

APPENDIX V

QUALITY INDICATORS TO BE ADDRESSED PRIOR TO PROGRAM START-UP

ENVIRONMENT & CLIMATE

- Does your program provide a stimulating, engaging, welcoming, and supportive environment for all participants?
- Is the program space safe, clean, and appropriately equipped?
- Does your program develop, implement, and share approved safety plans and procedures with staff, families, and host school as applicable?
- Does your program provide effective supervision of participants by an approved adult at all times?
- Does your program develop and manage effective arrival and dismissal procedures and plans for safe travel home?
- Does your program provide healthy and nutritious snacks and/or supper?
- Does your program remain aware of, record, and support staff to address the mental and physical needs of participants in compliance with HIPAA and FERPA?

ADMINISTRATION & ORGANIZATION

- Does your program establish and maintain a centralized database of participant and program information, including participant attendance data, which is regularly updated and monitored?
- Does your program document where participants are during program hours, including arrival and dismissal?

- Does your program provide adequate security for the program?
- Does your program have an approved budget that is reviewed and adjusted periodically?

RELATIONSHIPS

- Does your staff respect and communicate with one another and provide role models of positive adult relationships?
- Does your staff interact with families in a comfortable, culturally sensitive, and welcoming way?
- Does your staff treat participants with respect, listen to what they say, and have structures in place to encourage participant/adult relationships?
- Does your staff embrace the diversity of the cultures and languages of participants?
- Does your staff embrace the diversity of gender expression/ identity and sexual orientation?

STAFFING & PROFESSIONAL DEVELOPMENT

- Is your program committed to professional development and a culture of learning, as evidenced by the director and staff attending training and facilitating post-training group reflection as part of a continuous improvement system?
- Does your program recruit, hire, and develop staff who reflect the diversity and culture(s) of the community?

- Does your program implement a standard orientation including organization/program culture, mission and goals, handbook, and professional expectations?
- Does your program ensure staff members have competence in instructional strategies and content specific areas where appropriate?

PROGRAMMING & ACTIVITIES

- Does your program provide activities that reflect the mission and goals of the program?
- Does your program feature activities that are developmentally appropriate for the age and skill level of the participants and allow participants to develop new skills during the program year?
- Does your program offer project-based, experiential activities that promote creativity, reflect the interests of participants, and provide opportunities for skill development and application of knowledge?
- Does your program offer a blend of high-quality academic support, including tutoring, study hall, and/or homework help as appropriate to the program as well as enrichment opportunities in arts, recreation, and health?
- Does your program include activities that reflect the languages and cultures of the participants and families?

- Does your program use intentional programming, lesson plans, and curriculum?

ESTABLISHES STRONG LINKS TO THE SCHOOL DAY

- Do you meet regularly with principal(s), school administrator(s), and/or designated liaison(s), and teachers from the school(s) attended by program participants?
- Do you plan for and secure commitment of resources with school principal, when appropriate, and use a formal Memorandum of Understanding (MOU) or School Partnership Agreement (SPA)?

PARENT, FAMILY, & COMMUNITY PARTNERSHIPS

- Does your program develop, review, and update a plan for family involvement?

PROGRAM SUSTAINABILITY & GROWTH

- Does your program have a written, program-specific statement of mission, vision, goals, and intended outcomes?

MEASURING OUTCOMES & EVALUATION

- Does your program have measurable program goals and intended outcomes that are aligned with the organizational mission, vision, and identified needs?
- Does your program develop and/or plan for program evaluation that includes gathering both qualitative and quantitative data?