



**PA Department of Education
BUREAU OF COMMUNITY AND STUDENT SERVICES**

**21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM
MONITORING and SELF-ASSESSMENT TOOL
2009-2010**

1 Grant Agreement #: _____ 2 Date(s): _____
 3 Program Name/District: _____ County: _____
 4 Lead Agency Administrator: _____
 5 Business Administrator/Fiscal Manager: _____
 6 Project/Program Director: _____
 7 Date(s) of Visitation: _____ 8 Location: _____
 9 PDE Program Officer _____

STATE REVIEWER

10 Lead: _____ 11 Team Member: _____

12 STAFF INTERVIEWED

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

13 CONSORTIUM PARTNER/COLLABORATING AGENCY STAFF INTERVIEWED

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

14 PROGRAM PARTICIPANTS INTERVIEWED

Name: _____	Name: _____
Name: _____	Name: _____

Example notation - I.A.1Aq.15q = Section I. Contract Management, Goal Setting, Sustainability, Part A. Requirements, Question 1, sub-part A. question portion.

Part B. of the Roman numerals indicates *Quality* issues.

15q indicates the location in the online tool which the monitor completes after the visit.
I.A.1Aa.15a = the corresponding answer or summary statement to the above on this form.

21st Century Community Learning Centers Program Monitoring Tool

I. Contract Management, Goal Setting, Sustainability			
A. Requirements	Documentation	Status	Comments
I.A.1Aq.15q The community, parents and students are provided opportunities to offer programmatic input.	I.A.1B.16 <ul style="list-style-type: none"> <input type="checkbox"/> Input documentation <input type="checkbox"/> Correspondence <input type="checkbox"/> Meeting minutes and/or agendas <input type="checkbox"/> Feedback through interviews/surveys <input type="checkbox"/> Other, please specify: 	I.A.1Aa.15a <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	I.A.1C.17 <p>List dates and attendance for Parent/Family meetings: (if separate from Open House and Parent/Family Workshop and Training events.)</p>
I.A.2Aq.19q The contract and any waiver, program and budget revision requests are available for public review.	I.A.2B.20 <ul style="list-style-type: none"> <input type="checkbox"/> Copy of notification /procedure <input type="checkbox"/> Procedure is prominently displayed <input type="checkbox"/> Other, please specify: 	I.A.2Aa.19a <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
I. Contract Management, Goal Setting and Professional Development IV. Participant Involvement and Center Operation			
II. Management, Staffing and Professional Development V. Evaluation of Program Progress and Effectiveness			
III. Partnerships and Collaborations VI. Safety, Health and Nutrition			

<p>I.A.6Aq.37q The program has developed a detailed, written sustainability plan and has made efforts to gain other sources of funding or in-kind resources to continue after grant funding ends.</p>	<p>I.A.6B.38</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed, written sustainability plan <input type="checkbox"/> Description of any grants or resources program has attempted to secure <input type="checkbox"/> Other, please specify: 	<p>I.A.6Aa.37a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>II. Management, Staffing & Professional Development</p>			
<p>A. Requirements</p>	<p>Documentation</p>	<p>Status</p>	<p>Comments</p>
<p>II.A.1Aq.41q The organizational structure is sound and the program management is effective.</p>	<p>II.A.1B.42</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff organizational chart <input type="checkbox"/> Program management materials <input type="checkbox"/> Written policies/procedures <input type="checkbox"/> Other, please specify: 	<p>II.A.1Aa.41a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>II.A.2Aq.45q The project director and staff are highly qualified, well experienced and have good morale. They all have had appropriate background checks and Act 33 & 34 Clearances.</p>	<p>II.A.2B.46</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resumes and Job Descriptions <input type="checkbox"/> Act 33 & 34 documentation <input type="checkbox"/> Time Sheets <input type="checkbox"/> Staff rosters <input type="checkbox"/> Other, please specify: 	<p>II.A.2Aa.45a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>II.A.2C.47</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program is staffed by a majority of certified teachers <input type="checkbox"/> The majority of staff are not certified teachers <input type="checkbox"/> The majority of staff are experienced teachers

<p>II.A.3Aq.49q Staff receives ongoing professional development specific to after school issues. All have been trained on program policies and procedures. Staff attends regular staff meetings.</p>	<p>II.A.3B.50</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of training/trainers <input type="checkbox"/> List of staff/volunteers participating in PD <input type="checkbox"/> Staff/Volunteer Handbook <input type="checkbox"/> Staff meeting schedule and minutes <input type="checkbox"/> Other, please specify: 	<p>II.A.3Aa.49a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>II.A.4Aq.53q The project director and relevant staff meet with school day staff on a regular basis.</p>	<p>II.A.4B.54</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting schedules, minutes <input type="checkbox"/> Correspondence <input type="checkbox"/> Most program staff are school-day teachers in the district <input type="checkbox"/> Other, please specify: 	<p>II.A.4Aa.53a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>II.A.5Aq.57q At least two staff have attended two national and one state PDE-sanctioned 21st Century training each year.</p>	<p>II.A.5B.58</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training registrations <input type="checkbox"/> Training materials <input type="checkbox"/> Other, please specify: 	<p>II.A.5Aa.57a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>II.A.5C.59</p> <p>Please provide names of national and state trainings that have been attended and number of staff who have attended each:</p>

II. Management, Staffing & Professional Development

B. Quality Program Components	Documentation	Status	Comments
<p>II.B.1Aq.61q The student/staff ratio is low and sufficient to meet student needs.</p>	<p>II.B.1B.62</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff rosters <input type="checkbox"/> Student enrollment data <input type="checkbox"/> Staff/Student attendance sheets <input type="checkbox"/> Other, please specify: 	<p>II.B.1Aa.61a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>II.B.1C.63</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student/staff ratio for academic activities ____/____ <p>II.B.1D.64</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student/staff ratio for recreational/cultural activities ____/____
<p>II.B.2Aq.66q The majority of staff members represents and is able to address the diverse needs of the target student population.</p>	<p>II.B.2B.67</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of staff <input type="checkbox"/> Staff Interviews <input type="checkbox"/> Other, please specify: 	<p>II.B.2Aa.66a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>II.B.3Aq.70q Staff are recruited and retained through a rigorous process that results in well-qualified candidates and low staff turnover.</p>	<p>II.B.3B.71</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of recruiting process <input type="checkbox"/> Job postings/ advertisements <input type="checkbox"/> Staff work/retention records <input type="checkbox"/> Staff turnover data <input type="checkbox"/> Other, please specify: 	<p>II.B.3Aa.70a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

<p>II.B.4Aq.74q Program volunteers are recruited and trained effectively and play an important role in program operation and/or student service provision.</p>	<p>II.B.4B.75</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer job descriptions/postings <input type="checkbox"/> Volunteer training materials <input type="checkbox"/> Volunteer handbook/policies <input type="checkbox"/> Volunteer recruitment materials <input type="checkbox"/> Volunteer attendance tracking <input type="checkbox"/> Other, please specify: 	<p>II.B.4Aa.74a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>II.B.5Aq.78q Staff and volunteers are evaluated on a regular basis and given clear feedback for continuous performance improvement. The evaluation process is formal and written.</p>	<p>II.B.5B.79</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff evaluation materials <input type="checkbox"/> Staff performance appraisals <input type="checkbox"/> Volunteer rating criteria/format <input type="checkbox"/> Informal evaluation/feedback <input type="checkbox"/> Other, please specify: 	<p>II.B.5Aa.78a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
III. Partnerships & Collaborations			
A. Requirements	Documentation	Status	Comments
<p>III.A.1Aq.82q There are formal written agreements between the grantee, the target school district(s) and collaborating partners.</p>	<p>III.A.1B.83</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letters of Agreement/ MOU/MOA* <input type="checkbox"/> Contracts/subcontracts <input type="checkbox"/> Documentation of services/ activities <input type="checkbox"/> Other, please specify: 	<p>III.A.1Aa.82a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>*Memos of Understanding / Memos of Agreement</p>

<p>III.A.2Aq.86q Collaborators have provided programs and services in accordance with the grant contract narrative.</p>	<p>III.A.2B.87</p> <ul style="list-style-type: none"> <input type="checkbox"/> List and/or description of services provided <input type="checkbox"/> Written agreements <input type="checkbox"/> Interviews <input type="checkbox"/> Other, please specify: 	<p>III.A.2Aa.86a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>III.A.2C/88</p> <p>Name(s) of collaborating partner(s):</p>
<p>III.A.3Aq.91q The program has made efforts to establish and maintain partners and collaborators to ensure long-term commitments of resources and fiscal and human capital.</p>	<p>III.A.3B.92</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interviews <input type="checkbox"/> Meeting minutes/notes <input type="checkbox"/> Written agreements <input type="checkbox"/> Other, please specify: 	<p>III.A.3Aa.91a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>III. Partnerships & Collaborations</p>			
<p>B. Quality Program Components</p>	<p>Documentation</p>	<p>Status</p>	<p>Comments</p>
<p>III.B.1Aq.95q Challenges in working with collaborators have been handled effectively with positive results.</p>	<p>III.B.1B.96</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of relationships <input type="checkbox"/> Correspondence <input type="checkbox"/> Meeting agendas, notes <input type="checkbox"/> Other, please specify: 	<p>III.B.1Aa.95a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

<p>III.B.2Aq.99q The program seeks additional collaborators to address unmet needs and/or to expand/enhance services.</p>	<p>III.B.2B.100</p> <ul style="list-style-type: none"> <input type="checkbox"/> Correspondence <input type="checkbox"/> Other, please specify: 	<p>III.B.2Aa.99a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>III.B.3Aq.103q The program has established linkages with other state, federal and local agencies that currently provide services to the target population.</p>	<p>III.B.3B.104</p> <ul style="list-style-type: none"> <input type="checkbox"/> Correspondence <input type="checkbox"/> Meeting minutes/notes <input type="checkbox"/> Other, please specify: 	<p>III.B.3Aa.103a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>III.B.4Aq.107q The program integrates 21st Century activities with state funded tutoring initiatives (Educational Assistance Program EAP, Supplemental Education Services SES, Accountability Block Grant tutoring grants).</p>	<p>III.B.4B.108</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program schedules <input type="checkbox"/> Student rosters <input type="checkbox"/> Other, please specify: 	<p>III.B.4Aa.107a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>III.B.5Aq.111q If applicable, the program works effectively with the existing Student Assistance Program (SAP) and nearest DPW-funded Family Center.</p>	<p>III.B.5B.112</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes/notes <input type="checkbox"/> Student referrals <input type="checkbox"/> Other, please specify: 	<p>III.B.5Aa.111a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

IV. Participant Involvement & Center Operation

A. Requirements	Documentation	Status	Comments
<p>IV.A.1Aq.115q The program has identified and is servicing eligible students and their families consistent with the approved contract.</p>	<p>IV.A.1B.116</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participant list <input type="checkbox"/> Registration form <input type="checkbox"/> Academic and low income data <input type="checkbox"/> Referral documentation <input type="checkbox"/> Other, please specify: 	<p>IV.A.1Aa.115a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>IV.A.2Aq.119q The grantee has advertised its program and services.</p>	<p>IV.A.2B.120</p> <ul style="list-style-type: none"> <input type="checkbox"/> Newspaper, radio, TV ads <input type="checkbox"/> School postings, announcements <input type="checkbox"/> Outreach activities <input type="checkbox"/> Other, please specify: 	<p>IV.A.2Aa.119a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>IV.A.3Aq.123q The hours, activity schedules and locations are available, accessible and meet the needs of the target population.</p>	<p>IV.A.3B.124</p> <ul style="list-style-type: none"> <input type="checkbox"/> School postings, announcements <input type="checkbox"/> Registration information <input type="checkbox"/> Activity logs <input type="checkbox"/> Other, please specify: 	<p>IV.A.3Aa.123a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

<p>IV.A.4Aq.127q Academic enrichment activities are provided on a daily basis to all students enrolled in the program, involve innovative teaching strategies and are individualized to meet students' needs.</p>	<p>IV.A.4B.128</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curricular materials <input type="checkbox"/> Activity logs/descriptions <input type="checkbox"/> Registration information <input type="checkbox"/> Other, please specify: 	<p>IV.A.4Aa.127a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>IV.A.4D.130</p> <p>Please provide a list of academic enrichment activities:</p>
<p>IV.A.5Aq.132q The program integrates the school day curricula into its activities; and the educational activities offered support regular school-day learning.</p>	<p>IV.A.5B.133</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of activities <input type="checkbox"/> Curricula materials <input type="checkbox"/> Course outlines <input type="checkbox"/> Other, please specify: 	<p>IV.A.5Aa.132a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>IV.A.6Aq.136q Transportation is provided for activities and to insure that all children have safe passage home.</p>	<p>IV.A.6B.137</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transportation logs <input type="checkbox"/> Other, please specify: 	<p>IV.A.6Aa.136a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

<p>IV.A.7Aq.140q The program has accommodated children with special needs.</p>	<p>IV.A.7B.141</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of accommodations provided, e.g. assistive devices, aides, special transportation <input type="checkbox"/> Other, please specify: 	<p>IV.A.7Aa.140a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>IV.A.8Aq.144q The program maintains an open-door policy for parents and holds quarterly open house meetings for children’s families.</p>	<p>IV.A.8B.145</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open door policy information <input type="checkbox"/> Open house announcements <input type="checkbox"/> Activity logs <input type="checkbox"/> Other, please specify: 	<p>IV.A.8Aa.144a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>IV.A.8D.147</p> <p>Open House Activities in the last school year - Please list dates and attendance:</p>
<p>IV.A.9Aq.149q The program has established a 21st Century Advisory Board that meets at least two times per program year and is comprised of private, public and community representatives AND at least two parents and two students.</p>	<p>IV.A.9B.150</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting notices, agendas, minutes <input type="checkbox"/> Sign in sheets <input type="checkbox"/> Activity logs <input type="checkbox"/> Other, please specify: 	<p>IV.A.9Aa.149a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>IV.A.9D.152</p> <p>Advisory Board Meetings – Please list the dates and attendance</p>

IV. Participant Involvement & Center Operation

B. Quality Program Components	Documentation	Status	Comments
<p>IV.B.1Aq.154q There is an aggressive attendance policy to reduce program and school absenteeism and to insure children participate in the program on a regular, consistent basis.</p>	<p>IV.B.1B.155</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written policy /procedure <input type="checkbox"/> Home visit report/phone log <input type="checkbox"/> School and program attendance records <input type="checkbox"/> Other, please specify: 	<p>IV.B.1Aa.154a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>IV.B.2Aq.158q The after school program provides a majority of participants with not only academics, but diverse recreational/cultural and resiliency building activities as well.</p>	<p>IV.B.2B.159</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program schedules <input type="checkbox"/> Activity logs <input type="checkbox"/> Student activity rosters <input type="checkbox"/> Student sign in sheets <input type="checkbox"/> Other, please specify: 	<p>IV.B.2Aa.158a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>IV.B.2C.160</p> <p>IV.B.2D.161 The program operates the following hours [and days of the week]:</p> <p>IV.B.2E.162 List of program sites:</p> <p>IV.B.2F.163 Number of students served:</p> <p>IV.B.2G.164 Grade levels served:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-K/Pre-school <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grades 1 to 12, please specify:

<p>IV.B.3Aq.166q Parental and family involvement is encouraged and a variety of activities are provided to address family needs.</p>	<p>IV.B.3B.167</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent Meeting minutes <input type="checkbox"/> Correspondence <input type="checkbox"/> Surveys <input type="checkbox"/> Activity logs <input type="checkbox"/> Other, please specify: 	<p>IV.B.3Aa.166a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>IV.B.3C.168</p> <p>Parent/Family Workshops and Trainings if scheduled separately from Open House or Parent Meetings –</p> <p>Please list the dates and attendance:</p>
<p>IV.B.4Aq.170q Communication with parents and families is frequent and includes information on students' experiences, behavior, and achievements in the program. Information is transmitted to Limited English Proficient and special needs families in language/methods/modes that are appropriate and easily understood.</p>	<p>IV.B.4B.171</p> <ul style="list-style-type: none"> <input type="checkbox"/> Correspondence <input type="checkbox"/> Parent Meetings <input type="checkbox"/> Translation/assistive materials <input type="checkbox"/> Other, please specify: 	<p>IV.B.4Aa.170a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

V. Evaluation of Program Progress and Effectiveness

A. Requirement	Documentation	Status	Comments
<p>V.A.1Aq.174q A local level evaluation process has been established.</p>	<p>V.A.1B.175</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluation plan, instruments, data <input type="checkbox"/> Vendor contract <input type="checkbox"/> Reports <input type="checkbox"/> Other, please specify: 	<p>V.A.1Aa.174a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>V.A.1D.177</p> <p>Please explain who the program's evaluator (name) is (if applicable), their affiliation if not internal, and briefly explain the evaluator's capacity, if available.</p>

<p>V.A.2Aq.179q The program has evaluated its progress towards meeting program goals and objectives and is using information collected for continuous improvement.</p>	<p>V.A.2B.180</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program indicator data/ measurements <input type="checkbox"/> Interviews/surveys <input type="checkbox"/> Reports <input type="checkbox"/> Changes made to program based on feedback <input type="checkbox"/> Other, please specify: 	<p>V.A.1Aq.179a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>V.A.2Aq.183q If applicable, is there a written release form to secure parental permission to get performance data from the child's school?</p>	<p>V.A.2B.184</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written policy <input type="checkbox"/> Signed Release forms <input type="checkbox"/> Correspondence <input type="checkbox"/> Other, please specify: 	<p>V.A.2Aa.183a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

V. Evaluation of Program Progress and Effectiveness

B. Quality Program Components	Documentation	Status	Comments
V.B.1Aq.187q Qualitative and quantitative program information and data on participation, performance and outcomes have been collected, analyzed and reported to the US Department of Education and other relevant agencies/parties.	V.B.1B.188 <ul style="list-style-type: none"> <input type="checkbox"/> Statistics <input type="checkbox"/> Reports <input type="checkbox"/> Attendance Logs <input type="checkbox"/> Student grades <input type="checkbox"/> Annual Performance Report data <input type="checkbox"/> Other, please specify: 	V.B.1Aa.187a <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
V.B.2Aq.191q Evaluation findings have been communicated to staff, collaborators, parents, students and other stakeholders.	V.B.2B.192 <ul style="list-style-type: none"> <input type="checkbox"/> Correspondence <input type="checkbox"/> Announcements <input type="checkbox"/> Meeting minutes <input type="checkbox"/> Other, please specify: 	V.B.2Aa.191a <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
V.B.3Aq.195q In addition to evaluation data, the program has collected anecdotal stories about program impacts on the students/their families.	V.B.3B.196 <ul style="list-style-type: none"> <input type="checkbox"/> Student/parent reports, comments <input type="checkbox"/> Letters, testimonies <input type="checkbox"/> Other, please specify: 	V.B.3Aa.195a <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	V.B.3C.197 <ul style="list-style-type: none"> <input type="checkbox"/> Anecdotal stories have been collected [Prepare samples to show monitor] <input type="checkbox"/> Anecdotal stories have been collected and synthesized. <input type="checkbox"/> Anecdotal stories have not been collected

VI. Safety, Health, Nutrition

A. Requirements	Documentation	Status	Comments
<p>VI.A.1Aq.199q The vehicles used for transportation have been inspected for safety. Program follows a formal, written transportation safety policy.</p>	<p>VI.A.1B.200</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspection Information <input type="checkbox"/> Contracts <input type="checkbox"/> Transportation Safety Policy <input type="checkbox"/> Other, please specify: <input type="checkbox"/> 	<p>VI.A.1Aa.199a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>VI.A.2Aq.203q The program provides daily nutritional snacks and files for USDA reimbursement for those snacks.</p>	<p>VI.A.2B.204</p> <ul style="list-style-type: none"> <input type="checkbox"/> List/description of snacks <input type="checkbox"/> USDA reimbursement materials <input type="checkbox"/> Other, please specify: 	<p>VI.A.2Aa.203a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>VI.A.3Aq.207q The program addresses participants' unique health needs that have been identified by the parents and/or the school.</p>	<p>VI.A.3B.208</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student records <input type="checkbox"/> Registration/enrollment form <input type="checkbox"/> Other, please specify: 	<p>VI.A.3Aa.207a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>VI.A.4Aq.211q Emergency contact information for students and staff is maintained in an easily accessible, but secure central location.</p>	<p>VI.A.4B.212</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff and student emergency contact information <input type="checkbox"/> Other, please specify: 	<p>VI.A.4Aa.211a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

<p>VI.A.5Aq.215q The program has established formal, written procedures for authorized student pick-ups and has provided these procedures to staff and families.</p>	<p>VI.A.5B.216</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parental Release Forms <input type="checkbox"/> Sign-in/Sign Out Forms <input type="checkbox"/> Other, please specify: 	<p>VI.A.5Aa.215a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>VI.A.6Aq.219q Adequate security and appropriate equipment are in place at every program site.</p>	<p>VI.A.6B.220</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site information <input type="checkbox"/> Security personnel logs <input type="checkbox"/> Equipment inventories by site <input type="checkbox"/> Other, please specify: 	<p>VI.A.6Aa.219a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	
<p>VI. Safety, Health, Nutrition</p>			
<p>B. Quality Program Components</p>	<p>Documentation</p>	<p>Status</p>	<p>Comments</p>
<p>VI.B.1Aq.223q The spaces used for all program sites are adequate, appropriate and safe.</p>	<p>VI.B.1B.224</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activity location descriptions <input type="checkbox"/> Facilities use criteria and policies <input type="checkbox"/> Other, please specify: 	<p>VI.B.1Aa.223a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

<p>VI.B.2Aq.227q Program has a formal, written emergency readiness plan. The plan is specific to the after school program needs.</p>	<p>VI.B.2B.228</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Exit Plan <input type="checkbox"/> Snow closing plan (inclement weather) <input type="checkbox"/> Staff meeting minutes, correspondence, handouts <input type="checkbox"/> Other, please specify: 	<p>VI.B.2Aa.227a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	<p>VI.B.2C.229</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Readiness Plan is provided to Monitor. <p>[Readiness would include: 1. Evacuation, 2. Lockdown, 3. Drop, Cover & Hold, 4. Shelter in Place]</p> <p>Describe your communication, training and practice of your Emergency Readiness plan with students, staff and families:</p>
<p>VI.B.3Aq.231q Staff receive training in following this plan and are prepared to handle medical emergencies.</p>	<p>VI.B.3B.232</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Aid kit <input type="checkbox"/> Documentation of Training(s) <input type="checkbox"/> Other, please specify: 	<p>VI.B.3Aa.231a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Noncompliant 	

VII. Summary					
Evaluation of Records and Procedures	Exemplary	Meeting Requirements	In Development	Noncompliant	Additional Comments
I.235 Contract Management, Goal Setting and Sustainability					236
II.237 Management, Staffing and Professional Development					238
III.239 Partnerships and Collaborations					240
IV.241 Participant Involvement and Center Operation					242
V.243 Evaluation of Program Progress and Effectiveness					244
VI.245 Safety, Health and Nutrition					246

As the representative of the above-mentioned program, I hereby confirm and verify the validity of the information reported.

Signed

Title

PLEASE PRINT YOUR NAME CLEARLY

DATE

Signed by Reviewer

Title

PLEASE PRINT OR TYPE

DATE

Witness Signature

Title

PLEASE PRINT OR TYPE

DATE