

## 21<sup>st</sup> Century Community Learning Center Monitoring Visit Itinerary Guide

The following guide will assist you in developing an appropriate monitoring visit itinerary. **The Grantee Administrator and the Program Director's presence is required at the visit.** Individuals who can provide relevant information about the center and its daily operation should also be included in the meeting where appropriate, but do not have to be present for the entire day. Please contact your assigned monitor if you have any questions or concerns.

Monitoring Structure	Required Attendees	Time Frame
<b>PART I: Introduction &amp; Overview</b>		
<ul style="list-style-type: none"> <li>▪ Introductions/Purpose of Visit</li> <li>▪ Community/School Demographics</li> <li>▪ Description of Population Served</li> <li>▪ Program Structure and Overview</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Grant Administrator and/or Executive Director</li> </ul>	60 minutes
<b>PART II: Monitoring Assessment Process</b>		
<ul style="list-style-type: none"> <li>▪ Contract Management</li> <li>▪ Goal Setting</li> <li>▪ Sustainability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Grant Administrator and/or Executive Director</li> </ul>	30 minutes
<ul style="list-style-type: none"> <li>▪ Management</li> <li>▪ Staffing</li> <li>▪ Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Grant Administrator and/or Executive Director</li> </ul>	30 minutes
<ul style="list-style-type: none"> <li>▪ Partnerships</li> <li>▪ Collaborations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Community Partners</li> <li>▪ Collaborators</li> </ul>	30 minutes
<ul style="list-style-type: none"> <li>▪ Participant Involvement</li> <li>▪ Center Operation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Site Directors</li> <li>▪ Transportation Staff</li> <li>▪ Advisory Board Rep.</li> <li>▪ Parents</li> </ul>	30 minutes
<ul style="list-style-type: none"> <li>▪ Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Evaluator</li> </ul>	30 minutes
<ul style="list-style-type: none"> <li>▪ Safety</li> <li>▪ Health</li> <li>▪ Nutrition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ School/Program Nurse</li> </ul>	30 minutes
<b>PART III: Facility Tour</b>		
<ul style="list-style-type: none"> <li>▪ Program Operation</li> <li>▪ Teacher Interviews</li> <li>▪ Student Interviews</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principal(s)</li> <li>▪ Program Director</li> <li>▪ Site Coordinator</li> <li>▪ Teachers</li> <li>▪ Students</li> </ul>	30 minutes
<b>PART IV: Monitoring Debriefing</b>		
<ul style="list-style-type: none"> <li>▪ Review Monitoring Assessment Tool</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Director</li> <li>▪ Grant Administrator</li> <li>▪ Administrator/Director</li> </ul>	30 minutes