

2013: EL2

**MEMORANDUM TO:** Directors of Education

**FROM:** Jim Grieve  
Assistant Deputy Minister  
Early Learning Division  
Ministry of Education

**DATE:** June 5, 2013

**SUBJECT:** **Early Years Strategy – School Board Early Years Leadership Positions**

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As you are aware, the Ministry recently released the [Ontario Early Years Policy Framework](#) which signals the Government of Ontario's vision regarding the early years and the integration of services and programs to serve children and parents.

We recognize that full realization of this vision will require strategic, dedicated, and sustained leadership. An early years lead position will help school boards fully integrate the child care service system with education, and ensure inclusion of child care in long term system planning. To this end, we are pleased to announce new funding which will support a minimum of a 0.5 FTE Early Years Lead position (EY Lead), funded at the Supervisory Officer level. This EY Lead position will provide support during this period of transition as we move toward an increasingly integrated system of child care and family support programs in school communities, as well as the implementation of full-day kindergarten (FDK).

The key responsibilities for the early years leadership position are outlined in Appendix 1, and primary objectives include:

- Leadership of system-wide implementation of the vision of creating a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services that contribute to healthy child development, as outlined in the Ontario Early Years Policy Framework.
- Development of policies, protocols, programs, standards, and strategies as required to ensure consistently high quality early years programs and services.
- Coordination of a system plan to strengthen integration of full-day kindergarten, child care, and early years programs and services in each school community.
- Advance knowledge building in the early years community by contributing to the development, review, administration, and application of performance measures and indicators.

Please note that the formula to generate the allocation is based on school board projected FDK enrolment and existing on-site child care programs (see Appendix 2). Where the formula generates more than one position, school boards may use the funding to support the implementation of an integrated early years strategy and/or to deepen program quality through system leadership positions such as a Child Care Manager, an Early Years Coordinating Principal or Program Consultant.

In addition to ongoing support for an Early Years Lead, the ministry is pleased to announce one-time only start-up funding to support implementation of the Early Years Lead position. One-time funding will be provided for:

- one-day of release per educator teams to co-plan, in consultation with the Early Years Lead;
- travel costs required to attend the Early Years Symposium;
- start-up costs for EY Leads for resources, printing, and materials; and,
- one-day of release per educator teams and a designated child care staff member to engage in joint professional learning.

The Ministry will distribute additional details regarding eligible expenses and reporting requirements prior to the beginning of the 2013-14 school year.

To welcome and support this new group of early years leaders, we are planning a two-day symposium in early Fall to bring this group of senior system leaders together for orientation and planning for the year ahead. Further information will follow, once the dates and location have been finalized.

As always, thank you for your continued support and leadership on behalf of our youngest citizens and their families. In particular, I would like to thank the existing Early Years Leads who have demonstrated such ongoing passion and commitment to the early years, while carrying out many additional responsibilities.

If you have any questions regarding any of the items outlined, please contact Jill Worthy at [jill.worthy@ontario.ca](mailto:jill.worthy@ontario.ca) or 416-314-8238.

Sincerely,



Jim Grieve  
Assistant Deputy Minister  
Early Learning Division  
Ministry of Education

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## Appendix 1 – Early Years Lead Role

### Key Purpose

- To lead implementation of the Ministry’s vision to create a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services that contribute to healthy child development, as outlined in the Ontario Early Years Policy Framework.
- To lead a senior staff team in supporting implementation of the board’s early years policy through development of protocols, programs, standards, and strategies to ensure consistently high quality early years programs and services.
- To lead the development, review, and application of performance measures and indicators, including the Early Development Instrument, to assess program success and children’s progress over time.
- To lead development of a system plan to strengthen coordination of full-day kindergarten, child care, parent support programs and early years services in each school community.

### Key Responsibilities

#### **1. Strategic Planning**

- Build coherence through inclusion of early years priorities in the Board Improvement Plan for Student Achievement (BIPSA) and the District Review Process, in the context of related board and Ministry initiatives.
- Work in partnership with CMSM/DSSAB(s) to deepen system-level understanding of the regional child care service system plan, and develop related submissions for capital retrofits in child care under Ministry policy (eg: Replacement School Policy and EL4).
- Ensure senior staff, trustees, school leaders, and educators are kept well informed regarding steps towards the vision of an increasingly seamless service experience for children and families.
- Develop strategies to partner effectively with on- and off-site child care programs through an inclusive approach that brings staff, children, and families from the school and child care together in a variety of ways.
- Develop an outreach strategy, in partnership with appropriate staff (program leads, community outreach worker(s) etc.) to engage parents and stakeholders regarding the vision of integrated service delivery.

#### **2. Program Quality and Evaluation**

- Lead the development of operational protocols and strategies as required to deliver high quality, play-based learning programs in FDK and ensure program continuity with child care and child and family centres.
- Lead program staff in identifying professional learning needs and developing a differentiated approach that recognizes the varying needs of staff in each year of FDK implementation, the varying quality of partnerships with child care, and the need for continuity between core and extended day programs.
- Provide regular opportunities for building coherence through sharing successes and new learning at Senior Leadership meetings with directors of education, superintendents, school-effectiveness leads, coordinating principals, and consultants.

### **3. Issues Management/Communications**

- Ensure superintendents and school administrators have the information they need to address emerging operational and program needs and challenges.
- Establish structures to ensure regular communication with stakeholders to share information, address issues, and improve service delivery.
- Act as a liaison to the Early Learning Division through coordinating attendance at Ministry-led meetings, delivering on related requirements, and completing associated reports.
- Anticipate fiscal impacts of policy and program options, make recommendations and contribute to budget development to support effective implementation of full-day kindergarten, child care, and other early years initiatives.

## Appendix 2 – School Board 2013-14 School Year Funding Allocations

DSB Name	Ongoing		One - time	
	FTEs Supported	Early Learning Leads Allocation	Release Time, Fall Institute Support, Start-up	TOTAL ALLOCATION
Algoma DSB	0.5	82,500	74,300	156,800
Algonquin and Lakeshore Catholic DSB	0.5	82,500	85,900	168,400
Avon Maitland DSB	0.5	82,500	105,500	188,000
Bluewater DSB	0.5	82,500	119,900	202,400
Brant Haldimand Norfolk Catholic DSB	0.5	82,500	66,100	148,600
Bruce-Grey Catholic DSB	0.5	82,500	32,100	114,600
Catholic DSB of Eastern Ontario	0.5	82,500	82,700	165,200
CS Viamonde	0.5	82,500	113,400	195,900
CSD catholique Centre-Sud	0.5	82,500	140,400	222,900
CSD catholique de l'Est ontarien	0.5	82,500	85,300	167,800
CSD catholique des Aurores boréales	0.5	82,500	18,100	100,600
CSD catholique des Grandes Rivières	0.5	82,500	52,800	135,300
CSD catholique du Centre-Est de l'Ontario	0.5	90,200	197,800	288,000
CSD catholique du Nouvel-Ontario	0.5	82,500	73,600	156,100
CSD catholique Franco-Nord	0.5	82,500	30,400	112,900
CSD des écoles catholiques du Sud-Ouest	0.5	82,500	105,300	187,800
CSD des écoles publiques de l'Est de l'Ontario	0.5	82,500	116,900	199,400
CSD du Grand Nord de l'Ontario	0.5	82,500	31,700	114,200
CSD du Nord-Est de l'Ontario	0.5	82,500	31,100	113,600
DSB of Niagara	0.5	82,500	229,700	312,200
DSB Ontario North East	0.5	82,500	52,100	134,600
Dufferin-Peel Catholic DSB	1.5	247,500	439,100	686,600
Durham Catholic DSB	0.5	82,500	139,000	221,500
Durham DSB	1.0	165,000	439,600	604,600
Grand Erie DSB	0.5	82,500	168,700	251,200
Greater Essex County DSB	0.5	82,500	227,300	309,800
Halton Catholic DSB	0.5	88,200	191,700	279,900
Halton DSB	1.0	165,000	420,200	585,200
Hamilton-Wentworth Catholic DSB	0.5	82,500	173,000	255,500
Hamilton-Wentworth DSB	1.0	165,000	339,600	504,600
Hastings and Prince Edward DSB	0.5	82,500	113,300	195,800
Huron-Perth Catholic DSB	0.5	82,500	39,100	121,600
Huron-Superior Catholic DSB	0.5	82,500	39,700	122,200
Kawartha Pine Ridge DSB	0.5	89,600	211,800	301,400
Keewatin-Patricia DSB	0.5	82,500	37,100	119,600
Kenora Catholic DSB	0.5	82,500	23,900	106,400

DSB Name	Ongoing		One - time	
	FTEs Supported	Early Learning Leads Allocation	Release Time, Fall Institute Support, Start-up	TOTAL ALLOCATION
Lakehead DSB	0.5	82,500	66,200	148,700
Lambton Kent DSB	0.5	82,500	150,900	233,400
Limestone DSB	0.5	82,500	143,900	226,400
London District Catholic School Board	0.5	82,500	119,600	202,100
Near North DSB	0.5	82,500	76,300	158,800
Niagara Catholic DSB	0.5	82,500	148,700	231,200
Nipissing-Parry Sound Catholic DSB	0.5	82,500	29,500	112,000
Northeastern Catholic DSB	0.5	82,500	29,300	111,800
Northwest Catholic DSB	0.5	82,500	24,300	106,800
Ottawa Catholic DSB	0.5	84,400	208,200	292,600
Ottawa-Carleton DSB	1.0	165,000	466,900	631,900
Peel DSB	3.0	495,000	1,083,800	1,578,800
Peterborough V N C Catholic DSB	0.5	82,500	100,500	183,000
Rainbow DSB	0.5	82,500	98,700	181,200
Rainy River DSB	0.5	82,500	23,100	105,600
Renfrew County Catholic DSB	0.5	82,500	40,800	123,300
Renfrew County DSB	0.5	82,500	63,600	146,100
Simcoe County DSB	1.0	165,000	340,500	505,500
Simcoe Muskoka Catholic DSB	0.5	82,500	131,900	214,400
St. Clair Catholic DSB	0.5	82,500	66,900	149,400
Sudbury Catholic DSB	0.5	82,500	49,900	132,400
Superior North Catholic DSB	0.5	82,500	16,600	99,100
Superior-Greystone DSB	0.5	82,500	19,600	102,100
Thames Valley DSB	1.5	247,500	531,300	778,800
Thunder Bay Catholic DSB	0.5	82,500	59,300	141,800
Toronto Catholic DSB	1.5	247,500	562,000	809,500
Toronto DSB	4.0	660,000	1,860,200	2,520,200
Trillium Lakelands DSB	0.5	82,500	114,400	196,900
Upper Canada DSB	0.5	82,500	187,100	269,600
Upper Grand DSB	0.5	85,800	222,900	308,700
Waterloo Catholic DSB	0.5	82,500	142,400	224,900
Waterloo Region DSB	1.0	164,000	440,300	604,300
Wellington Catholic DSB	0.5	82,500	55,800	138,300
Windsor-Essex Catholic DSB	0.5	82,500	118,700	201,200
York Catholic DSB	1.0	165,000	355,400	520,400
York Region DSB	2.0	330,000	738,300	1,068,300
<b>TOTAL</b>	<b>50.1</b>	<b>8,274,700</b>	<b>13,736,000</b>	<b>22,010,700</b>