

**Ministry of Education**

**Barrie Regional Office**  
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**Ministère de l'Éducation**

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**RMM: 20**

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

**FROM:** Joan Fullerton

**DATE:** December 17, 2009

**SUBJECT:** **Consultation and Feedback Session - Early Learning Kindergarten Program Development – Thursday, January 21, 2010**

This memorandum is to provide you with information about the regional consultation and feedback session for the draft Early Learning Kindergarten Program which is in development. As you are aware, the Early Learning Kindergarten Program will be implemented in specified schools beginning September 1, 2010.

The consultation and feedback session for the Barrie Region is as follows:

<p><b>Consultation and Feedback Session Early Learning Kindergarten Program</b></p>
<p><b>Thursday, January 21, 2010</b> 8:30 a.m. (<i>Registration and continental breakfast</i>) 9:30 a.m. - 3:00 p.m. Monte Carlo Inn 81 Hart Drive Barrie ON L4N 5M3</p>

The session will be delivered by the ministry curriculum project team supported by education officers from the Barrie Regional Office.

The consultation and feedback session will focus on:

- an overview of the changes in the draft revised program policy document;
- opportunities for specific feedback about the draft revised Introduction and the draft revised expectations;
- consultation and advice concerning resources and training that may be developed or planned to support implementation.

The session will include time for boards to work together as a team with early childhood education representatives and to respond or provide advice as board teams and in role.

District school boards are invited to send up to **seven (7)** participants for this consultation and feedback. It is recommended that the team of seven, wherever possible, include:

- 1 board representative (consultant/coordinator),
- 2 elementary administrators,
- 2 Kindergarten teachers, and
- 2 Grade 1 teachers.

Please note that wherever possible, the teachers on the board team should include a member with special education expertise and a member with experience in First Nation, Métis, and Inuit education.

Each school authority that has an elementary program is invited to send a representative to the session in the region.

In addition, the ministry will reimburse participants for the cost of:

- Travel (at the rate of \$.40 per kilometre). Expense guidelines are attached. Participants are advised to make the most economical arrangements possible when traveling;
- Hotel accommodation if necessary (for participants traveling *100 kilometres or more one way from the site, as calculated by using Mapquest from the home address to the location of the training session*);
- For those requiring accommodation, one supper meal for the night of accommodation (\$20.00 per meal). Breakfast and lunch will be provided during the training session for all participants;
- Supply teacher coverage, where required to cover classroom teachers, is at the board's per diem rate.

A block of rooms has been reserved at the Monte Carlo Inn under "Ministry of Education – Early Learning Program." Those requiring overnight accommodation will need to contact the Monte Carlo Inn directly at 705-734-0070 to make your room arrangements.

Attached to this memorandum is a registration form (Appendix A), as well as an expense form template (Appendix B) that is to be completed separately by the board, for the session. On the registration form, please identify your board's contact person for the session and enter the names of your representatives who will attend. The registration forms are to be returned to the Barrie Regional Office no later than **January 11, 2010**, to the attention of Bob Stones, Education Officer.

After the session has been completed, please have your board's contact person complete the expense claim for the training session. Each completed claim form **must** be attached to an official board numbered invoice for the session. The invoice must include the following information:

- the name and dates of the session
- location of the session
- total invoice amount for the session (details attached).

The invoice should be signed by an official of the board. All information must be completed on the expense claim form attached to this memorandum.

Please forward a hard copy of the completed invoices and expense claims for the session to the attention of Bob Stones, Barrie Regional Office no later than **February 16, 2010**. If you require further information or clarification, please contact Bob Stones, Education Officer, at 705-725-7156, or 1-866-632-1602 or [Robert.Stones@ontario.ca](mailto:Robert.Stones@ontario.ca).

Your continued co-operation and support is appreciated as we move together in developing the revised Early Learning Kindergarten program.

A handwritten signature in cursive script, appearing to read "J. Fullerton".

Regional Manager

Enclosures

**Ministry of Education – Barrie Regional Office  
Reimbursement Guidelines**

**Submitting Expense Claims**

Individual participants submit their claims to their school boards. School boards are to retain the participants' original receipts for all eligible accommodation, travel and meal costs.

School boards are required to submit an invoice along with the Summary Expense Claim Form and photocopies of all receipts for eligible participants to the Barrie Regional Office **within one month** of the event.

Expense claims from individual participants will not be accepted.

Expenses will be reimbursed in accordance with Ministry travel guidelines as described in the chart below.

Type of Expense	Maximum Amount Eligible	Conditions
Travel	\$ 0.40 per km	From place of employment to meeting site.
Breakfast	Itemized receipt up to \$ 8.75	Not eligible if provided by ministry.
Lunch	Itemized receipt up to \$11.25	Not eligible if provided by ministry.
Dinner	Itemized receipt up to \$20.00	Eligible for participants staying overnight. Includes tax and gratuity, but not alcoholic beverages.
Accommodation	Receipt amount including tax and parking but not telephone calls.	For those traveling in excess of 100 km one way from their home address to the location of the training session.
Supply Teachers	Reimbursement as per the school board per diem.	If required for teaching staff.

Please forward invoices to:

**Bob Stones, Ministry of Education  
Barrie Regional Office  
20 Bell Farm Road Unit #9  
Barrie ON L4M 6E4**

**If you have any questions regarding reimbursements, please contact Bob Stones, Education Officer, Barrie Regional Office at 1-866-632-1602 or 705-725-7156.**