

Process Recommendations to use Expanded Learning Tools at your Site

- **Develop a school-based team** made up of the school principal, key school staff, providers and parents to work through the tools together OR expand a current team (BLT or FEAT) to include partners to address development of an expanded learning program.
- Review the **board approved space priorities**. Please see the letter emailed to schools and partners from facilities.
- Use the provided **SPS Expanded Learning Inventory Worksheet** to audit the current partners and programs. The services and programs types listed in this document reflect best practices in whole child support, and were developed with a cross-sector planning team
- Begin to coordinate your partnerships by using the **Space Use Worksheet**.
- With your team, use the [SPS Racial Equity Analysis Tool](https://seattleschools.org/Departments/Equity%20and%20Race%20Relations/Racial%20Equity%20Analysis%20Tool) (seattleschools.org => Departments => Equity and Race Relations => Racial Equity Analysis Tool) and/or the questions on page 5 of the Space Use Worksheet to surface any potential unintended consequences of proposed changes for subsets of your students and families.
- Investigate ways to preserve and enhance licensed childcare by identifying alternative spaces. Options can include: shared classroom space, gyms, multipurpose rooms, libraries, portables, and other spaces.
 - Susan Hall, slhall@seattelschools.org can support you in space relocation and the licensing process.
 - Once your licensed childcare is stable, work other expanded learning programs around it.
- With your team, review the **Coordination and Funding Models** document and determine if coordination of your expanded learning program is possible in the year to come.
- Budget for coordination.