

# 21<sup>st</sup> Century Programs in Community Schools

## *Starting Strong Checklist*

### Participant Recruitment

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

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### Data Collection & Entry into EZ Reports

- Data collection & entry point person: \_\_\_\_\_

- System for distributing 21<sup>st</sup> CCLC sign-in sheets to...

- Lead CBO staff: \_\_\_\_\_

- Teachers (per session): \_\_\_\_\_

- Vendor CBO staff: \_\_\_\_\_

- System for collecting 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> CCLC activities (including those led by teachers)
- Agendas for all 21<sup>st</sup> CCLC events and meetings
- Schedule of documented observations for...
  - Lead CBO activities: \_\_\_\_\_
  - Teacher per session activities: \_\_\_\_\_
  - Partner CBO activities: \_\_\_\_\_