

**ALLOCATION FORMULA**

$$\begin{array}{l} \text{ECS Base} \\ \text{Instruction Allocation} \end{array} = \begin{array}{l} \text{Number of} \\ \text{funded} \\ \text{children} \end{array} \times \begin{array}{l} \text{ECS Base} \\ \text{Instruction Rate} \end{array}$$

**ALLOCATION CRITERIA**

**Revised** 1. Base instruction funding is provided to **school jurisdictions** for each **funded child** enrolled in an **ECS program** which provides access to at least 475 hours of instruction.

**Revised** Note: Some modification to this requirement is allowed for children with special needs (mild, moderate, or severe and gifted and talented) who because of their special needs or young age cannot be accommodated by a 475-hour program (ie. they may require more or fewer hours). Also some **special needs children**, either because of their disability or young age, may benefit from an in-home program or from a combined program involving school hours and **home visits**. A combined program must have a minimum of four **home visits** to qualify for funding. See definition of **home visit** in the Glossary of Terms for more details.

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

However, if a **funded 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 **funded child**, then the ECS Base Instruction funding will be split accordingly. For example, a **funded 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 **funded child** then the ECS Base Instruction funding is split accordingly.

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

4. ECS **children with disabilities** may qualify for more than one year of funding. See definition of **funded 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 **funded children**) if they are eligible to enter grade 1 under the **school** entrance age policy of a **school jurisdiction**. The exceptions to this are:
  - a) if the **funded 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 of program unit funding; or
  - b) if the **funded child** has not enrolled in an **ECS program** prior to this age; or
  - c) if the **funded child** has been identified as **developmentally immature (code 10)**. 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 considered the most appropriate placement; the individual is counted as a **funded 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 (code 10)** or
  - b) entering an **ECS program** for the first time.

These individuals (a and b) are counted as **funded 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 **funded 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, severe or gifted and talented) must be counted as **funded students**.
9. Under no circumstances can an individual be counted as both a **funded student** and as a **funded child** in the same school year.

## PROCEDURES, DOCUMENTATION AND REPORTING

1. Funding for ECS Base Instruction is made on the basis of **funded child** registration information submitted to the Information Services Branch.

2. For **ECS programs** beginning in September, the **count date** is September 30 and the information must be submitted by October 5 to the Information Services Branch.
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 the Information Services Branch.
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 using the Funding Events Systems (FES) before the April 29 deadline.

#### ADDITIONAL INFORMATION

1. An approved **ECS operator** must be prepared to accept and organize programming for all **funded 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 **funded child** access to the program; or
  - b) differentiate as to the fees charged for the program.
3. A **school jurisdiction** that receives provincial funding must ensure that **parents** can access a basic **ECS program** of 475 hours for their **funded children** without any charge for instruction.
4. 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.
5. A **school jurisdiction** may charge a fee to **parents** of **funded children** in a basic 475 hour program to offset non-instructional costs such as supplies, snacks and field trips.
6. **School jurisdictions** that offer an **ECS program** with more than 475 hours may charge a reasonable fee to cover the cost of the additional program hours.

7. **School jurisdictions** may use funds provided by Alberta Learning for ECS to Grade 12 programs to meet the learning needs of all their **funded children** and **funded students**.
- New 8. Refer to Part 7, section 7.7, Enrolment Counts and Conflicts, for additional information.

## FEES AND DEDUCTIONS

### Portable Classroom Rental Fee:

Revised Alberta Learning will deduct from the funding amount due to a **school jurisdiction** a rental fee of \$100 a month (plus GST) for each ECS portable classroom under an existing lease agreement with Alberta Infrastructure. New requests for portable classrooms will not be considered.

Monthly fee deductions will be made for programs that operate for partial months if the program begins before the 15<sup>th</sup> day of the month or ends on or after the 15<sup>th</sup> day of the month.

Subject to Ministerial approval, a **school jurisdiction** will be given the opportunity to purchase a portable that is under an existing lease agreement with Alberta Infrastructure and is in good repair. Alberta Infrastructure is responsible for the disposition of a portable if it is no longer required or if the cost of maintenance and repair can no longer be justified.

**School jurisdictions** will need to apply under the current Capital Funding Plan for space required to replace the ECS portable.

## 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*

*School Capital Manual, Alberta Infrastructure, April 2002*