

Afterschool Program Quality Assessment FY10

General Information

The Palm Beach County School District Afterschool Programming "Operational Manual" along with any Memorandum of Understanding (MOUs) between the School District and outside agencies, sets precedence for management of all District afterschool programs. All agencies acting in a capacity with the District afterschool programs must be in compliance with current District operating procedures. Each agency is required to monitor and audit its own fiscal management under cost recovery parameters. Training requirements must be met by all program staff.

Program Quality and Fiscal Assessments including the Afterschool Program Checklist, are used in monitoring the effective performance of District afterschool programs. These tools measure the degree to which the quality standards for all afterschool programs are present.

Please direct all questions regarding assessments to:

Irene Haines, Manager, Afterschool Programs

PH: 434-8795 or PX: 48795

1. Date

MM DD YYYY

Use appropriate / /
boxes

2. School Number

3. School Name

4. Principal

5. Afterschool Director

6. District Assessor

7. Area

North South Central West

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This document has been approved by the Department of Afterschool Programming

8. JoAnne C. Beckner, Director

Signature

Date

9. Irene Haines, Manager

Signature

Date

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Standard 1

A Solid Framework of Policies and Procedures in Agency Administration, Program Organization, Staffing and Professional Development

Quality afterschool providers demonstrate appropriate agency and program oversight. This includes managing staff recruitment, training and supervision, and ensuring appropriate staff/student ratios and acceptable staff retention rates. Providers maintain an environment of continuous learning and improvement and ensure the necessary safety, space, curriculum, materials, transportation, and nutritional needs of program participants.

INDOOR ENVIRONMENT

1. The program's indoor space meets the needs of children.

	Yes	No	N/A
The space is arranged well for a range of activities: physical games sports, creative arts, dramatic play, quiet games, enrichment offerings, eating, and socializing.	€	€	€
The space is arranged so that various activities can go on at the same time without much disruption.	€	€	€
There is adequate and convenient storage space for equipment, materials, and personal possessions of children and staff.	€	€	€

Comments

2. The indoor space allows children and youth to take initiative and explore their interests.

	Yes	No	N/A
Children can get materials out and put them away by themselves with ease.	€	€	€
Children can arrange materials and equipment to best suit their activities.	€	€	€
Indoor space reflects the work and interests of the children.	€	€	€
The area provides comfortable furniture on which children can relax.	€	€	€

Comments

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OUTDOOR ENVIRONMENT

3. Outdoor play area meets the needs of children and youth, and the equipment allows them to be independent and creative.

	Yes	No	N/A
Each child has a chance to play outdoors for at least 30 minutes out of every three-hour block of time during the program.	€	€	€
Children can use a variety of outdoor equipment and games for both active and quiet play.	€	€	€
Permanent playground equipment is suitable for the sizes and abilities of all children.	€	€	€
A procedure is in place for regularly checking the safety and maintenance of the outdoor play space.	€	€	€
There is a rotating, structured schedule for outdoor play.	€	€	€

Comments

4. There are sufficient materials to support program activities.

	Yes	No	N/A
Materials are complete and in good repair.	€	€	€
Materials are adequate for the number of children in the program.	€	€	€
Materials are developmentally appropriate for the age range of the children in the program.	€	€	€
Alternative activities are available if the weather or other conditions do not permit outdoor play.	€	€	€

Comments

SAFETY, HEALTH & NUTRITION

5. The program provides an environment that protects and enhances the health, safety, and security of children and youth.

	Yes	No	N/A
Indoor and outdoor facilities are clean.	€	€	€
The program is free of observable health/safety hazards in the indoor or outdoor space.	€	€	€
Adequate supplies and facilities for hand washing are on hand.	€	€	€
Heat, ventilation, noise level, and light in the indoor space are comfortable.	€	€	€

Comments

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6. The program staff try to protect and enhance the health of children and youth.

	Yes	No	N/A
Staff are responsive to the individual health needs of the children.	☺	☹	☹
Staff protect children from communicable diseases by separating children who become ill during the program using a cot or mat.	☺	☹	☹
Staff protect children from potential hazards such as caustic or toxic art materials and cleaning agents, and hot liquids, overexposure to heat or cold.	☺	☹	☹
Program has two (2) lock boxes for medication (hot and cold).	☺	☹	☹
Staff and children wash hands frequently, especially after using the toilet or before preparing food.	☺	☹	☹

Comments

7. Children and youth are carefully supervised to maintain safety.

	Yes	No	N/A
Staff note when children arrive, when they leave, and with whom they leave.	☺	☹	☹
Staff know where the children are and what they are doing.	☺	☹	☹
Staff supervise children appropriately according to children's ages, abilities, and needs.	☺	☹	☹

Comments

8. The program serves food and drinks that meet the needs of children and youth.

	Yes	No	N/A
Program serves healthy food.	☺	☹	☹
Drinking water is readily available at all times. Amounts and type of food offered are appropriate for the ages and sizes of children.	☺	☹	☹
Snacks and meals are timed appropriately for children.	☺	☹	☹
At least two (2) food choices are offered to children.	☺	☹	☹

Comments

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ADMINISTRATION

9. Staff/child ratios and group sizes permit the staff to meet the needs of children and youth.

	Yes	No	N/A
Staff/child ratios vary according to the ages and abilities of children.	€	€	€
The ratio is 1:18 as stated in the "Operational Manual."	€	€	€
Staff/child ratios and group sizes vary according to the type and complexity of the activity, but group sizes do not exceed 25 with 2 staff members or 1 staff member + 1 counselor in training (CIT).	€	€	€
Substitute staff are used to maintain ratios when regular staff are absent.	€	€	€

Comments

10. Children and youth are supervised at all times.

	Yes	No	N/A
Children's arrivals are supervised.	€	€	€
Children's departures are supervised.	€	€	€
Staff have a system for knowing where the children are at all times (i.e. walkie talkies).	€	€	€
Staff plan for different levels of supervision according to the level of risk involved in an activity and the environment.	€	€	€

Comments

11. The program's indoor space meets the needs of staff.

	Yes	No	N/A
Enough room exists in the indoor space for staff to plan various program activities.	€	€	€
Staff have access to adequate and convenient storage. Indoor space meets or exceeds local health and safety codes.	€	€	€
Written guidelines are in place regarding the use and maintenance of the program facility.	€	€	€

Comments

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12. The outdoor space is large enough to meet the needs of children, youth, and staff.

	Yes	No	N/A
Enough room exists in the outdoor space for all program activities.	€	€	€
Outdoor space meets or exceeds local health and safety codes.	€	€	€
Staff use outdoor areas to provide new outdoor play experiences.	€	€	€

Comments

13. Program policies and procedures are in place to protect the safety of the children and youth.

	Yes	No	N/A
Staff and children know what to do in case of specific types of emergencies (i.e. procedures and maps are posted, dates of drills are noted on the Emergency Evacuation Drill Report (PBSD 1624).	€	€	€
Program has established procedures to prevent accidents and manage emergencies (i.e. Incident Reports, Accident Reports, Afterschool Crisis Response Plan).	€	€	€
Program has established policies to transport children safely. It complies with all legal requirements for vehicles and drivers (when appropriate).	€	€	€
System is in place to prevent unauthorized people from taking children from the program (FL Statute 61.1332 requires that parents/guardians with court ordered custody of children file for documentation through the Florida court system.)	€	€	€

Comments

14. All staff are professionally qualified to work with children and youth.

	Yes	No	N/A
Staff have received the recommended type and amount of preparation (training) to do their jobs. They meet the requirements that are specific and relevant to their particular job (see training log).	€	€	€
Enough qualified staff are in place to meet all levels of responsibility for student staff ratios and needs to run an efficient, safe and quality program.	€	€	€
Qualified staff are hired in all areas to administer the program, to oversee its daily operations, and to supervise children.	€	€	€

Comments

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15. Staff work well together to meet the needs of children and youth.

	Yes	No	N/A
Staff communicate with each other while the program is in session to ensure that the program flows smoothly.	€	€	€
Staff are cooperative with each other.	€	€	€
Staff are respectful of each other.	€	€	€
Staff provide role models of positive adult relationships.	€	€	€

Comments

16. Staff (paid, volunteer, and substitutes) are given an orientation to the job before working with children and youth.

	Yes	No	N/A
A written job description that outlines responsibilities to children, families, and the program is reviewed with each staff member.	€	€	€
Written personnel policies are reviewed and signed off with staff.	€	€	€
Written program policies and procedures, including emergency procedures and confidentiality policies, are reviewed with staff.	€	€	€
New staff are given a comprehensive orientation to the program philosophy, routines, and practices. They are personally introduced to the people with whom they will be working.	€	€	€

Comments

17. The training needs of the staff are assessed, and training is relevant to the responsibilities of each job.

	Yes	No	N/A
Staff receive training in how to work with families and how to relate to children in ways that promote their social and physical growth and development.	€	€	€
Program directors and administrators receive training in program management and staff supervision.	€	€	€
Staff receive training in how to set up program space and design activities to support program goals for optimum student success.	€	€	€
Staff receive training in how to promote the safety, health, and nutrition of children.	€	€	€
Staff receive First Aid/CPR and AED training.	€	€	€

Comments

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18. Staff receive appropriate support to make their work experience positive.

	Yes	No	N/A
Staff are encouraged to further their educational experiences.	€	€	€
Staff meetings are held regularly and staff are given ample time to discuss their own concerns regarding the program.	€	€	€
Staff receive continuous supervision and feedback.	€	€	€
Temporary and part-time staff receive an Afterschool Job Performance Analysis (JPA) in a timely manner.	€	€	€
Regular staff employees receive an annual Non-Instructional Evaluation (PBSD 0088).	€	€	€

Comments

19. The administration provides sound management of the program.

	Yes	No	N/A
Administration oversees the recruitment and retention of program staff.	€	€	€
Director involves staff, board, families, and children in both long-term planning and daily decision-making.	€	€	€
Administrators assist with ongoing program evaluations.	€	€	€
Administration makes improvements in all areas of the program as needed.	€	€	€

Comments

20. Program policies and procedures are responsive to the needs of children, youth, and families in the community.

	Yes	No	N/A
Written mission statement sets forth the program's philosophy and goals.	€	€	€
Program makes itself affordable to all families by using all possible community resources and sources of subsidy.	€	€	€
Program hours of operation are based on families' needs.	€	€	€
Children with special needs are provided the equal opportunities of the program.	€	€	€

Comments

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Standard 2

Supportive, Ongoing Relationships Between and Among Youth and Staff

Quality afterschool providers engage youth as partners in creating challenging, age-appropriate activities with purpose. They ensure positive physical and verbal communication that reinforces confidence and advocates that all youth can succeed.

HUMAN RELATIONSHIPS

1. Staff relate to all children and youth in positive ways.

	Yes	No	N/A
Staff treat children with respect and listen to what they say.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff make children feel welcome and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff respond to children with acceptance and appreciation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff are engaged with children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

2. Staff responds appropriately to the individual needs of children.

	Yes	No	N/A
Staff know that each child has special interests and talents and allow for choices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff recognize the range of children's abilities and adapt materials and learning styles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff can relate to a child's culture and home language.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff respond to the range of children's feelings and temperaments and offer redirection as needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

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3. Children and youth generally interact with one another in positive ways.

	Yes	No	N/A
Children appear relaxed and involved with each other.	€	€	€
Children show respect for each other.	€	€	€
Children usually cooperate and work well together.	€	€	€
When problems occur, children often try to discuss their differences and work out a solution.	€	€	€

Comments

ACTIVITIES

4. The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all children.

	Yes	No	N/A
Routine provides stability without being rigid.	€	€	€
The atmosphere is relaxed to meet students' physical needs.	€	€	€
Individual children move smoothly from one activity to another, usually at their own pace.	€	€	€
Transition is smooth when children move as a group.	€	€	€

Comments

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Standard 3

Positive and Inclusive Environment for Youth

Quality afterschool providers maintain a warm and respectful environment that celebrates diversity and develops a sense of belonging. Behavior management promotes and reinforces limits and clear rules in a non-threatening, youth-centered way. Activities strike a balance among academic enrichment, cultural, service learning, life skills and recreational opportunities that are developmentally appropriate and based on student interests.

1. Staff encourage children and youth to make choices and to become more responsible.

	Yes	No	N/A
Staff offers assistance in a way that supports a child's initiative to complete homework.	€	€	€
Staff assist children without taking control, and they encourage children to take leadership roles.	€	€	€
Staff give children many chances to choose what they will do, how they will do it, and with whom.	€	€	€
Staff help children make informed and responsible choices using guided direction.	€	€	€

Comments

2. Children can choose from a wide variety of activities.

	Yes	No	N/A
Regular opportunities are planned for active, physical play.	€	€	€
Regular opportunities are planned for creative arts and dramatic play.	€	€	€
Regular opportunities are planned for quiet activities and socializing.	€	€	€
Children have a chance to join enrichment activities that promote basic skills and higher-level thinking skills.	€	€	€

Comments

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3. Staff, children, and youth work together to plan and implement suitable activities, which are consistent with the program's philosophy.

	Yes	No	N/A
Staff ask children to share their ideas for planning so that activities will reflect children's interests.	€	€	€
Staff keep on file their records of activity planning.	€	€	€
Staff plan activities that reflect the cultures of the families in the program and the broad diversity of human experience.	€	€	€

Comments

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Standard 4

Youth Development and Challenging Learning Experiences

Quality afterschool providers create planned activities with explicit objectives and learning goals. They give youth time to reflect about activities and provide feedback, and ensure staff is trained in positive youth development principles and practices. Youth have structured activities with opportunities for leadership that connect with school curriculum or learning standards.

1. Staff interact with children and youth to help them learn.

	Yes	No	N/A
Staff ask questions that encourage children to think for themselves and give sentence responses.	€	€	€
Staff share skills and resources to help children gain information and solve problems.	€	€	€
Staff use hands on approach as to help children learn and develop self-worth.	€	€	€
Staff help children use language skills through frequent conversations.	€	€	€

Comments

2. Staff use positive techniques to guide the behavior of children and youth.

	Yes	No	N/A
Staff offer positive recognition when giving attention to children when they cooperate, share, care for materials, or join in activities.	€	€	€
Staff set appropriate limits for children.	€	€	€
Staff do not use harsh discipline methods.	€	€	€
Staff encourage children to resolve their conflicts and step in only if needed to discuss the issues and work out solutions.	€	€	€

Comments

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3. Activities reflect the mission of the program and promote the development of all the children and youth in the program.

	Yes	No	N/A
Activities are aligned with the styles, abilities, and interests of the individuals in the program.	€	€	€
Activities are well suited to the age range of children in the program.	€	€	€
Activities reflect the languages and cultures of the families served.	€	€	€

Comments

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Standard 5

Family Involvement through Outreach and Activities for Families

Quality afterschool providers support family involvement and provide opportunities for visitation to see children perform or be recognized for their accomplishments. Provider staff regularly communicates with families.

1. Staff and families interact with each other in positive ways.

	Yes	No	N/A
Staff make families feel welcome and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff and families treat each other with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff share the languages and cultures of the families they serve, and the communities in which they live.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff and families work together to make arrivals and departures between home and afterschool go smoothly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

2. Staff support family involvement in the program.

	Yes	No	N/A
A policy exists that allows family members to visit during afterschool hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff offer orientation sessions for new families.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff keep families informed about the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff encourage families to give input and get involved in program events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

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3. Staff, families, and schools share important information to support the well-being of children and youth.

	Yes	No	N/A
Program policies require that staff and family members communicate about the child's well-being.	€	€	€
Staff, families, and schools work together as a team to set goals for each child. District staff are consulted as necessary.	€	€	€
Staff and families share information about how to support children's development.	€	€	€
Staff and families join together to communicate and work with the schools.	€	€	€

Comments

4. The program builds links to the community.

	Yes	No	N/A
Staff provide information about community resources to meet the needs of children and their families.	€	€	€
Program develops a list of community resources.	€	€	€
Staff draw from these resources to expand program offerings.	€	€	€
Staff plan activities to help children get to know the larger community.	€	€	€

Comments