

21st Century Programs in Community Schools

Starting Strong Checklist

Participant Recruitment

- ☐ Recruitment strategy to reach the 21st CCLC program target number of students served for 90+ hours:

Data Collection & Entry into EZ Reports

- ☐ Data collection & entry point person: _____

- ☐ System for distributing 21st CCLC sign-in sheets to...

☐ Lead CBO staff: _____

☐ Teachers (per session): _____

☐ Vendor CBO staff: _____

- ☐ System for collecting 21st CCLC sign-in sheets from...

☐ Lead CBO staff: _____

☐ Teachers (per session): _____

☐ Vendor CBO staff: _____

- ☐ Each week, data for the previous week will be entered into EZ Reports by: _____

Program Calendar

- ☐ Lead CBO after school

☐ Start date: ____/____/____

☐ Weekly program hours: _____

☐ Projected end date: ____/____/____

☐ Teacher per session activities

☐ Start date: ____/____/____

☐ Weekly program hours: _____

☐ Projected end date: ____/____/____

☐ Vendor CBO activities

☐ Start date: ____/____/____

☐ Weekly program hours: _____

☐ Projected end date: ____/____/____

☐ Family Literacy and Engagement

☐ Date of parent/guardian orientation: ____/____/____

☐ Family Literacy Workshop plan: _____

☐ Family engagement activity plan: _____

Safety Procedures

☐ Required Safety Drills (**Note that drill must occur during the operation time of the program. A second evacuation drill and a second lockdown drill must occur in the spring. Drills should include all out-of-school time activities in operation at the chosen date and time. Documentation of drills must be maintained in 21st CCLC program records.**)

☐ Date of fall evacuation drill: ____/____/____

☐ Date of fall lockdown drill: ____/____/____

☐ Date of shelter-in drill: ____/____/____

☐ Safety Training (**Note that all training must be documented.**)

☐ Date of student training (within 30 days of program start-up): ____/____/____

- ☐ Plan for informing families of safety procedures (within 30 days of program start-up): _____

- ☐ Plan for informing all 21st CCLC staff (including teachers) of safety procedures (by Sept. 15 as part of school staff training or within 30 days of program start-up as a separate training for 21st CCLC staff): _____

Documentation

- ☐ Staff Files
 - ☐ PETS clearances for all staff
 - ☐ Resumes for all staff (including teachers)
- ☐ Staff/Employee Handbook for all providers (including DOE teachers) that include the following 21st CCLC program specific policies and procedures:
 - ☐ Supervision policies and procedures (e.g. during bathroom visits, transitions)
 - ☐ Arrival/dismissal, travel, and attendance policies and procedures
 - ☐ Policy for reporting harassment, bullying, and discrimination
 - ☐ Site specific emergency/medical procedures and point people
 - ☐ Behavior management protocols
 - ☐ Employee travel policies and procedures
- ☐ Certificate of Insurance for all CBOs
- ☐ Student Files/Documents
 - ☐ Enrollment forms
 - ☐ Student/Family 21st CCLC Program Handbook that includes:
 - ☐ Student participation guidelines
 - ☐ Parent/family participation guidelines

- ☐ Code of Conduct
- ☐ General safety procedures and parent point of contact in case of emergency
- ☐ Lesson plans for all 21st CCLC activities (including those led by teachers)
- ☐ Agendas for all 21st CCLC events and meetings
- ☐ Schedule of documented observations for...
 - ☐ Lead CBO activities: _____
 - ☐ Teacher per session activities: _____
 - ☐ Partner CBO activities: _____