# **2015-16 Site Evaluation Worksheet**

In addition to program-wide information collected during the interview with program administrators, visiting evaluators will also collect data specific to each site. This information is required of all sites, though questions on school start/end dates, school assessment scores, and school enrollment may be left blank if the site is a community-based or faith-based organization that serves more than one school.

**Please complete the following information sheet for** **EACH SITE in your 21st CCLC program**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Name / County

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Site Name

|  |  |  |  |
| --- | --- | --- | --- |
| **School**  Start Date | **Site**  Start Date | **Site**  End Date (Anticipated) | **School**  End Date (Anticipated) |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grades Served by 21st CCLC  at Site | Overall **School** Enrollment | **Site Student** Enrollment | Average Daily Attendance  (daily average across the entire year) | | | Actual  Hours of **Student** Impact\*  (Per Week) |
| Before School | After School | Weekend |
|  |  |  |  |  |  |  |

\*Student Impact hours are those operational hours where the MAJORITY of participating students are present to receive funded program services.

*Average Student: Staff Ratio*

|  |  |
| --- | --- |
| Academic Classes |  |
| Recreation/Enrichment Classes |  |

**(e.g., 15 to 1 or 30:2)**

**Please return this sheet for ALL sites (even those not being visited) prior to the time of the arranged Program Evaluation Interview.**

**Areas of Observation**

In addition to the information collected above, program evaluators will be making several site-specific observations about the operation of the 21st CCLC program during the course of their site visits. To better prepare for these site visits, please consider the following list of general areas where evaluators will be making observations:

1. **Safety/environment** (e.g., clean and safe environment, clear safety procedures and schedules);
2. **Site operation** (e.g., transition between activities);
3. **Activities** provided to students (e.g., focus, variety, availability);
4. **Curriculum** (e.g., curriculum guides, lesson plans, instructional materials) and instructional practices;
5. **Staffing** (e.g., student: staff ratio, staff efficacy & training, use of volunteers);
6. **Adequacy/effectiveness of communication** among staff, administrators, parents, and students;
7. **Participation/engagement** (e.g., on-task students, active teachers);
8. **Site-specific data collection, analysis, and use related to the measurement of program goals and objectives**. (Please have data available to review.)

Programs and sites are welcome to provide any information to program evaluators that would aid in addressing the above areas and/or indicate the effectiveness of the site. However, the following information must be submitted for **EVERY 21st CCLC SITE** at the time of the evaluation visit, regardless of whether the site is being visited:

1. A “2015-2016 Site Evaluation Worksheet” with all applicable sections completed, and
2. A clear daily schedule of activities offered to participating students.

Thank you for your efforts in helping our evaluation remain focused on the students and activities, rather than upon collecting the data contained on this form. If you have any questions about this form or the evaluation process, please email Pete Ready at [pete.ready@state.or.us](mailto:pete.ready@state.or.us).