*2016 – 2017 Visit Priority*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| *Low* |  |  |  | *High* |

*Recommended for Follow-Up Visit*



#### 2015-2016 Site Quality Evaluation Form

Oregon’s 21st CCLC Team

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

**Grantee Name Site Name Date/ Time Evaluator Name**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposed**  Site **Start** Date | **Proposed**  Site **End** Date |  | Total Site **Enrollment** | Proposed  Average Daily Attendance (**ADA**) | Actual Average Daily Attendance (**ADA**) | | |
|  |  | Before School | After School | Weekend |
| **Actual**  Site **Start** Date | **Projected**  Site **End** Date |  |  | Reported: |  |  |
|  |  | Observed: |  |  |

**Quality Checklist of Site Data**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | ***N / A*** | ***N / O*** |  | ***Quality Indicator*** |
|  |  |  |  |  |  |  | **Data** | Site involvement in the **collection** of data |
|  |  |  |  |  |  |  | Site data analysis and **familiarity** |
|  |  |  |  |  |  |  | Use of site data **analysis to modify** operations |
|  |  |  |  |  |  |  | **Site** data **accessibility** |
|  |  |  |  |  |  |  | **Frequency** of **site** data **access** |
|  |  |  |  |  |  |  | **Site-specific** data observed |
|  |  |  |  |  |  |  | **Submission** of data to program leadership |
| COMMENTS: | | | | | | | | |

**Quality Checklist of Site Operations**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | ***N / A*** | | ***N / O*** | |  | ***Quality Indicator*** | |
|  |  |  |  |  |  | |  | | **Safety / Physical Environment** | Clearly written **schedule** available to staff, parents, and students. | |
|  |  |  |  |  |  | |  | | Clearly written **safety plan** (policies and procedures, including safe dismissal). | |
|  |  |  |  |  |  | |  | | Program **rules and expectations** are clearly posted for participants. | |
|  |  |  |  |  |  | |  | | **Clean, organized,** & **safe** physical environment with adequate **space** provided for program activities. | |
|  |  |  |  |  |  | |  | | Students adequately **monitored** by qualified staff. | |
|  |  |  |  |  |  | |  | | Physical environment is **accessible** to all participants. | |
|  |  |  |  |  |  | |  | | Student work and program **accomplishments are displayed.** | |
| COMMENTS: | | | | | | | | | | | |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | ***N / A*** | | ***N / O*** | |  | | ***Quality Indicator*** |
|  |  |  |  |  |  | |  | | **Operations** | | **Contingency** plan to cover for staff absences. |
|  |  |  |  |  |  | |  | | **Volunteers** recruited and utilized to support program staff. |
|  |  |  |  |  |  | |  | | Program **materials** enhance program activities for 21st CCLC students. |
|  |  |  |  |  |  | |  | | **Healthy snacks** provided to all students in an efficient and timely manner. |
|  |  |  |  |  |  | |  | | Orderly and timely **transition** between activities (including arrival to program). |
|  |  |  |  |  |  | |  | | **Technology** used to enhance program offerings for 21st CCLC students. |
| COMMENTS: | | | | | | | | | | | |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | | ***N / A*** | | ***N / O*** |  | | ***Quality Indicator*** |
|  |  |  |  |  | |  | |  | **Communication** | | Communication and collaboration **with program and site leadership.** |
|  |  |  |  |  | |  | |  | Communication between **after-school** staff and **regular-school** teachers, staff, and administration. |
|  |  |  |  |  | |  | |  | **Informational materials** for 21st CCLC in school and/or community |
|  |  |  |  |  | |  | |  | Ongoing communication between **program staff** and **students**/**families** regarding student progress. |
|  |  |  |  |  | |  | |  | Opportunities for positive and meaningful **interaction between students and their parents.** |
| COMMENTS: | | | | | | | | | | | |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | ***N / A*** | | ***N / O*** | |  | | ***Quality Indicator*** |
|  |  |  |  |  |  | |  | | **Activities** | | Activities facilitate progress towards stated program **objectives** |
|  |  |  |  |  |  | |  | | Activities **integrate** school day lessons and **complement** school day activities |
|  |  |  |  |  |  | |  | | Variety of activities for each student spanning **academics and personal enrichment** |
|  |  |  |  |  |  | |  | | Activities are **inclusive** of all students in the program |
|  |  |  |  |  |  | |  | | Activities offer opportunities for **social interaction** |
|  |  |  |  |  |  | |  | | **Resources** and relevant **activities** are offered to **parents** |
| COMMENTS: | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | ***N / A*** | ***N / O*** |  | **Quality Indicator** |
|  |  |  |  |  |  |  | **Participation / Engagement** | Student-to-staff **ratios** |
|  |  |  |  |  |  |  | **Teachers** actively engaging and assisting students |
|  |  |  |  |  |  |  | Students **on task** and **engaged** during activities |
|  |  |  |  |  |  |  | Students demonstrate **satisfaction** with program activities / appear to **enjoy** activities |
|  |  |  |  |  |  |  | Opportunities for students to **share** their **ideas**, **opinions,** and **concerns** with others |
|  |  |  |  |  |  |  | Student’s interactions with each other and staff are **respectful and appropriate** |
|  |  |  |  |  |  |  | Promotion of **teamwork** and **respect for others** |
| **Comments:** | | | | | | | | |

**Quality Checklist of Site Activities and Services**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Exemplary 5*** | ***4*** | ***Proficient 3*** | ***2*** | ***Undeveloped 1*** | ***N / A*** | ***N / O*** |  | ***Quality Indicator*** | ***Student to Staff Ratios*** |
|  |  |  |  |  |  |  | **Activities and Services** | Reading |  |
|  |  |  |  |  |  |  | Mathematics |  |
|  |  |  |  |  |  |  | Science |  |
|  |  |  |  |  |  |  | Visual Arts |  |
|  |  |  |  |  |  |  | Performing Arts |  |
|  |  |  |  |  |  |  | Cultural Awareness |  |
|  |  |  |  |  |  |  | Entrepreneurial Education |  |
|  |  |  |  |  |  |  | EL Language Skills |  |
|  |  |  |  |  |  |  | Phys. Ed. & Recreation |  |
|  |  |  |  |  |  |  | Nutrition and Health |  |
|  |  |  |  |  |  |  | Technology |  |
|  |  |  |  |  |  |  | Expanded Library Hours |  |
|  |  |  |  |  |  |  | Drug & Violence Prevention |  |
|  |  |  |  |  |  |  | Character Education |  |
|  |  |  |  |  |  |  | Mental Health Services |  |
|  |  |  |  |  |  |  | Dropout Prevention |  |
|  |  |  |  |  |  |  | STEM/STEAM |  |
|  |  |  |  |  |  |  | CTE |  |
|  |  |  |  |  |  |  |  |  |

Total # of Students Observed/ Staff: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Average # of Students/ Staff: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Program Element IX. – SEA Follow-Up and Service Requirements with Local Education Agency and 21st CCLC Fiscal Agent.** | | |
| **Requirements**  **Design Requirements** | **Documentation** | **Select status** |
| 1. Transcribe & Compile Comments and Observations from Site Visit. |  | * + Completed   Date: \_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Review documents for completeness and accuracy and send a report to grantee within 30 working days of site visit. |  | * + Completed   Date: \_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Place all appropriate documentation collected and site visit monitoring report in state grant file. |  | * + Completed   Date: \_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Follow up with Local Education Agency and grantee as needed. |  | * + TA Needed   Date: \_\_\_\_\_\_\_\_\_\_\_   * + TA Not Needed at this time |