



ADMINISTRATIVE PROCEDURE 210 EARLY CHILDHOOD SERVICES

Background

The Division recognizes the importance of enhancing individual abilities and future educational opportunities and therefore supports the provision of integrated services through parents, staff and community that address the developmental needs of each child prior to school entrance in grade one.

Procedures

1. Grande Yellowhead Public School Division will operate all Early Childhood Services programs within the Division's schools.
2. Participation in Early Childhood programs is voluntary.
3. Children eligible for Early Childhood Services programs are:
 - 3.1 Those one (1) year prior to school entrance; and
 - 3.2 Those up to three (3) years prior to school entrance in the case of children with special needs.
4. Children entering the Early Childhood Services program shall do so as outlined in Grande Yellowhead Public School Division Administrative Procedure 300 – Admission of Students.
 - 4.1 Children who wish to enter the Early Childhood Services Program must become five (5) years of age in the calendar year they are to enter.
 - 4.2 A child with high needs and eligible for Program Unit Funding who becomes two (2) years, six (6) months by September 1 may be admitted to an Early Childhood Services Program upon the request of the child's parents.
 - 4.3 A child with mild or moderate needs who becomes three (3) years, six (6) months by September 1 may be admitted to an Early Childhood Services Program upon the request of the child's parents. Approval for early admission to a two-year program will be made by the Assistant Superintendent – Learning Services in consultation with school personnel.
5. Active parental participation in all aspects of the Early Childhood Services programs is supported and required.

6. School Councils are recognized as the local agency that organizes parent programs.
7. All ECS programs will be staffed with a certificated teacher holding a valid Alberta Teaching Certificate, preferably with an Early Childhood Diploma.
8. The Principal shall be the direct supervisor of the local classroom program.
 - 8.1 Principals shall be responsible for collecting documentation and completing forms necessary to access ECS Program Unit Funding.
 - 8.2 Aide time will be provided based on the needs of students.
 - 8.3 Principals shall deploy the aide hours on the basis of the needs identified by the school.
 - 8.4 Early Childhood Services students who may experience difficulty due to a suspected exceptionality shall be reported to the Assistant Superintendent – Learning Services not later than the fourth Friday after school opening. Further assessment may be required to assist in program development to ensure that individual needs are met.
9. Funds will be allocated to schools on a program and/or per student basis determined by September 30 enrollments.
10. Administration will report annually to the Board on the Expanded Full Day Early Childhood Services Program as part of the Board’s Monitoring process.
11. The Board will operate the Expanded Full Day Early Childhood Services Program annually.

Reference: Section 8, 30, 60, 61, 113, School Act
Early Childhood Regulation 31/2002
Early Childhood Policy 1.1.3

Developed: November 2005
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