

Ministry of Education

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Queen's Park  
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



**MEMORANDUM TO:** Directors of Education  
Secretary-Treasurers and Supervisory Officers of School  
Authorities

**FROM:** Shirley Kendrick  
Director  
Curriculum and Assessment Policy Branch

**DATE:** December 20, 2016

**SUBJECT:** Supports for Implementation of *The Kindergarten Program, 2016* and *Growing Success: The Kindergarten Addendum* and *Communication of Learning Template, 2016*

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The program policy document for [\*The Kindergarten Program, 2016\*](#) was posted on the Ministry of Education website for school boards, schools and other education stakeholders in July, 2016.

This document is also supported by the separate release of [\*Growing Success: The Kindergarten Addendum\*](#) and [\*Communication of Learning Template\*](#) as part of the full set of materials for the Kindergarten Program that will be implemented in the 2016-2017 school year.

As referenced in the June 10, 2016 memo *Implementation Timelines and Supports for the Kindergarten Addendum to Growing Success and the Communication of Learning Templates*, parents will have received communication about their child's learning in the fall of 2016, in accordance with existing board practice.

In response to ongoing input, the ministry is not requiring boards to transition to the *Communication of Learning Templates* until the June 2017 reporting period. For term two (Winter 2017), boards will determine readiness for implementation of the new reporting templates in collaboration with local education partners, including local unions.

If a determination is made to begin to utilize *the Communication of Learning Template* beginning in the June 2017 reporting period, it is the expectation that parents of all children in Kindergarten will receive communication about their child's learning in accordance with existing board practices and aligned with the timelines established in each board for reporting in Grades 1 to 8 (Winter 2017).

The ministry is committed to supporting District School Boards in providing funds focused on the following initiatives:

<p><b>Parts 1 and 2:</b> Implementation supports for professional learning</p>	<p>Implementation supports for professional learning opportunities for educator/educator teams to support effective implementation of the <i>Addendum</i> and the Communication of Learning process. Boards are encouraged to provide release time in the first reporting period.</p>
<p><b>Part 3:</b> The development of the electronic <i>Communication of Learning Templates</i> Funds.</p>	<p>This funding is allocated for the Communication of Learning templates is to be used by School Boards, alone or working with Vendors, for the development, validation, testing, customization and roll-out to schools, beginning with the Winter and Spring reporting cycles.</p>
<p><b>Part 4:</b> Implementation of the Kindergarten Program - Leadership Funding.</p>	<p>This funding is targeted to support ongoing implementation of <b><i>The Kindergarten Program document, 2016 and Growing Success: The Kindergarten Addendum and Communication of Learning Template, 2016</i></b> during the 2016-2017 school year based on the regional implementation sessions for leadership teams. The purpose of this funding is to contribute to the professional learning of teachers, early childhood educators and principals across the province.</p>

District school boards will receive their respective Transfer Payment Agreement (TPA) with funding allocations to support each of the above opportunities. These allocations represent funding related to Supports for Implementation of The Kindergarten Program: 2016 and Growing Success: The Kindergarten Addendum and Communication of Learning. Additional enrolment data/information will be collected in verifying necessary supports for the release of any additional funds. The next anticipated installment will flow in the spring 2017.

The TPA will also include reporting templates for boards to complete and return outlining the requirements including dates for professional learning, numbers of educators and ECE's, events and learnings attained per ministry requirements. The reporting templates will be sent as appendices I and II with the TPA.

**District School boards are asked to complete the attached project plan template and return to [tpa-edu-curriculum@ontario.ca](mailto:tpa-edu-curriculum@ontario.ca) by April 3, 2017.** This project plan template will outline the learning activities, building on on-going commitments to work together, and staffing numbers related to the above opportunities.

The project plan, in keeping with the goals of Achieving Excellence: Achieving Excellence, Ensuring Equity, Promoting Well-Being and Enhancing Public Confidence, is aligned to support board practice in planning outcomes for learning.

Stakeholders report that evidence of successful professional learning practices shows impacts are most positive when a range of participants are invited (e.g., early childhood educators in licensed child care settings, local federation leaders, Early Years Program professionals, etc.)

**Final reports are to be submitted by July 28, 2017.**

In addition to this focused funding, the ministry has produced resources to support the implementation of *The Kindergarten Program, Growing Success: The Kindergarten Addendum* and *Communication of Learning Template*, 2016. These resources support the professional learning activities outlined in the June 10, 2016 memo *Implementation Timelines and Supports for the Kindergarten Addendum to Growing Success and the Communication of Learning Templates*. [All of these resources are available here.](#)

Further resources and professional learning opportunities are being developed to support ongoing implementation.

Virtual professional learning sessions for educator/educator teams are scheduled for early January 2017 to continue the learning begun in the spring and fall 2016 professional learning sessions. These sessions will be offered for both educators and administrators with the focus on *Communication of Learning: Key Messages*. Communication related to these sessions will be distributed through the Early Learning leads in district school boards.

*Original Signed by*

Shirley Kendrick  
Director

- c. Council of Ontario Directors of Education (CODE)
- Ontario Catholic School Trustees Association (OCSTA)
- Ontario Public School Boards' Association (OPSBA)
- Elementary Teachers' Federation of Ontario (ETFO)
- Ontario Elementary Catholic Teachers Association (OECTA)
- Ontario Secondary School Teachers' Federation (OSSTF)
- Canadian Union of Public Employees (CUPE)
- Ontario Council of Educational Workers – Conseil des travailleurs de l'éducation de l'Ontario (OCEW-CTEO)
- Education Workers' Alliance of Ontario – Alliance des travailleuses et travailleurs en éducation de l'Ontario (EWAO-ATEO)
- Catholic Principals' Council of Ontario (CPCO)
- Ontario Principals' Council (OPC)
- Ontario Catholic Supervisory Officers Association (OCSOA)
- Ontario Public Supervisory Officers Association (OPSOA)

### Project Plan Template

Submit to Curriculum and Assessment Policy Branch by **Monday April 3, 2017**  
**Attention: Maureen Callan, Manager via email to: [tpa-edu-curriculum@ontario.ca](mailto:tpa-edu-curriculum@ontario.ca)**

<b>District School Board:</b>		<b>Board Contact:</b>	
		<b>Position:</b>	
		<b>Email:</b>	
		<b>Phone:</b>	
<b>Parts 1 and 2: Implementation supports and professional learning opportunities for educator/educator teams to support effective implementation of the addendum and the Communication of Learning process.</b>			
<b>Release time for educator teams: (1/2 day per team)</b>		<b>Professional Development Day costs:</b>	
<b># of Kindergarten educators</b>		<b>Supply cost for Kindergarten educator</b>	
<b># of ECE's</b>		<b>Supply cost for ECE</b>	<b>Half day supply costs for ECE</b>
<b>Professional Learning Opportunity/Opportunities</b>	<b>Goals/Success Criteria</b>	<b>Participants</b>	<b>Planned Outcomes</b>

**Part 3: Development, validation, testing, customization and roll-out to schools of electronic Communication of Learning templates, beginning with the Winter and Spring reporting cycles.**

Estimated cost of development and roll-out:	Development provided by Vendor	If yes, Name of Vendor:
	Yes _____ No _____	

**Part 4: Implementation of the Kindergarten Program – Leadership Funding**  
 This funding is intended to support ongoing implementation of *The Kindergarten Program* document, 2016 and *Growing Success: The Kindergarten Addendum and Communication of Learning Template, 2016* during the 2016-2017 school year and will also contribute to the professional learning of teachers, early childhood educators and administrators across the province based on recent 2016 -2017 school year training for leadership teams.

<i>Professional Learning Opportunity/Opportunities</i>	<i>Goals/Success Criteria</i>	<i>Participants</i>	<i>Planned Outcomes</i>