as FDK sites based on the school's capital funding status.

All proposed new schools must obtain capital funding support, as well as an Approval to Proceed from the Ministry before they can be announced as new FDK sites. The Ministry is requiring an Approval to Proceed before announcing new schools as FDK sites to ensure that the board has sufficient capital resources to construct the school, and to provide reasonable assurance that the project will be completed in time for the introduction of the FDK program in Year 4 or Year 5.

School boards should be aware that recommending a proposed new school as a Year 4 or Year 5 FDK site does not imply that the Ministry will provide the board with capital funding to build the school. The process of reviewing boards' capital priority projects is separate from the FDK site approval process.

For new elementary schools that receive funding approval, the Ministry will continue to provide additional (top-up) capital funding to reflect the additional space requirements for the FDK program.

D. SUPPORT AND INFORMATION RESOURCES

Education Officers from the Early Learning and Child Care 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 4 and Year 5 implementation.

If you require further information about FDK, please contact:

| | | |
|--|--|--|
| FDK Implementation | Pam Musson Director, Early Learning and Child Care Implementation Branch | (416) 314-8192 pam.musson@ontario.ca |
| FDK Policy and Program | Jill Vienneau Director, Early Learning and Child Care 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

Full-day kindergarten is a groundbreaking initiative, and you can be proud of your efforts to make the program a success for children and families in Ontario. By September 2014, FDK will be fully in place in Ontario. The Ministry looks forward to continuing collaboration with school boards and municipalities to implement early learning and child care.



Jim Grieve
Assistant Deputy Minister



Gabriel F. Sékaly
Assistant Deputy Minister

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

Ministry of Education Regional Offices

Barrie Regional Office

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Barrie ON L4M 6E4
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Ottawa Regional Office

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Nepean ON K2G 4B5
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Sudbury Regional Office

Renee Brouillette (French and English Language Boards)
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Thunder Bay Regional Office

Heather Exley (English Language Boards)
615 South James Street, 1st Floor
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Toronto and Area Regional Office

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Zineb Sebbane (French Language Boards)
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Fax: 416-314-7836

Appendix 1

Projected 2013-14 Full-Day Early Learning Kindergarten Pupil Places

| Index | DSB No. | DSB Name | Projected Pupil Places |
|-------|---------|--------------------------------|------------------------|
| 1 | 1 | DSB Ontario North East | 598 |
| 2 | 2 | Algoma DSB | 884 |
| 3 | 3 | Rainbow DSB | 1,092 |
| 4 | 4 | Near North DSB | 832 |
| 5 | 5.1 | Keewatin-Patricia DSB | 338 |
| 6 | 5.2 | Rainy River DSB | 182 |
| 7 | 6.1 | Lakehead DSB | 884 |
| 8 | 6.2 | Superior-Greenstone DSB | 78 |
| 9 | 7 | Bluewater DSB | 1,482 |
| 10 | 8 | Avon Maitland DSB | 1,378 |
| 11 | 9 | Greater Essex County DSB | 3,198 |
| 12 | 10 | Lambton Kent DSB | 2,106 |
| 13 | 11 | Thames Valley DSB | 6,682 |
| 14 | 12 | Toronto DSB | 26,364 |
| 15 | 13 | Durham DSB | 6,136 |
| 16 | 14 | Kawartha Pine Ridge DSB | 3,016 |
| 17 | 15 | Trillium Lakelands DSB | 1,378 |
| 18 | 16 | York Region DSB | 10,192 |
| 19 | 17 | Simcoe County DSB | 4,550 |
| 20 | 18 | Upper Grand DSB | 3,224 |
| 21 | 19 | Peel DSB | 15,002 |
| 22 | 20 | Halton DSB | 5,538 |
| 23 | 21 | Hamilton-Wentworth DSB | 4,550 |
| 24 | 22 | DSB of Niagara | 3,224 |
| 25 | 23 | Grand Erie DSB | 2,418 |
| 26 | 24 | Waterloo Region DSB | 6,136 |
| 27 | 25 | Ottawa-Carleton DSB | 6,812 |
| 28 | 26 | Upper Canada DSB | 2,548 |
| 29 | 27 | Limestone DSB | 1,950 |
| 30 | 28 | Renfrew County DSB | 806 |
| 31 | 29 | Hastings and Prince Edward DSB | 1,404 |

Projected 2013-14 Full-Day Early Learning Kindergarten Pupil Places

| Index | DSB No. | DSB Name | Projected Pupil Places |
|-------|---------|---------------------------------------|------------------------|
| 32 | 30.1 | Northeastern Catholic DSB | 234 |
| 33 | 30.2 | Nipissing-Parry Sound Catholic DSB | 260 |
| 34 | 31 | Huron-Superior Catholic DSB | 390 |
| 35 | 32 | Sudbury Catholic DSB | 546 |
| 36 | 33.1 | Northwest Catholic DSB | 338 |
| 37 | 33.2 | Kenora Catholic DSB | 156 |
| 38 | 34.1 | Thunder Bay Catholic DSB | 728 |
| 39 | 34.2 | Superior North Catholic DSB | 78 |
| 40 | 35 | Bruce-Grey Catholic DSB | 312 |
| 41 | 36 | Huron-Perth Catholic DSB | 416 |
| 42 | 37 | Windsor-Essex Catholic DSB | 1,742 |
| 43 | 38 | London District Catholic School Board | 1,612 |
| 44 | 39 | St. Clair Catholic DSB | 910 |
| 45 | 40 | Toronto Catholic DSB | 7,644 |
| 46 | 41 | Peterborough V N C Catholic DSB | 1,274 |
| 47 | 42 | York Catholic DSB | 5,096 |
| 48 | 43 | Dufferin-Peel Catholic DSB | 6,318 |
| 49 | 44 | Simcoe Muskoka Catholic DSB | 1,716 |
| 50 | 45 | Durham Catholic DSB | 1,872 |
| 51 | 46 | Halton Catholic DSB | 2,548 |
| 52 | 47 | Hamilton-Wentworth Catholic DSB | 2,340 |
| 53 | 48 | Wellington Catholic DSB | 702 |
| 54 | 49 | Waterloo Catholic DSB | 2,158 |
| 55 | 50 | Niagara Catholic DSB | 2,054 |
| 56 | 51 | Brant Haldimand Norfolk Catholic DSB | 884 |
| 57 | 52 | Catholic DSB of Eastern Ontario | 988 |
| 58 | 53 | Ottawa Catholic DSB | 2,990 |
| 59 | 54 | Renfrew County Catholic DSB | 416 |
| 60 | 55 | Algonquin and Lakeshore Catholic DSB | 936 |
| 61 | 56 | CSD du Nord-Est de l'Ontario | 234 |
| 62 | 57 | CSD du Grand Nord de l'Ontario | 234 |

Projected 2013-14 Full-Day Early Learning Kindergarten Pupil Places

| Index | DSB No. | DSB Name | Projected Pupil Places |
|--------------------------|---------|--|------------------------|
| 63 | 58 | CSD du Centre Sud-Ouest | 1,326 |
| 64 | 59 | CSD des écoles publiques de l'Est de l'Ontario | 1,378 |
| 65 | 60.1 | CSD catholique des Grandes Rivières | 598 |
| 66 | 60.2 | CSD catholique Franco-Nord | 286 |
| 67 | 61 | CSD catholique du Nouvel-Ontario | 806 |
| 68 | 62 | CSD catholique des Aurores boréales | 104 |
| 69 | 63 | CSD des écoles catholiques du Sud-Ouest | 1,248 |
| 70 | 64 | CSD catholique Centre-Sud | 1,820 |
| 71 | 65 | CSD catholique de l'Est ontarien | 1,014 |
| 72 | 66 | CSD catholique du Centre-Est de l'Ontario | 2,340 |
| Provincial Totals | | | 184,028 |