

Expansion Capacity Checklist

It is suggested that Administrators meet with Preschool Coordinators or others involved in a district's preschool program to discuss the questions raised in the *Moving Your District's Preschool Programming Forward* and complete the Checklist together. It is important to remember that this Guide and tools are not designed to "evaluate" a program but rather to generate discussion about the characteristics of the program and the capacity of a school district. As a reminder, Race2K is also available to assist you in discussing your district's program and options for moving forward.

DATE:

PERSONS COMPLETING RUBRIC:

EXPANSION CAPACITY CHECKLIST

Current Structures	In Place?	Notes/Next Steps:
Could expansion be possible by revisiting classroom age ranges?	Yes No Unsure	
Can the district increase ratios to provide expansion? If so, what could they be?	Yes No Unsure	
Could the district increase class enrollment to provide for expansion? If so, what would that be?	Yes No Unsure	
Could the district add an additional session to the program schedule to achieve program expansion? What would that look like?	Yes No Unsure	
Could the district add an additional day to the program schedule to achieve expansion? What would that look like?	Yes No Unsure	
Are there community programs that the district could partner with? If so, who?		
Fiscal	In Place?	Notes/Next Steps:
How is our current preschool programming funded?	n/a	
Are we currently spending our entire Federal 619 allotment?	Yes No Unsure	
Do we have access to additional funding to pay for staff, staff training, materials or space?	Yes No Unsure	
Are there any grant opportunities or ability to leverage funds such as Title I?	Yes No Unsure	
How will expansion impact transportation?	n/a	

Space Needs	In Place?	Notes/Next Steps:
Is additional classroom space available within the current program space?	Yes No Unsure	
Is classroom space for expansion available in another school district building? If so, where?	Yes No Unsure	
Is the available space appropriate for preschool aged children? (ie: bathrooms, playgrounds) If not, what would it take to make it appropriate?	Yes No Unsure	
Will the program be impacted if there are classrooms in multiple locations? If so, how?	Yes No Unsure	
Staffing	In Place?	Notes/Next Steps:
Do we have sufficient staff with appropriate certifications?	Yes No Unsure	
How will program growth impact the service delivery model?	Yes No Unsure	
Do we have administrative capacity to manage a larger program? If not, what will be needed?	Yes No Unsure	
Program Identity	In Place?	Notes/Next Steps:
Do we have a preschool program mission or vision statement that is reflective of all children?	Yes No Unsure	
Does our preschool program have an identity as an Early Childhood program?	Yes No Unsure	
Are our current curricula aligned with Early Childhood expectations? If not, what will be needed?	Yes No Unsure	
Infrastructure Development	In Place?	Notes/Next Steps:
A Leadership Team including administrators, practitioners, and other stakeholders is in place to take responsibility for addressing and making decisions regarding program policy, initiatives and implementation	Yes No Unsure	
The Leadership Team has administrative support	Yes No Unsure	
The Leadership Team meets on a regular basis (at least once a month for 1 hour)	Yes No Unsure	