

Please find below a sample email and letter that make the case for including afterschool in discussions and planning around reopening schools. You are encouraged to adapt as necessary.

SAMPLE EMAIL

I am writing to offer my help and resources to [name of school or district] as you develop plans for reopening to serve students in the fall. I represent [name of afterschool program or network] that supports more than [#] local students and families.

I am available and very interested in participating in upcoming discussions about protocols and schedules that are being developed for instruction, transportation, and safety procedures. Our programs are uniquely qualified and prepared as thought and action partners to help you provide the full support students need. That includes re-engaging and supporting students who will return having experienced extreme social disconnection, trauma and significant learning gaps.

As a long-standing community partner that serves many of the same children and families you serve, we can offer immediate resources— [Please insert here what you feel your program can offer the school, as applicable. E.g. facilities, staff, expertise, and connections with families and community partners.] Students need to re-engage in academic, social and physical spaces again. Parents (including teachers) need to return to work. We stand ready to step up in new ways to help you reimagine the upcoming school year.

Thank you for your outstanding leadership. I look forward to finding more ways to partner with you on reopening and rebuilding stronger than before.

Sincerely,

SAMPLE LETTER

Dear Administrator,

We know you are grappling with the massive and uncharted task of bringing our students back into our school buildings safely, and we appreciate your work. As a long-standing community partner serving many of the same children and families you serve in your schools, we would like to offer immediate resources— [Please insert here what you feel your program can offer the school, as applicable. E.g. facilities, staff, expertise, and connections with families and community partners.]—to help address logistical and budget challenges schools are facing.

Many of our local afterschool programs pivoted to remain open, continue to serve students and families today, and stand ready to help with your efforts to rebuild and return stronger than before COVID-19. We ask to be invited to your planning discussions and that you consider the following ways we can offer support:

[Please insert here what you feel your program can offer the school. For example, are you able to assist with logistical issues? Offer additional space? Support students on days they are not in school? Provide access to food, technology, or other resources? Below the letter is a sample language to use for what you can provide, as applicable]

What we ask of you:

- Invite afterschool programs to your planning discussions, involving them early so they can identify the best ways to share resources and facilities.
- Collaborate with parents, teachers, students and community organizations to support needs-assessment gathering.
- Establish a thoughtful distribution of resources between schools and afterschool programs to help alleviate budget constraints and ensure students' academic, social and emotional needs are met.
- Align guidance for afterschool programs that operate in schools with school plans to ensure consistent safety measures are followed throughout the day

Students are ready to be fully engaged in academic, social and physical spaces again and parents (including teachers) need to return to work to keep our economy strong. It's more important than ever for school time and out-of-school time to work together as true partners. Together we can build a more coordinated, streamlined, cost-effective model of service across the full school and work day. The best part is, our students will benefit the most.

Learn more about our afterschool programs here: [URL](#)

You may reach me at [email, phone](#). I will also aim to follow up with your office by phone next week.

Sincerely,

Sample language to use for how you can support schools as an afterschool provider in the letter, as applicable.

- **Time** – Afterschool and summer programs have always provided critical academic support and youth development services for K-12 students and their families outside of traditional school hours. For schools considering a staggered schedule, these wraparound services are more important than ever.
- **Space** – Our programs operate in a variety of settings, often moving between classrooms and community spaces. We can help schools expand learning and engagement to include community centers, parks, libraries, college campuses, faith-based locations and more.
- **Staff** – We can provide additional staffing capacity, including professionals who are trained in positive youth development, online learning and trauma informed care. Having more hands on deck is especially critical to help students recover from learning loss and the social isolation forced by the pandemic.
- **Engaging parents and families** – Many families are in crisis, need additional supports and are struggling to stay connected. This creates a serious challenge for communicating about new protocols and schedules that are developed for instruction, transportation and safety procedures. Schools will need to be more connected than ever with families and afterschool can help. We have deep relationships with families and community partners, and a long history of coordinating services to meet families' economic, health, food and other needs.
- **Innovation** – Afterschool programs are able to step in with flexibility and pivot quickly as school schedules and educational delivery systems shift. We offer safe, developmentally rich settings for learning and opportunities that engage students in meaningful projects and activities correlated to academic achievement.