



2021 - 2024

Elves School Assurance Framework



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This document has been prepared with consideration to the legislative and regulatory requirements including the Education Act, Education Grant Regulation, Private Schools Regulation, Education plan and Annual Education Results Report.

Elves Special Needs Society operates the Elves School Program (Elves). Elves is supportive of transparency and accountability for the application of public funds to education. The Assurance Framework ensure that the Elves mission and vision of our school community and organization is meeting the needs of early learners and students (students) and parents, considering both provincial and local data.

Elves School Program

The Elves Special Needs Society operated the Elves School Program (Elves) that offers educational program for children and youth with special needs through Program Unit Funding and Kindergarten to Grade 12. This mission is met through certificated teachers is augmented by educational assistants and multi-disciplinary professionals who offer developmentally appropriate activities that are foundational to the physical, intellectual, and social well-being of every individual.

The Elves School Program has been accredited since 1985, serves children and youth within two facilities that operate in Edmonton, Alberta. Individuals are admitted to Elves School Program primarily based upon a diagnosis or query of a severe disability as outlined in the Alberta Education Special Education Coding Criteria 2020/2021 Early Childhood Services to Grade 12. Elves is an approved Designated Special Education Program (DESP) and we are serving the students in classrooms housed in specialized facilities.

OUR MISSION

Elves provides individuals with severe disabilities and special needs with a unique, individualized educational or day program to promote their maximum development and to enhance the quality of life of the individuals and their families within a supportive and caring environment

Our Vision

The vision of Elves Special Needs Society is offer safe and caring, developmentally appropriate activities and services that are foundational to the physical, cognitive, mental health, and social-emotional well-being of every individual.

We Value

- Fostering supportive, inclusive opportunities based on the abilities and needs of learners of all ages.
- Facilitating learning across the lifespan.
- Promoting family centered services, and family well-being.
- Supporting service excellence and professional learning.
- Equitability access to resources and accountability.
- Experience of learners, families, staff and community partners.

Elves Community

As an educational program Elves recognizes that it is critical for implement inclusive learning strategies and supports to maximize learner success. Therefore, the Alberta Education curriculum may need to be adapted or modified to ensure learner engagement and transitional planning. Multidisciplinary supports, specialized equipment and materials enable the learner to participate in the educational programming.

Elves believes that stakeholder engagement is an essential component in our operations.

Our primary stakeholders are:

- Students
- Parents and Caregivers
- Elves School Program Staff
- Board of Directors
- Subcommittee Volunteers

Other stakeholders include:

- Alberta Education representatives
- Elves Adult and Respite Program personnel
- Extended family members of learners
- Medical professionals and Specialist Outreach Clinic staff
- Alberta Health Services
- Post-secondary institutions
- Practicum students and volunteers
- Other Government of Alberta Ministries

The School will engage with stakeholders including children, youth, parents, caregivers, staff and Board Members through monthly meetings as well as annual Elves surveys and focus groups. We also conduct annual needs assessments which consider the unique current and future needs of the child and student population served. Elves welcomes input from all community members and this information is considered in conjunction with the data gathered by the Ministry of Education and reflected in the Accountability Pillar Surveys.

Our Parent Advisory Council is unique as it addresses individual and family needs across the learner's lifespan. Board-related subcommittees including Location and Planning, Fundraising, Bylaw and Policy, Advocacy, and Finance support the overall mission of Elves through annual and long-term planning on a governance level.

The information from the learning teams, families and Board and Subcommittees representatives is triangulated, for purposes of quality assurance. The school's administrative team also engages the broader community, in support of Elves capital projects, specialized supports and outreach clinics and advocacy.

Development of the Assurance Framework

As the Elves leadership team developed its initial Education Plan under the Assurance Framework t, it examined data collected from a variety of sources, including:

- Elves' previous Annual Education Result Report (AERR)
- The Alberta Business Plan (FNMI Priority)
- Previous Education Plans (Foundational Statements)
- Assurance Framework Domains
- Local Input Data including:
 - Local surveys of teachers, Elves staff, Parents and Caregivers,
 - Monthly Teacher/Resource and Educational Assistant Meetings,
 - Focus groups, and
 - Elves Board of Director Meetings and subcommittees including Parent Advisory Council, Location and Planning, Fundraising and Advocacy Committees

Using the above inputs, the Elves administration team analyzed the available data and the priorities for support Elves School Program to maximize student achievement and well-being through individual strengths of learners and the learning team.

1. Ensuring an inclusive, safe and caring environment where all students are valued as individuals with unique learner styles and contributions to the school community.
2. Ensuring that environments and services and supports are accessible and enabling for all learners. All students maximize achievement at Elves through the access to the necessary in-person or digital supports, including well trained staff, assistive technology and specialized equipment to enable equitable participation in all educational opportunities.

3. Ensuring that all learning team members and leaders in the school are current in their practice, enabling them to provide their students meet their full potential through the support of research based practices and positive relationships.
4. Enhancing the well-being, trust and collaborative relationships amongst children, students, staff, families and community partners. Well-being is classified under five domains:
 - a. Emotional wellness (recognizing, managing and expressing thoughts and feelings to communicate with others and adapt to stressors in one's environment)
 - b. Intellectual wellness entails the ability to receive new ideas, solve problems, think critically and engage in a creative and open fashion that allow individuals to manage daily life.
 - c. Physical well-being and development is the ability to participate in activities and motivation to maintain movement and a healthy quality of life without undue fatigue or physical stress.
 - d. Social emotional wellness entails positive relationships with others including communications, relationships and interactions
 - e. Spiritual wellness is the understanding of one's and other's faith, beliefs, values, ethics, principles and morals leading to a meaningful sense of purpose and relationships with others.
5. Improving Elves' effectiveness in responding to culturally diverse stakeholders. Provincial priority includes infusing foundational FNMI knowledge, perspectives, history, and issues throughout the school's programs.
6. Community members such as Board of Directors of other volunteers to support effective systems, risk mitigation and Board governance.

Elves has determined that priorities to include:

Student Achievement and Well-being (Points 1, 2, 4, 5)

Student Achievement and Well-being will be ensures through:

Equitable and Strategic Allocation of Resources (Points 2, 6)

Quality in Teaching and Leadership (Points 1, 3, 4)

Responsiveness (Points 1, 3, 5)



School Priority: Every Child and Student is Successful

Consistency with Elves School Program Mission, Mandate & Vision	Alberta Priorities	Context	Outcomes (Required Element) <i>Baseline to be determined</i>	Strategies	Budgetary Principles
<p>Elves will provide students with inclusive access to specialized educational programs and supports intended to maximize them growth and development of the individual and their family unit.</p>	<p>Local and Societal context</p>	<p>Elves learning environment will be structured and paced to promote the maximum engagement and learner success within a specialized educational environment.</p>	<p>Students will successfully participate in their school community.</p> <p>Students will engage in global competencies to use higher-order thinking skills including critical thinking, reasoning, communication, health and well-being, problem solving and emotional regulation.</p>	<ul style="list-style-type: none"> • Multidisciplinary supports and specialized resources will be in place to optimize the learner’s ability to engage in the educational programs offered within the Elves School. • Elves learning environment will be structured and paced to promote the maximum engagement and learner success within a specialized environment. • Learner assessment and growth will be reflected in Individual Plan goals with the data collected through observations and the standardized assessment tools including the following: <ul style="list-style-type: none"> ○ Early Learning Inventory ○ Brigance Screening and Assessment ○ School Functional Assessment ○ Foundational Skills Checklist ○ Motivational Assessments ○ Functional Assessments • The following tools with support enhancement of academic competencies <ul style="list-style-type: none"> ○ Handwriting without Tears ○ Literacy for All ○ Numeracy for All ○ Itchy’s Alphabet ○ MEville to WEville ○ Learning Through Play ○ Daily Physical Activity Initiative 	<p>Elves will offer educational programs that align with Alberta Education curriculum and that meet the needs of special needs learners of all ages.</p>

Student Achievement and Well-Being	Alberta Priorities	Context	Outcomes (Required Element) <i>Baseline to be determined</i>	Strategies	Budgetary Principles
<p>Students will demonstrate growth and development in their knowledge and abilities as active learners.</p> <p>Students will demonstrate health and wellbeing</p>	<p>Student Growth and Achievement</p> <p>Improved FNMI Outcomes</p>	<p>Academic, Career, Intellectual, Emotional and Physical Well – being</p> <p>Students will demonstrate their engagement, learning and sense of community in fashions that align with their individual abilities.</p>	<p>Students will demonstrate growth that will be reflected through progress on Individual Program Plans.</p> <p>Students will attend school regularly or participate in learning activities through the support of digital technology.</p>	<ul style="list-style-type: none"> Internal planning sessions amongst Elves multidisciplinary team members will consider the overall wellbeing of the individual ↓ Parents and caregivers will be engaged to establish Individual Program Plans (IPP’s), Family Oriented Program Supports or other school community activities intended to strengthen learner abilities and support families. ↓ Children and students will participated in daily activities aimed to develop skills that will be reflected in IPP’s achievement, and positive relationships within the school community. The school community will promote inclusive and responsive relationships with children, students, parents and staff. This will be achieved through literature that reflect diversity within the community. 	<p>Elves will offer educational programs that align with Alberta Education curriculum and that meet the needs of special needs learners of all ages.</p> <p>Funds will be allocated to the purchase of printed and digital materials that reflect the diversity within the Elves community.</p>

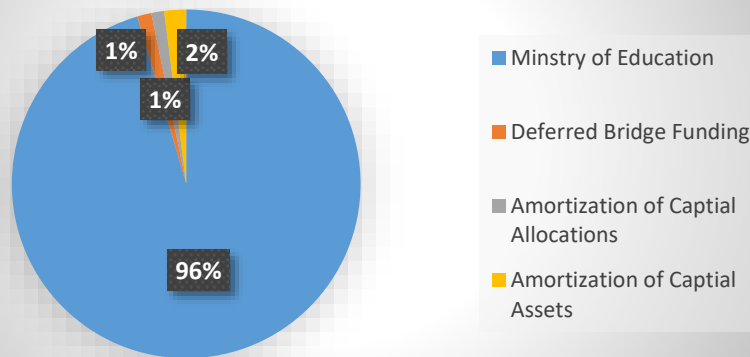
Equitable and Strategic Allocation of Resources	Alberta Priorities	Context	Outcomes (Required Element) <i>Baseline to be determined</i>	Strategies	Budgetary Principles
<p>All Students will access to specialized service and supports to support learning.</p>	<p>Learning Supports</p>	<p>Academic, Intellectual, Emotional, Social Emotional, and Physical Wellbeing & Development</p> <p>Students and families will be supported to be successful at Elves and as they to transition from Elves into the most supportive learning or Adult environment.</p>	<p>Elves will plan for and designate equitable access to appropriate resources based on learner needs and abilities.</p> <p>All students and their families will build positive relationships and a sense of belonging. Elves will maintain, improve upon and develop policies and processes to support community wellbeing.</p>	<ul style="list-style-type: none"> • Staff who are well trained will respond to diverse learner needs and learning styles. • Elves will plan for and designated equitable access to appropriate resources based on learner needs and abilities. • Children, student and families will be supported to transition from Elves into the most supportive learning or Adult Program environment based on individuals and guardian priority and the available services. • Services and supports that cannot be offered by the Elves team will be: <ul style="list-style-type: none"> ○ contracted from community professionals, or ○ supported through referrals to community professionals will be made with the option of onsite specialist clinics or community based referrals. 	<p>Elves will budget for a continuum of supports for children and youth in accordance to their individual learning, psychosocial, physical, mental, and intellectual or neurodevelopmental needs.</p>

Quality Teaching and Leadership	Alberta Priorities	Context	Outcomes (Required Element) <i>Baseline to be determined</i>	Strategies	Budgetary Principles
<p>Teachers and leaders demonstrate currency of practice.</p> <p>Open and Learning Leadership</p>	<p>Teaching and Leading</p>	<p>Intellectual, Emotional, Physical and Social Emotional Wellbeing and Professional Competencies</p> <p>Elves is committed to supporting teacher and educational team members to offer targeted and meaningful assessment, instruction and support that best aligns with learner abilities.</p>	<p>Teachers will understand and actively participated in the professional practice standards (TQS/LQS) through mentorship, coaching, and formative feedback.</p> <p>Elves staff will engage in evidence based practices and a professional learning community, to optimize the educational, health and well-being of special needs learners and themselves.</p>	<p>Wellbeing & Professional Competencies</p> <p>Teachers will understand and complete diagnostic assessments and interventions into support learner engagement and the development of literacy, numeracy and Individual Program Plans.</p> <ul style="list-style-type: none"> • Regularly scheduled events will be based on supporting the ongoing professional learning will be strengthened through systematic professional development and coaching and program implementation related to: <ul style="list-style-type: none"> ○ Positive Behavioral Supports ○ Mandt System ○ Assistive and Augmentative Systems ○ Trauma Approach ○ Lifting and Transferring ○ Medical Interventions ○ Personal Health and Wellbeing ○ Zones of Regulation’s ○ Social Thinking Curriculum ○ Elves Restrictive Procedure Policy ○ First Aid ○ Occupational Health and Safety/WHMIS ○ Lifting/Transferring ○ Suctioning ○ Indigenous Communities • Regularly scheduled events will be based on supporting the ongoing professional learning of teachers and leaders so that they can best support their own well-being and that of their students. 	<p>Elves will allocate funding to ensure that there are financial resources available for core training requirements needed to support special needs learners in the classroom.</p> <p>Decisions will be based on supporting the ongoing professional learning of the school community so that they can apply a unified approach in supporting student learning and family units.</p>

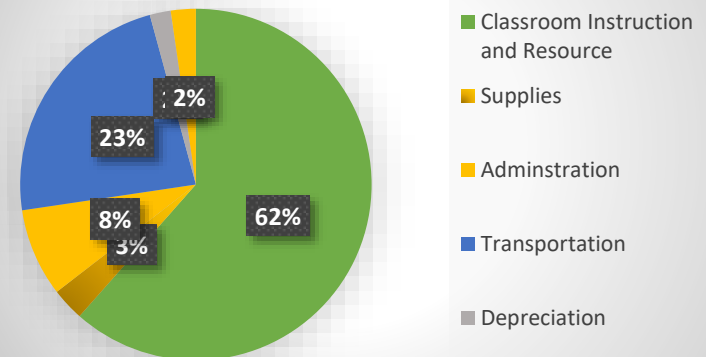
Responsiveness	Alberta Priorities	Context	Outcomes (Required Element) <i>Baseline to be determined</i>	Strategies	Budgetary Principles
<p>Broadening our community resources and supports through consultation, cooperation and collaborative practices to align child/student, family and staff needs and strengths with digital training opportunities.</p>	<p>Governance Local and Societal Context</p>	<p>Access to Services and Supports, Community Wellbeing & Development</p> <p>Elves is committed to ongoing communication with our primary stakeholders and major funders to ensure and assure continual improvement and targeted decision making.</p> <p>Elves will commit to stewardship, transparency and accountability of resources within both provincial and local contexts.</p> <p>On an annual basis, Elves' stakeholders will have the opportunity to receive and respond to the Elves educational program results.</p>	<p>Stakeholders will communicate that student needs are being met through Elves School Program Supports</p>	<ul style="list-style-type: none"> • Elves will engage families, students, staff and external stakeholder in the planning and reporting processes. • Data from surveys, focus groups and ad hoc communications will be targeted. • Elves will continue to engage with community service providers to share best practices and highlight the scope of our services. • Elves Board of Director and Subcommittees and Leadership Team will review and respond to projected budgets and resource allocation. 	<p>Elves Society Annual Strategic Plan will include Priority Based Budgeting for the School Program based on funds received from the Ministry of Education and designated fundraising.</p> <p>A portion of Bridge Funding will be deferred into the upcoming operational year.</p>

Elves School Program 2021/2022 Projected Budget

Projected 2021/2022 Revenues



Projected 2021/2022 Expenses



Projected Revenues		Projected Expenses (<i>Elves Budget approved May 25, 2021</i>)	
Alberta Education Projected Revenues 2021/2021	\$ 6,541,594.62	Instruction	\$ 4,435,703.87
Deferred 2020/2021 Bridge Funding	\$ 90,300.00	Classroom Supplies and Services	\$ 217,500.00
Amortization of Capital Allocations	\$ 80,876.00	Administration	\$ 584,968.92
Amortization of Capital Assets	\$ 139,091.20	Operations and Maintenance	\$ 165,500.00
		Transportation	\$ 1,668,237.70
		Depreciation	\$ 139,091.20
Total	\$ 7,242,078.50		\$ 7,211,001.69