

GUIDELINE – EXTENDED DAY PROGRAM UNIT STAFFING RATIOS

PURPOSE AND APPLICATION

School boards are accountable for the provision of both full day junior kindergarten/kindergarten and extended day programs, consistent with the recent amendments to the *Education Act* arising from the passage of Bill 242, the *Full Day Early Learning Statute Law Amendment Act, 2010*.

Under the Bill 242 amendments to the *Education Act*, the Minister of Education has the power to issue and require boards to comply with policies and guidelines respecting all aspects of the operation of extended day programs (*Education Act*, R.S.O. 1990, c. E.2 (as amended) at s. 260.5(1)).

The purpose of this guideline is to assist school boards in determining requisite staffing numbers for the operation of their extended day programs. This guideline sets out both the general staffing ratio and the maximum staffing (i.e., “hard”) ratio allowable for extended day programs under the *Education Act*.

PRINCIPLES

The general pupil-to-adult staffing ratio has been selected in contemplation of an average program unit size of 26 pupils. As not all program units will contain exactly 26 pupils, this guideline provides flexibility around the general staffing ratio.

A maximum staffing ratio has been selected so as to ensure that boards are able to deliver high-quality extended day programs while managing staffing considerations in a cost-effective manner.

BINDING GUIDELINE

- 1. Every board shall comply with this guideline as it relates to every school of the board listed in Schedule 1 to O.Reg. 225/10 (Extended Day Programs).**
- 2. Subject to paragraphs 3 and 4 below, the pupil-to-adult staffing ratio in an extended day program unit shall conform as closely as possible to a ratio of 13 pupils to one adult (13:1; 26:2).**
- 3. The maximum allowable pupil-to-adult staffing ratio (i.e., “hard ratio”) for an extended day program unit shall be 15:1 (30:2).**
- 4. Where an extended day program unit size exceeds a pupil-to-adult ratio of 15:1 (30:2), the board shall appoint another adult staff person to that extended day program unit.**