

Appendix C

Action Planning Template

This action planning template is designed to help local early childhood stakeholders move from completing the *Early Learning Community Assessment Tool* to making changes in their community. Keeping the guiding vision and guiding values in mind, stakeholders should come together to select action steps to be taken in the next 6–12 months—informed by the community context, what has already been done, where there is the greatest need, where there is the most support or momentum, what resources are available, and other local considerations.

Everyone involved in the action planning process should have a shared understanding of the vision for the community, the current reality, and the reasons for coming together to do this work. It is also important for stakeholders to think about the commitment they are willing to make toward achieving the vision, and understand the commitments others are willing to make.

1. As a group, consider whether to adopt or modify the guiding vision, core outcomes, and guiding values from the *Early Learning Community Action Guide*. This may include switching to language that has already been adopted and used in the community, or adding concepts that are not represented in the ELC Action Guide.

From the <i>ELC Action Guide</i>	Local additions or edits
Guiding Vision The vision of an Early Learning Community is one where all young children get a great start, setting the foundation for lifelong success and well-being.	
Outcomes <ul style="list-style-type: none"> • All new and expectant parents and young children are healthy. • All children are ready to thrive in school. • All children live in strong, positive, and nurturing families and communities. 	
Guiding Values <ul style="list-style-type: none"> • Equity • Parent Voice • Accountability 	

2. Consider other important baseline questions:

How are you defining the community that is working on becoming an Early Learning Community?

Who is involved in implementing this action plan?

What is the timeline for this action plan, and when will it be re-visited?

How will you ensure that this action plan is implemented in a way that promotes thriving for all young children and reduces disparities between groups in the community?

What resources are available (funding, staff time, venues, etc.) to support the implementation of this action plan?

- 3. Develop your action plan.** This template prompts stakeholders to think through details that will make those action steps real: timeline, responsible party, resources needed, milestones, and markers of success.

Early Learning Community Action Plan			
Building Block(s) / Goal(s)	Action (Broken into smaller steps if needed)	Resources Needed	Lead Person / Organization

Early Learning Community Action Plan (continued)		
Timeline (Start and end dates)	Milestones	Markers of Success

Early Learning Community Action Plan: EXAMPLE

Building Block(s) / Goal(s)	Action (Broken into smaller steps if needed)	Resources Needed	Lead Person / Organization
2.1, 3.2	<p>Support new and informal care providers in ABC neighborhood to become licensed</p> <ol style="list-style-type: none"> 1. Translate outreach and licensing materials into Spanish and Vietnamese 2. Pay community liaisons to do outreach at playgrounds, library, housing development 	<p>\$1,500 (\$1,000 from city + \$500 still to be raised)</p> <p>Community liaisons (Spanish speaking and Vietnamese)</p> <p>CCR&R staff to support new providers</p>	<p>Child care resource & referral</p>

Early Learning Community Action Plan: EXAMPLE (continued)

Timeline (Start and end dates)	Milestones	Markers of Success
Jan–June 2025	Materials translated by Feb. 1 Community liaisons engaged by March 1	At least 5 new providers and 5 current informal providers in ABC neighborhood begin work toward licensing