ATTESTATION – EXCEPTION RE: EARLY CHILDHOOD EDUCATOR DESIGNATED POSITIONS IN FULL-DAY KINDERGARTEN CLASSES OPERATED BY THE TORONTO DISTRICT SCHOOL BOARD

INSTRUCTIONS

The “Guideline – Exception re: Early Childhood Educator Designated Positions in Full-Day Kindergarten Classes Operated by the Toronto District School Board” is issued by the Minister pursuant to the authority provided under subparagraph 3.0.0.1 (iv) of subsection 8(1), of the Education Act. The Guideline establishes an exception from the requirement to designate a position in each full-day junior kindergarten and kindergarten class as requiring an early childhood educator, or to appoint an early childhood educator to such a position, for the Toronto District School Board (the “board”) for the 2012-13 and 2013-14 school years.

The board must provide a written attestation to the Minister of Education confirming that it has complied with the requirements specified in the Guideline. This form and the attached Excel Workbook (Positions in the Board) are the forms approved for this purpose by the Minister of Education. Both documents must be completed by the Director of Education of the board, or other official of the board as authorized by the board.

The forms must be submitted to the Ministry of Education by the following dates during the time the board is employing a teaching assistant under the authority of the Guideline.

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<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>September 15</td>
<td>January 15</td>
<td>July 15</td>
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<td>October 31</td>
<td>March 15</td>
<td>August 31</td>
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<td>December 31</td>
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There are four parts to this attestation which must be completed and submitted to the Ministry.

Part 1 – Confirms the board’s compliance with the conditions identified in the Guideline

Part 2 – Identifies the number of positions per school to which the Guideline applies/continues to apply (accompanying Excel Workbook to be completed and submitted)

Part 3 – Identifies the positions to which the Guideline no longer applies (accompanying Excel Workbook to be completed and submitted). Note: It is not necessary to complete this Part on the first attestation due September 15, 2012.

Part 4 – Board official signature

Upon completion, these forms must be submitted to the Ministry of Education’s Early Learning Division to the contact identified below. This may be done by email (attaching the signed forms in PDF), by fax, or by mail.

Attention: Jacqueline Brooks  
Senior Program Advisor  
Early Learning Division, Ministry of Education  
Mowat Block, 24th Floor  
900 Bay Street  
Toronto, ON M7A1L2  
Email: jacqueline.brooks@ontario.ca  
Phone: 416-212-9250
ATTESTATION

Part 1 of 4 – Confirm the board’s compliance with the conditions identified in the Guideline

I hereby declare to the Minister of Education, that the Toronto District School Board (the “board”) has complied with the requirements specified in the “Guideline - Exception re: Early Childhood Educator Designated Positions in Full-Day Kindergarten Classes Operated by the Toronto District School Board”, specifically:

☐ The board has appointed a teaching assistant to a full-day kindergarten class, as of August 1, 2012, and such teaching assistant:
  ☐ was employed by the board in the 2011-12 school year;
  ☐ was reported through EFIS in the category Teaching Assistant – General – Regular Program in the 2011-12 school year;
  ☐ has experience working as a teaching or education assistant in a class in the primary division of a school of the board.

☐ The board has received and kept on file the appropriate documentation that confirms the teaching assistant:
  ☐ is registered and has enrolled, by September 7, 2012, in an early childhood education program offered by a college of applied arts and technology, or by an Ontario university, or by a private career college approved under the Private Career Colleges Act, 2008 to offer such program (“the postsecondary institution”) and the university or private career college program is approved by the College of Early Childhood Educators;
  ☐ has paid the tuition fees required by the institution for the upcoming academic semester by such date;
  ☐ has enrolled in and paid the tuition fees for each semester following, by the dates as required by the postsecondary institution, until the end of the program.
  (Note: It is not necessary to complete the first two boxes for the attestations provided after September 15, 2012.)

☐ The board has established a process to satisfy itself that the teaching assistant is making satisfactory academic progress towards acquiring the educational qualifications necessary to become a registered early childhood educator for each year the teaching assistant is enrolled in the program which includes:
  ☐ a mid-year and end-of-year check in;
  ☐ obtaining verification, in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Freedom of Information and Protection of Privacy Act as may be relevant, from the postsecondary institution in which the teaching assistant is enrolled that the individual is maintaining satisfactory academic progress in the early childhood education program as determined by the postsecondary institution.

☐ The board has established an information sharing process with the postsecondary institution to allow the board to obtain the verification of satisfactory academic progress as identified above in a timely manner.

☐ The board has received and kept on file documentation demonstrating that the teaching assistant is maintaining satisfactory academic progress in her or his program of study.
  (Note: It is not necessary to complete this box for the first attestation due September 15, 2012.)

☐ The board is providing the appropriate oversight and guidance to the teaching assistant during the period that the exception is in place.

☐ The board has informed the individual of the terms and conditions set out in the Guideline prior to appointing the individual to a teaching assistant position under the authority of the Guideline, and has sought any consents that may be necessary to allow the board to comply with the terms and conditions in the Guideline.
Part 2 of 4 – Identify the number of positions per school to which the Guideline applies/continues to apply

Pursuant to the “Guideline – Exception re: Early Childhood Educator Designated Positions in Full-Day Kindergarten Classes Operated by the Toronto District School Board”, the board is also required to submit to the Ministry a list identifying the number of teaching assistant positions in each school of the board to which the exception applies. The attached Excel Workbook (Positions in the Board) is the Form specified by the Minister of Education for submitting this information.

Additionally, the board confirms:
☐ That the individuals appointed to positions under the authority of the exception have met or continue to meet all of the conditions identified in the “Guideline – Exception re: Early Childhood Educator Designated Positions in Full-Day Kindergarten Classes Operated by the Toronto District School Board”.

Part 3 of 4 – Identify the positions to which the guideline no longer applies
(Note: It is not necessary to complete this section on the first attestation due September 15, 2012.)

Since the attestation of ________________________:

[insert date of last attestation]

Please check one

☐ The board has not been required to designate a position as requiring a registered early childhood educator or to appoint an early childhood educator to the position due to the failure of the board or the teaching assistant to meet any of the conditions set out in Section 1 of the Guideline;

OR

☐ The board has been required to designate a position as requiring a registered early childhood educator or to appoint an early childhood educator to the position due to:

☐ the failure of the board to meet any of the conditions set out in Section 1 of the Guideline; or

☐ the failure of a teaching assistant to make satisfactory academic progress as determined by the postsecondary institution; or

☐ the failure of a teaching assistant to continue to be enrolled in the early childhood education program; or

☐ the failure of a teaching assistant to pay the tuition fees in a timely fashion as required by the postsecondary institution; or

☐ the failure of a teaching assistant to provide the board with evidence satisfactory to the board of her or his satisfactory academic progress; or

☐ the failure of a teaching assistant to provide the board with evidence of payment of required tuition fees; or

☐ the failure of a teaching assistant to permit the board to verify such academic progress and payment of tuition fees with the postsecondary institution; or

☐ the Ontario College of Early Childhood Educators refusing to issue the individual a certificate of registration.

If the board had been required to designate a position as requiring a registered early childhood educator or to appoint an early childhood educator to the position due to any of the reasons identified above, please identify the school of the board to which this applies and the number of positions, in the attached Excel Workbook (Positions in the Board). This is the Form specified by the Minister of Education for submitting this information.
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<th><strong>Signature</strong></th>
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<tr>
<td><strong>Name of Board Official</strong></td>
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<td><strong>Last Name:</strong></td>
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<td><strong>Position:</strong></td>
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<td><strong>Signature:</strong></td>
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