



21st CCLC Summer Reflection Tool

This tool is intended to help 21st CCLC teams consider the strengths of current summer programs while surfacing opportunities and areas of future growth. A strong reflection process can help identify and apply lessons learned from summer recovery and acceleration programs, which then inform strategic decisions for future school year and summer learning opportunities. The reflection process is a key step in an overall continuous improvement framework that is an essential part of implementing and enhancing high quality summer learning experiences.

As you prepare for an effective reflection dialogue, here are a few suggestions to help guide your discussion:

- Engage in candid discussions without blame or judgment
- Include specific examples with evidence
- Identify specific actions to apply lessons learned

It is also important to have ready access to key data about the summer program. This might include data about enrollment, attendance, staffing, feedback survey results, site specific outcome data and budgeting information.

For further guidance on the reflection process, please reference this [Summer Program Reflection Companion Guide](#) from The Wallace Foundation's Summer Learning Toolkit.

PROGRAM COMPONENT	WHAT WENT WELL?	WHAT COULD BE IMPROVED?	DATA SOURCES (how do we know?)	CONSIDERATIONS FOR NEXT SUMMER (based on data)
♦ Program Planning and Management ♦				
Program dates and times				
Students served (target audience)				
Student recruitment/enrollment				
Attendance rates / no shows				
Program management / Logistics (busing, meals, supplies, etc.)				
Site management (schedules, transitions, etc.)				
Management/selection of enrichment providers				
♦ General Program Implementation ♦				
Staffing / hiring				
Professional development				
Instructional quality				
Enrichment quality				
Connection between school year and summer				
♦ Systems and Partners ♦				

Progress made toward fuller integration of summer programs into district strategies and operations				
Collaboration and partnerships with community-based partners				

KEY AREAS of 21 st CCLC PROGRAMMING	WHAT WENT WELL?	WHAT COULD BE IMPROVED?	DATA SOURCES (how do we know?)	CONSIDERATIONS FOR NEXT SUMMER (based on data)
♦ Academics ♦				
Instructional goals and curricular alignment (general)				
S.T.E.M.				
Mathematics				
Literacy				
College and Career Readiness (where applicable)				
Instructional quality				
Connection between school year and summer				
♦ Youth Development/Character Development ♦				
Physical and emotional safety				

Connecting to community				
Encouraging youth leadership				
Exploring new interests				
Enrichment activities enhancing and/or connecting to academics				
Opportunities for self-understanding/self-knowledge				
Cultural and ethical competencies				
♦ Family Engagement ♦				
Intentional and systematic partnership				
Trusting relationships				
Welcoming, affirming, culturally responsive environment				
Two-way communication				
Family link to learning (i.e. How were families involved in the learning?)				

MEASURABLE OUTCOMES	KEY FINDINGS FROM DATA COLLECTED	DATA SOURCES (how do we know?)	CONSIDERATIONS FOR NEXT SUMMER (based on data)
Student behavior			

S.T.E.M.			
Literacy			
Math			
Student / family satisfaction			
Teacher / staff satisfaction			
District-specific performance area (i.e., special education, facilities, etc.)			



The original Summer Program Reflection tool was created by The Wallace Foundation as part of the Summer Learning Toolkit. **This version has been adapted to more closely reflect the goals and priorities for Arizona 21st CCLC grantees.**

