

ALLOCATION FORMULA

$$\text{ECS Basic Instruction Allocation} = \text{Number of eligible ECS children} \times \text{Funding rate per ECS child}$$

ALLOCATION CRITERIA

Revised 1. Basic instruction funding is provided to a **school jurisdiction** for each eligible **child** enrolled in an **ECS program**.

Revised 2. The ECS count must not include any **child** counted by another **ECS operator** for funding purposes in the school year. An eligible **child** can only be claimed by one **ECS operator** per year. The **school jurisdiction** claiming the **child** is responsible for ensuring another **ECS operator** in the current school year did not claim the **child**.

However, if a **child** is attending more than one **ECS program** on September 30 and a resolution cannot be reached as to which **ECS operator** should count the child, then the Basic Instruction funding will be split accordingly. For example, a **child** may be enrolled in a morning program with one **ECS operator** and also enrolled in an afternoon program with another **ECS operator**. Neither operator may be aware of the duplicate enrolment until Alberta Learning has identified the enrolment conflict. If at that time, a resolution cannot be reached as to which **ECS operator** should count the **child** then the Basic Instruction funding is split accordingly.

Revised 3. **School Jurisdictions** are eligible for one year of basic instruction funding for regular **ECS children**. **Children** must be at least 4 years 6 months of age and less than 6 years of age on Sept. 1. The minimum age may vary depending on the school entrance age policy of the **school jurisdiction** the **child** will enter. Alberta Learning will not provide more than one year of funding for a regular **ECS child**.

New 4. **ECS children with disabilities** may qualify for more than one year of funding. See definition of **child** in the Glossary of Terms.

5. All individuals age 5 years and 6 months or older, but less than 6 years of age on September 1 are counted as **funded students** (rather than as **children**) if they are eligible to enter grade 1 under the **school** entrance policy of a **school jurisdiction**. The exceptions to this are:

- a) if the **child** has spent less than the number of years in the program for which he/she is eligible for funding, i.e., received less than three years program unit funding; or
- b) if the **child** has not enrolled in an **ECS Program** prior to this age; or

- c) if the **child** has been identified as **developmentally immature**. This **child** is not eligible for special needs funding and should not have been identified as special needs in prior years.

In these circumstances, when in the opinion of the **school jurisdiction** and the **parent**, an **ECS Program** is appropriate, the individual is counted as a **child** under ECS.

6. All individuals who are age 6 years or older, but less than 7 years of age on September 1 are counted as **funded students** except individuals who are in an **ECS program** and are:
- a) **developmentally immature** or
 - b) entering an **ECS program** for the first time.

These individuals (a and b) are counted as **children**.

7. An individual who is eligible to proceed to grade 1, but has been identified as **developmentally immature** and whose program plan involves both ECS and grade 1 instruction may be counted either as a **child** or as a **funded student**.
8. Individuals aged 6 to 7 years old, who require another year of ECS and who have been assessed as having special needs (mild, moderate or severe) must be counted as **funded students**.
9. Under no circumstances can an individual be counted as both a **funded student** and as a **child** in the same school year.

PROCEDURES, DOCUMENTATION AND REPORTING

1. Funding for ECS basic instruction is made on the basis of **child** registration information submitted to Information Services.
2. For **ECS programs** beginning in September, the **count date** is September 30 and the information must be submitted by October 3 to Information Services.
3. For **ECS programs** beginning after September 30, the count will be taken as of the last **operating day** in the month in which the **ECS program** begins. The information must be submitted within three weeks of that day to Information Services.
4. Adjustments to enrolment data:
 - a) If an adjustment is required to the enrolment data reported to the Information Services Branch, **school jurisdictions** must ensure that changes are made to their modification file.
 - b) After receiving your first RACERS data, any modification required can be submitted electronically using the "Add, Change, Delete" form (Form 03AL1.2c) before the April 30 deadline.

ADDITIONAL INFORMATION

1. An approved **ECS operator** must be prepared to accept and organize programming for all eligible **children** for whom programming is requested, including **children with special needs**.
2. A **child** referred to in Section 30(1)(a) of the *School Act* is not a resident or non-resident student of a **board**, therefore, **school jurisdictions** shall not use the residency or non-residency of the **parent** of a **child** in a district or **division** to:
 - a) deny a **child** access to the program; or
 - b) differentiate as to the fees charged for the program.
3. Alberta Learning provides funding for a basic 475 hour **ECS program** which includes support for instructional salaries and benefits, learning resources, furnishings and equipment. **School Jurisdictions** may not charge a fee for services provided within the basic 475 hour program.
4. A **school jurisdiction** may charge a fee to **parents** of ECS **children** in a basic 475 hour program to offset non-instructional costs such as supplies, snacks and field trips.
5. **School jurisdictions** that offer an **ECS program** with more than 475 hours may charge a reasonable fee to cover the cost of the additional hours.
6. **School jurisdictions** may use funds provided by Alberta Learning for ECS to Grade 12 programs to meet the learning needs of all their ECS **children** and **funded students**.

REFERENCES

Advisory Manual on Early Childhood Service for Incorporated Non-profit Societies or Private Schools

Kindergarten Program Statement

Early Childhood Services Policy 1.1.3

Early Childhood Services Regulation AR 31/2002