

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 details<sup>1</sup>.

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

<sup>1</sup> 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 6<sup>th</sup> 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](mailto: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:

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FDK Implementation	Pam Musson Director, Early Learning and Child Care Implementation Branch	(416) 314-8192 pam.musson@ontario.ca
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FDK Policy and Program	Jill Vienneau Director, Early Learning and Child Care Policy and Program Branch	(416) 314-2190 jill.vienneau@ontario.ca
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Financial Analysis and Accountability	Andrew Davis Director, Financial Analysis and Accountability Branch	(416) 327-9356 andrew.davis@ontario.ca

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Capital Policy

Grant Osborn  
(A) Director, Capital Policy

(416) 325-1705  
grant.osborn@ontario.ca

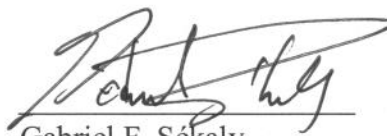
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Full-day kindergarten is a groundbreaking initiative, and you can be proud of your efforts to make the program a success for children and families in Ontario. By September 2014, FDK will be fully in place in Ontario. The Ministry looks forward to continuing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



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Jim Grieve  
Assistant Deputy Minister



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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**

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### **Barrie Regional Office**

**Ana Marie Prokopich** (English Language Boards)  
20 Bell Farm Rd., Unit 9  
Barrie ON L4M 6E4  
Telephone: 705-725-7260  
Fax: 705-725-7635

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### **London Regional Office**

**Rod Peturson** (English Language Boards)  
217 York St., Suite 207  
London ON N6A 5P9  
Telephone: 519 870 2187  
Fax: 519-667-9769

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### **Ottawa Regional Office**

**Jacques Torjman** (French and English Language Boards)  
1580 Merivale Road, Suite 504  
Nepean ON K2G 4B5  
Telephone: 613-225-9210 ext. 136  
Fax: 613-225-2881

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### **Sudbury Regional Office**

**Renee Brouillette** (French and English Language Boards)  
199 Larch Street, Suite 1103  
Sudbury ON P3E 5P9  
Telephone: 705-564-7281  
Fax: 705-564-4233

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### **Thunder Bay Regional Office**

**Heather Exley** (English Language Boards)  
615 South James Street, 1st Floor  
Thunder Bay ON P7E 6P6  
Telephone: 807-474-2981  
Fax: 807-474-2999

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### **Toronto and Area Regional Office**

**Dolores Cascone** (English Language Boards)  
3300 Bloor Street West  
Sun Life Financial Centre, Suite 3610-Centre  
Tower  
Toronto ON M8X 2X3  
Telephone: 416-325-6870  
Fax: 416-325-4153

**Zineb Sebbane** (French Language Boards)  
900 Bay Street  
Mowat Block, 24<sup>th</sup> Floor  
Toronto, ON M7A 1L2  
Telephone: 416- 325-8870  
Fax: 416-314-7836

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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
<b>Provincial Totals</b>			<b>184,028</b>