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.