



COMMUNITY LEADER LOCAL EARLY CHILDHOOD PLAN

INSTRUCTIONS

This template shall be used by community leaders to document the early childhood plan to target outreach, plan stakeholder engagement and communication activities, and develop strategies to share resource information with families.

If you need assistance completing this form, please contact your [regional consultant](#).

REGION NUMBER	PRIMARY CONTACT
PRIMARY CONTACT EMAIL ADDRESS	PRIMARY CONTACT PHONE NUMBER

GOAL SETTING

Please list two or three SMART (specific, measurable, achievable, relevant, and timely) goals that community leaders plan to accomplish in the region by June 2023. Reference supporting documents and resources such as stakeholder feedback/surveys, parent surveys, final recommendation report, etc.

- 1.
- 2.
- 3.

OUTREACH & STAKEHOLDER RECRUITMENT AND COMMUNICATION

Community leaders are required to:

- Foster relationships among all early childhood partners in the region
- Provide, at a minimum, monthly virtual and/or in-person communications to stakeholders in their region
- Perform targeted outreach to new early childhood partners previously unreached, including child care centers and in-home family child care

Early childhood stakeholders include (but are not limited to):

- Family members
- Home visitors
- Child care providers
- Early interventionists
- Resource specialists
- Public schools and local education agencies (LEAs) (including administrators/early child professionals)
- Community health centers
- Health departments
- Nonprofit centers
- Business leaders
- Local Chambers of Commerce
- Public/private entities providing direct service to children and families
- Community colleges, universities, career centers, and extension programs
- Other individuals invested in promoting, advocating, and supporting direct services and resources to children and families

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In addition to meetings, what other methods will community leaders use to keep stakeholders informed about local and statewide early childhood initiatives and opportunities?

What new early childhood stakeholders will community leaders engage in the community leader work? This can include stakeholders and organizations with whom there has been previously communication and new stakeholders not yet engaged in the work.

ENGAGING FAMILIES

Community leaders should implement strategies to inform families about the availability of programs and services serving children ages birth to five.

Describe the plan for supporting families in the region to access early childhood programs and services. This may include educating and informing families about early childhood options and how to enroll or apply. Also, describe each method the community leaders plan to use (e.g. flyers, social media, etc.).

What programs and services will be included in this plan?

COMMUNICATION PLAN

Complete the chart below to plan for stakeholder engagement. Add rows as needed. *Note: Targeted outreach strategies will look different in each region. This should include what method will be used and who is the intended audience. Some examples of targeted outreach are social media posts, attending existing meetings, flyers, representing the region at events, and other methods. Add rows as needed.*

Audience (e.g., parents, home visitors, child care, medical community)	Message/Purpose/Goal	Strategies (Action Steps) and Timeline	Completion Date	Person/Group Responsible	New or Existing Stakeholder Group

RESOURCE MAPPING

Describe how the community leaders will continue to learn, collect, and update information on local resources for families.

TECHNICAL ASSISTANCE

Consider what technical assistance the regional area might need to be successful.

What nonfinancial supports do the community leaders need to complete the activities listed in this early childhood plan?

PERSONAL PRIVACY PROTECTION ACT

If you provide any “personal information” as defined in Section 105.1500, RSMo, concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, you understand and agree that you are voluntarily choosing to seek a state contract and providing such information for that purpose. The Department of Elementary and Secondary Education will treat such personal information in accord with Section 105.1500, RSMo, unless such information is subject to disclosure pursuant to federal or state law.

COMMUNITY LEADER SIGNATURES

ORGANIZATION	ORGANIZATION
PRINTED NAME	PRINTED NAME
SIGNATURE	SIGNATURE
DATE	DATE