

Private Early Childhood Services (ECS) Operators



Quick Reference 2011/2012

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Funding Rates for Private Early Childhood Services (ECS) Operators (Section 8.2 of the *Funding Manual*)

Highlights (2011/2012 School Year):

| ECS Funding | 2010/2011 | 2011/2012 |
|--|---|---|
| Base Instruction Funding | \$3,107.28 per funded child | \$3,248.35 per funded child |
| Special Education Needs Funding <ul style="list-style-type: none"> • Children with Mild or Moderate Disabilities/Delays and children who are gifted and talented • Program Unit Funding | \$2,438 per eligible funded child (in addition to the base instruction grant) \$24,560 per first eligible funded child in a unit \$6,094 each <u>additional</u> eligible funded child in a unit | \$2,438 per eligible funded child (in addition to the base instruction grant) \$24,560 maximum per first eligible funded child. \$6,094 maximum for each <u>additional</u> funded child in a unit |
| Plant Operations and Maintenance | \$389.86 per funded child | \$389.86 per funded child |
| Administration Funding | 6% of ECS funding as per section 2.7 of the Funding Manual | 6% of ECS funding as per section 2.6 of the Funding Manual |
| Special Transportation (per round trip/per child with a disability/delay – max 185 trips) | \$15.44 | \$15.44 |
| Transportation Regular Also Parent–provided ECS Reg. Transportation (per child with a disability/delay) | \$538 per eligible transported child | \$538 per eligible transported child |
| Alberta Initiative for School Improvement (AIS I) | \$69.70 maximum per registered child (requires project application) | \$34.85 maximum per registered child (requires project application) |
| French Instruction (Federal Funding) | See section 4.2 of Funding Manual for specific detail) | See section 4.2 of Funding Manual for specific detail) |
| SuperNet Service Funding | \$251.75 maximum per month per approved site | \$251.75 maximum per month per approved site |
| English as a Second Language | \$577.50 per eligible funded child | \$577.50 per eligible funded child |
| Enhanced ESL - DISCONTINUED | \$202.00 per eligible funded child | \$0 per eligible funded child DISCONTINUED |

| Payment Schedule: Base Instruction | |
|---|--|
| September | 40% advance (initial payment for private ECS operators after Notice of Intent (NOI) approved and based on the enrolment estimate from the NOI). |
| January | 58.33% less previous payment based on the current year September count date enrollment |
| April | 100 % less previous payments |
| See Section 8.5 of the Funding Manual for details on other grants | |

Early Childhood Services Regulation (ECS Regulation) – Highlights

- A private ECS operator must be registered as a non-profit society under the *Societies Act*, or as a non-profit company under Part 9 of the *Companies Act* or as a non-profit corporation incorporated by or under an Act of the Legislature [*ECS Regulation* section 1(e)].
- An operator must appoint a secretary and treasurer, or one person to act as the secretary-treasurer, “who is neither the chair, nor a trustee, nor the president of the organization” [*ECS Regulation*, section 7(a)].
- The regulation identifies financial reporting dates and requirements for private ECS operators and other ECS operators (private schools and public system). For example, a Budget Report is due on May 31st for private schools and public operators; for private ECS operators. The Budget Report is due on November 30th (*ECS Regulation*, section 8).
- The *ECS Regulation* is accessible on Alberta Education’s website at: http://www.gp.alberta.ca/574.cfm?page=2002_031.cfm&leg_type=Regs&isbncln=9780779738786&display=html
- When enrolling children, an operator should take into consideration the resident board’s entrance age policy Funding is provided, in addition to base instruction funding, for children with special education needs, including those with mild, moderate or severe disabilities/delays, and those who are gifted and talented

ECS Resources

- **Curriculum Handbooks for Parents 2011/2012** (Kindergarten Handbook: Non-denominational and Catholic versions)

The Curriculum Handbook for Parents, Curriculum Summaries and Curriculum Express contain information for parents about what their child will learn in Kindergarten. The handbooks are available on Alberta Education's website at:

<http://www.education.alberta.ca/parents/resources/handbooks.aspx>

- **Kindergarten Program Statement, 2008**
<http://www.education.alberta.ca/media/312892/kindergarten.pdf>
- **Early Childhood Services (ECS) – Grade 3**
<http://education.alberta.ca/teachers/program/ecs.aspx>

This Alberta Education website provides information about ECS to Grade 3 in the following topics:

- Programs of Study
 - Learning and Teaching Resources
 - Primary Programs
 - Early Childhood Services Fact Sheets provide information, contacts and important dates for ECS providers.
 - <http://education.alberta.ca/admin/special/ecs.aspx>
- **Special Education Publications**
 - The *Standards for the Provision of Early Childhood Special Education* (September 2006) is on the Alberta Education website at http://education.alberta.ca/media/452316/ecs_specialstds2006.pdf . Further information about ECS and Special Needs can be found at <http://education.alberta.ca/admin/special/ecs.aspx>
 - Additional resources to support students and children with special education needs are available at <http://education.alberta.ca/admin/special/resources.aspx>
 - **The *Talk Box* and *Talking is Key* Videos**
 - The *Talk Box* shares ideas for creating language-rich environments including everyday tips, activities, age-related expectations for speech-language development and information regarding when and where to get help should parents and/or caregivers have questions. The *Preschool Talk Box* is targeted towards families or those who work with preschoolers (0-5) years of age; and the *School Aged Talk Box* is targeted towards families or those who work with elementary school-aged children (5-12 years of age). The *Facilitator's Guide for Creating Language Rich Environments* is intended for service providers and

agency or school staff working with young children (birth to five years) and their families.

- *Talk Box* and the *Facilitator's Guide for Creating Language Rich Environments* are now available in French on the Parent Link website alongside the English version www.parentlinkalberta.ca
- *Talking is Key* videos are available in 12 languages and support parents in helping their children become good communicators.
<http://www.parentlinkalberta.ca/publish/946.htm>

Other Informative Alberta Education Sites on the Web

- **Connection** – Information for Teachers.

This information newsletter is for administrators, counselors and teachers. It includes information about curriculum, resources, assessment, technology, new initiatives and projects for Kindergarten to Grade 12, and other Alberta Education projects. It is available at

<http://www.education.alberta.ca/teachers/resources/connection.aspx>

- Action on Inclusion- This website outlines the shift to an inclusive education system in Alberta, including early childhood education.
<http://education.alberta.ca/department/ipr/inclusion.aspx>
- Raising Children Website- www.raisingchildren.alberta.ca .This website provides an easy to use set of government information about services and programs for Alberta parents and caregivers for newborns up to age six.
- Early Learning website- This website, developed by Galileo Educational Network and Alberta Education, provides comprehensive resources for parents and professionals in play-based early childhood education.
<http://galileonetwork.ca/earlylearning>

- **Curriculum Implementation Schedule, 2011/2012**

<http://education.alberta.ca/media/449087/impshed.pdf>

This site provides information regarding schedules for program (curriculum) implementation.

- **Learn Alberta** www.Learnalberta.ca

The resources at LearnAlberta can be used to support teaching and learning in a variety of settings, including traditional classrooms, virtual or online classroom environments, home schooling, distance learning. Teachers, students and parents can use these digital learning resources to supplement existing resources.

- **Alberta Education Publications**

<http://www.education.alberta.ca/department/publications.aspx>

- **Common Questions from Parents**
<http://www.education.alberta.ca/parents/role/questions.aspx>
Find answers to some of the most common questions asked by parents.
- **School Act**
http://www.qp.alberta.ca/574.cfm?page=s03.cfm&leg_type=Acts&isbncln=9780779733941
- **Practice Review of Teachers Regulation**
http://www.qp.alberta.ca/574.cfm?page=2010_011.cfm&leg_type=Regs&isbncln=9780779747917
- **Funding – Funding Manual for School Authorities 2011/2012**
<http://education.alberta.ca/admin/funding/manual.aspx>
- **Guide to Education, ECS to Grade 12, September 2011/2012**
http://education.alberta.ca/media/6542444/guidetoed_2011-2012.pdf
- **Alberta Programs of Study**
<http://education.alberta.ca/teachers/program.aspx>
- **Regional Consortia website**
<http://www.arpdc.ab.ca/>
- **Special Education Coding Criteria 2011/2012** – available at
<http://education.alberta.ca/media/825847/spedcodingcriteria.pdf>

Alberta Initiative for School Improvement (AISi)

- AISi projects are aimed at improving student achievement and performance
- ECS private operators are eligible to apply for AISi project funding. Contact Ary De Moor, Project Coordinator, or Maureen Gough, Field Coordinator, at 780-469-9868 at the Association of Independent Schools and Colleges in Alberta office for further information.
- Project funding: \$34.85 per child; AISi funding is forwarded with Base Instruction funding.
- A minimum of one performance measure must be included in a project.
- For further information contact the AISi office at Alberta Education, 780-422-8556 or the Alberta Independent Schools and Colleges in Alberta office at 780-469-9868.

ECS Attendance Records

- ECS operators must maintain records of attendance as per the *Early Childhood Services Regulation*, section 6(a). Records must be kept for at least 7 years.
- School Finance Branch no longer forwards attendance registers to each private ECS operator. An *Alberta Daily Register* may be purchased from the Learning Resources Centre for \$6.30 including GST, 780.427.2767 or their website at <http://www.lrc.education.gov.ab.ca/pro/default.html>
- Completed attendance registers become records of your ECS authority. Registers no longer need to be returned to Alberta Education.

ECS Transportation

- Alberta Education provides funding for transportation to and from the ECS program only. Please see sections 1.32 and 1.33 of the *Funding Manual* for details. <http://www.education.alberta.ca/media/954304/fundingmanual.pdf>

Alberta Transportation Regulation

- Sections 77 – 80 of the *Highway Traffic Act* outlines the requirement for an operator of a motor vehicle, in which a child is a passenger, to have the vehicle equipped with prescribed child seating assembly for children under the age of 6 years whose weight does not exceed 18 kilograms or 40 lbs.
- Section 4(1)(d) of the Seat Belt Regulation of the *Highway Traffic Act* previously provided an exemption for daycares, ECS operators and preschools for providing appropriate child restraint mechanisms for children not exceeding the weight of 18Kg (or 40 lbs.) being transported in vehicles other than school buses. This exemption was removed after a tragedy in Quebec where children, on their way to a field trip, were killed in a privately owned van.
- The removal of this section has complicated an ECS operator's use of volunteer drivers to transport children.
- A solution to this complication may require:
 - the purchase of seating restraint systems that can be used in volunteers' vehicles
 - the use of school buses wherever possible
 - rental of vans with appropriate seating restraints
 - use of taxis
 - use of transit system in large centres
- Alberta Education does not provide additional funding to address the costs involved in meeting the requirements related to this Alberta Transportation Regulation.

475-Hour Access Without Tuition

ECS programs are voluntary programs that may be offered in accordance with section 30 of the *School Act*. An ECS operator must accept and provide programming for all children, including those with special education needs who meet eligibility criteria and for whom programming is requested.

An authority **must**:

- offer 475 hours, at no tuition charge, to those parents wishing a basic program
- base its program on the *Kindergarten Program Statement, 2008*
- be prepared to accept and organize a program for all children with special education needs who meet the eligibility criteria, and for whom programming is requested.

An authority **may**:

- charge parents a fee to cover non-instructional costs (supplies, snacks, registration fee, or field trips)
- charge tuition fees for that portion of instruction beyond the basic 475-hour program. It is recommended that instructional fees be reasonable, e.g., no more than a pro-rated amount based on the basic funding rate of \$3,248.35 per year.

Does not include:

- teacher convention, professional development days, teacher planning days, staff meetings, statutory and local school authority-declared holidays, lunch breaks, recesses, and time taken for the registration of children. [See *Guide to Education: ECS To Grade 12, 2011/2012*]

Settings and Levels of Programming

- Appropriate educational programming for young children with special education needs is based on meeting children's educational needs within the most enabling environments. School authorities should allow for flexibility in settings, and the number of centre-based hours and family-oriented programming sessions. Educational programming should be provided in natural settings to the greatest extent possible. Regardless of the setting, educational programming for ECS children with special education needs varies in the number of hours provided, based on the children's needs and developmental levels and taking into account parental preferences and local resources.

Requirements for Settings and Levels of Programming

School authorities **must**:

- determine, in consultation with parents, the most enabling setting for the delivery of educational programming in a manner consistent with the developmental needs of children, local resources, and safety of the children and staff

- ensure that educating children with special education needs in inclusive settings is the option of first choice
- provide systematic and planned contact with children who do not have special education needs
- ensure, in consultation with parents, that the level of programming meets the educational needs of the children as determined by assessment and developmental need
- identify in the children's IPPs the number of centre-based hours, the number of family-oriented programming sessions provided, and the setting(s) where programming takes place.

Exceptions That Allow School-Aged Children to Enrol in an ECS Program

- Individuals age 5 years 6 months or older, but less than 6 years of age on September 1 are counted as funded *students* (rather than 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 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 authority and the parent, an ECS program is considered the most appropriate placement, the individual is counted as a funded child under ECS.

Individuals aged 6 years or older, but less than 7 years 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 or b) are counted as funded children.

PASI Registration

- **The Provincial Approach to Student Information (PASI)** has been developed with the objective of collecting and sharing student-related information on an on-line, real-time environment that will enhance opportunities to improve program delivery and student access and learning by providing “the right information... to the right people... at the right time!” PASI will integrate student information across the

province in order to support a student's journey in education from Early Childhood Services (ECS) to grade 12. This goal is to be realized incrementally over time.

- **PASlprep** is part of the larger Provincial Approach to Student Information (**PASI**) initiative. PASlprep is an application located within the Extranet that enables school authorities to maintain student information within the PASI repository, known as the **PASI**. PASlprep will replace the functionality for sis files and reporting within the Edulink and sisPrep applications.
- There are a series of important considerations each Alberta ECS Operator needs to do to prepare for, be ready and report your student school enrolments and student personal information (previously called student demographics) to Alberta Education for your September 30, 2011 student enrolments:
- **The deadline for submission is October 5, 2011.**
- **All Alberta school authorities (except those piloting a PASI-enabled SIS) including all ECS Operators_MUST use PASlprep to report** (submit) student school enrolment data and student personal (previously called "demographics") information to Alberta Education.
- **Edulink will no longer be available** for submitting this student data to Alberta Education.
- However, ECS Operators that have no SIS, can still use Edulink (use only the most current version to avoid issues) to clean and prepare your student enrolment data and student personal information for submission through PASlprep. Edulink may be downloaded from www.edulink.ab.ca; see the *Funding Manual for School Authorities, Fees & Deductions* for further information.
- BUT, just because Edulink allows the ECS Operator to prepare their student file and then to be submitted to PASlprep does not guarantee a clean file in PASI since the PASI approach to data acceptability is fundamentally different from previous years. Under PASI, all **student enrolment data errors and anomalies must to be corrected at the school/school authority office prior to 'submission'** to Alberta Education
- To facilitate ECS Operator readiness for implementation, Alberta Education is providing a series of "supports" some of which are referenced here; also go to the *PASI Extranet Community Site* at <https://phoenix.edc.gov.ab.ca/login/default.asp>
- The best way to get ready is to read the reference documents, attend a training session as well as to use the PASlprep Practice Environment.

- Any PASI-related questions or issues should be directed to the PASI/Student Records Help Desk by e-mail at cshelpdesk@gov.ab.ca or phone at 780-427-5318 (toll free within Alberta outside of Edmonton area 310-0000) or Fax at 780-427-1179.

Teacher Registry and Teacher Authority Validation

- Twice per year school authorities provide Alberta Education with information on their current certificated teaching staff. This information includes the staff name and certificate number, contact information (home address, home phone number, and work email), school assignment, grade assignment, position, and FTE information. This information is used to update the Teacher Registry System (TRS) at Alberta Education. The updated information is used to maintain teacher currency and contact data and enable certificated staff to access online learning materials on the LearnAlberta.ca website
- Submissions are made through the Extranet, a secure site that requires specific access. In order to gain access, please complete the form at https://phoenix.edc.gov.ab.ca/login/TRS_Access_Request_Form.doc and fax it attention Registry Manager, Professional Standards Branch at 780-492-4199. You will be contacted and provided with a username and password to access the site: <https://phoenix.edc.gov.ab.ca/login/default.asp>.
- School Authorities can also access Teacher Authority Validation (TAV) on the Extranet. This tool enables Alberta schools and school authorities to verify a teacher holds valid teaching authority
- For further information please contact:
Janet Cummings
Registry Manager
Professional Standards Branch
Alberta Education
Telephone: 780-427-2045
E-mail: Janet.Cummings@gov.ab.ca

Teacher Certification

- Prior to commencement of employment in a private school, funded ECS or charter school, a teacher must hold an Interim Professional Certificate or other valid Alberta teaching authority. It is the responsibility of the school authority and individual teacher to ensure that a teacher does not teach in an Alberta classroom before holding valid teaching authority
- To arrange for a recommendation for a letter of authority, or for an extension of an interim certificate you may call the Association of Independent Schools and Colleges in Alberta for assistance (Telephone: 780-469-9868; Fax: 780-469-9880;

e-mail: office@aisca.ab.ca) who will then forward the recommendation for certification to Professional Standard Branch, Alberta Education.

- Alberta Education has contracted with the Association of Independent Schools and Colleges in Alberta to provide recommendation for Permanent Professional Certification. Upon request, a Designated Signing Authority (DSA) will arrange to evaluate a teacher for the purpose of recommending permanent certification. Such recommendation is contingent on two written evaluations (normally one by the school principal and one by the DSA) based on the Knowledge, Skills and Attributes (KSA) of the Teaching Quality Standard Ministerial Order 4.2.1 - Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta. Contact the Association of Independent Schools and Colleges in Alberta for details.

Teacher Growth, Supervision and Evaluation Policy

- All Public Authorities, ECS private operators, and accredited funded private schools are expected to have a *Teacher Growth, Supervision and Evaluation Policy* in place. Alberta Education's policy [See *Guide to Education: ECS to Grade 12, 2011-2012*] is based on the *Teaching Quality Standard*. The policy has three basic components:
 - on-going supervision of teachers by the principal,
 - evaluation of teacher performance, and
 - the development of an annual teacher professional growth plan by individual teachers.

Duty to Report

- A superintendent, operator of a private school, private ECS or charter school must report to the Registrar [Marc Prefontaine 780-427-2045] any suspension, termination, resignation, or retirement of a teacher that results from conduct that brings into question the suitability of the teacher to hold a teaching certificate.
- No "letter of good standing" will be issued until the investigation is complete and the teacher is cleared
- Failure to report is an offence and liable to a fine of up to \$1,000.
- No action for defamation may be founded on a report made in good faith.

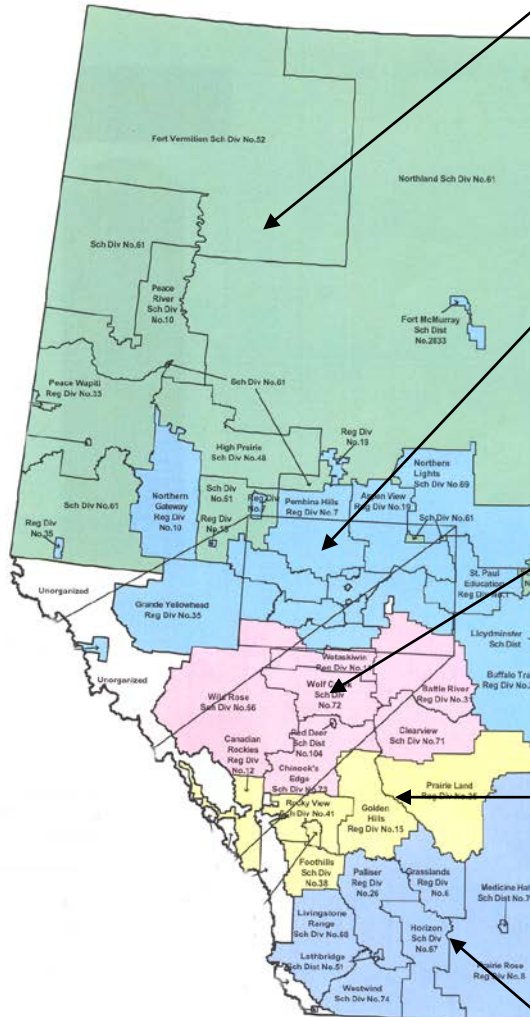
Alberta Education Support for Private ECS Operators

- **Zone Services Branches** provide the following services within their specific zones:
 - responding to issues/concerns related to private ECS operations
 - processing ECS Notices of Intent
 - supporting new operators
 - reviewing private operators
- **School Accreditation and Disputes Resolution Branch** supports zone activities by:
 - tracking documents forwarded to Zone Services by private ECS operators, including Notices of Intent, Budget Reports, Audited Financial Statements
 - processing applications for new operators, recesses and closures
 - coordinating the on-site review of private operators
 - revising and updating documents, with input from other branches
 - providing inservice and assistance to education managers
 - coordinating projects related to private operators, e.g., revision of regulations and policy
 - responding to issues/concerns related to private ECS operations.
- **Early Learning Branch** provides the following support:
 - response to questions from private ECS operators about programming and support for children with mild/moderate and severe disabilities/delays
 - approval of eligibility documentation for children who may meet criteria for a severe disability and be eligible for Program Unit Funding
 - response to questions about completing an application for Program Unit Funding
 - information about current initiatives and projects in the area of early learning and Early Childhood Services (ECS)
 - response to questions from parents about ECS programming
 - assistance to zone managers about programming in ECS
 - orientation for ECS operators about resources, programming, supports, funding and new initiatives.

Key Alberta Education Contacts

Zones by Public Jurisdiction

- Zone 1 Services
- Zone 2/3 Services
- Zone 4 Services
- Zone 5 Services
- Zone 6 Services



Zone 1

Telephone: 780-427-5394
Director — Dr. Terry Wendel

Education Manager
 Jan Ruhl
 780-427-5379

Zone 2/3

Telephone: 780-427-9296
Director — David Woloshyn

Education Managers
 Bob Gerhart
 780-422-5420

Zone 4

Telephone: 780-427-0929
Director — Doug Coffin

Education Manager
 Henry Pilipchuk
 780-427-5392

Zone 5

Telephone: 780-415-9312
Director — Randy Clarke

Education Manager
 John Blevins
 403-297-5008

Zone 6

Telephone: 403-297-5021
Director — Ron Taylor

Education Manager
 Darlene Hayes
 403-297-6239

Calgary Office and Zone 5 & 6

2620 AMEC Place
 801 – 6th Avenue S W
 Calgary, Alberta T2P 3W2

Zones 1-6

9th Floor, 44 Capital Blvd.
 10044-108 Street
 Edmonton, Alberta T5J 5E6
 Fax: 780-422-9682

Private Schools & ECS Operators

Interim Provincial Coordinator
 Sheldon Bossert
 780-415-9954

Administrative Support
 Mona Poon
 780-427-7235

Early Learning Branch

Telephone: 780-422-9423

Director — Gail Campbell