

**NEW YORK STATE EDUCATION DEPARTMENT
NCLB TITLE IV B- 21ST CENTURY COMMUNITY LEARNING CENTERS
SITE VISIT MONITORING REPORT**

Provider Name:		Project #	
Site Visit Date:		Site Type:	
Program Address:			
Program Director:		Telephone #	
Director's Email:			
SED Staff Conducting Monitoring Visit:			

A: PROGRAM ADMINISTRATION	Yes	No	Did Not Observe	Comments
1) Maintains all required documents (e.g. health certificate, security clearance, insurance, etc.) where applicable.				
2) Creates and uses an employee handbook that clarifies internal policies and procedures.				
3) Creates and uses a parent or participant hand book that clarifies participant responsibilities, rules for program participation, etc.				
4) Maintains personnel files for all staff, including a current staffing table showing the days and hours of employment for all program staff.				
5) Maintains and has readily available participant files and documentation (including medical records), including documentation showing where participants are during program hours.				
6) Maintains current and accurate activity schedule with room assignments.				
7) Maintains current and accurate attendance records of participants.				
8) Negotiates use of school, CBO, and community resources to best meet the needs of participants and their families.				
9) SACC License is readily available (<i>please list expiration date as shown on license</i>) _____.				
10) Documentation for required finger printing of staff is maintained.				
11) Program administration and the fiscal department of the				

lead agency work together to prepare the budget and monitor spend-down.				
12) Fiscal records are readily available and complete.				
13) Time sheets and payroll records are readily available and complete, and are in accordance with federal regulations for tracking Time and Effort.				
14) System is in place to conduct the Program Quality Self-Assessment (QSA) two times each year.				
15) There is evidence of ongoing communication with program evaluators.				
16) Ongoing, relevant professional development opportunities are available for staff.				

B: ENVIRONMENT AND SAFETY	Yes	No	Did Not Observe	Comments
1) An efficient system is in place for safe check in/sign out of participants.				
2) An efficient system is in place for locating missing participants.				
3) There are adequate materials and supplies available for participants.				
4) Students are provided with a healthy snack and/or dinner.				
5) The physical environment is safe and free from health hazards (clean, well-lit, comfortable temperature, etc).				
6) If held at a school, the program has access to school equipment, including computer and science labs, libraries, classrooms, gyms and playgrounds.				
7) There is a system in place for advance notification of changes in pick-up and drop-off routines of participants.				
8) There is a system of safe transport of participants.				
9) Program staff is familiar with the school safety plan.				
10) Procedures are in place to ensure that staff are aware of and prepared to address individual student's special medical needs that may require immediate attention.				
11) Program staff is familiar with the school's Code of Conduct.				
12) Appropriate emergency procedures and supplies are present (1 st aid kit, fire extinguisher, safety procedures and fire exits posted, etc).				
13) Procedures are in place for early dismissals, emergency				

closings, lock-downs, etc.				
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C: PROGRAMMING	Yes	No	Did Not Observe	Comments
1) The program incorporates high quality academic support into daily programming (homework, and/or tutoring).				
2) The program offers project-based, experiential programming that builds on the school day curricula and core subject areas.				
3) Enrichment and youth development activities in the arts, music, drama, recreation, technology, etc., are offered on a regular basis.				
4) Staff enables participants an opportunity to explore resources and issues in their community through service learning and other projects.				
5) In general, program activities are research based and assist students in achieving overall academic success.				
6) Students with special needs are included in programming.				
7) Staff integrates opportunities for the development of participants' personal responsibility, self-direction, and leadership throughout the program.				
8) Staff are sensitive to the culture and language of program participants.				
9) An efficient system of communicating with school day staff is in place to monitor academic and behavioral progress of students.				
10) There is evidence of ongoing family literacy initiatives.				

D: STUDENT/PARENT/FAMILY AND COMMUNITY PARTNERSHIPS	Yes	No	Did Not Observe	Comments
1) There is evidence that students are involved in program design, structure and policy.				

2) There is evidence that the program involves families in decision making and planning.				
3) There are examples of parent and community communication throughout the program (newsletters, bulletin boards, etc.).				
4) There is evidence that families are provided with information about community resources to meet their needs.				
5) Parents and community members have the opportunity to be actively involved in the program, including serving as volunteers.				
6) Current Advisory Board listing is readily available and there is a regular schedule of meetings (3-4 times per year).				
7) Advisory board includes a wide array of stakeholders including superintendents, school principals, parents, students, community partners, elected local officials, etc.				
8) The program has relationships with community partners in order to enhance program offerings in the arts, culture, civic engagement for students, etc.				

E: SUSTAINABILITY				
1) The program has developed a long term plan for sustaining the program.				
2) Designated staff are working diligently to ensure that the program is sustainable once the grant period ends by accessing resources within the community and building relationships with local business and institutions, where available.				

Noted Best Practices:
