Title IV, Part B, of the *Elementary and Secondary Education Act of 1965*

as amended by ESSA

Virginia Department of Education

21st Century Community Learning Centers

**Jump Start Guide**

**2021 -2022**

**Grantee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Recipient:**  |  | **School(s) Served:** |  |
| **Program Monitor:** |  | **Date of** **Program Review:** |  |

|  |  |  |
| --- | --- | --- |
| **Person(s) Completing the Guide** | **Title** | **Email** |
|  |  |   |
|  |  |  |
|  |  |  |

**Summary** *(completed by program monitor after visit)*

☐ Grantee is on target at this time.

☐ Grantee needs additional technical assistance in the following areas: Click here to enter text.

☐ Only minimum program implementation noted.

Program monitor observed 21st CCLC program in progress. ☐ Yes ☐ No

 Directions:

1. The grantee uses the information in Column 1 (Discussion Item) to self-evaluate if progress is being made toward full implementation. **Prior to the arrival of the monitor**, **highlight or circle each of the items in this column that have been completed.** *Sample forms to assist with implementation are available on the* [*Virginia Partnership for Out-of-School Time*](http://www.v-post.org/SupportED/) **(***VPOST) website.*
2. The grantee should provide a date in Column 3 and the action steps in Column 5 for “Discussion Items” marked “No” or “In Progress.”
3. The program monitor will discuss each item and make recommendations as needed during the discussion.
4. The anticipated date for completion will be discussed during the visit and the program monitor will add his or her comments in Column 5.
5. For the fall review, collected documentation for the spring monitoring visit is encouraged but not required. **ALL** documentation must be provided in accordance with the *Virginia Department of Education On-Site Monitoring Report* during the official monitoring visit in the spring.

| **(1)****Discussion Items*** Indicates a required action or documentation, “Yes” is given if all items with check marks have been completed.
* Indicates an optional action or documentation
 | **(2) Correlation to 21st CCLC On-Site Monitoring Report Item Numbers** | **(3)****Anticipated Date for Implementation/Completion** | **(4)****Completed** | **(5)****Comments** |
| --- | --- | --- | --- | --- |
| 1. 21st CCLC grant has been distributed and read by the following:
* Organization/central office administrator
* Grant co-applicant
* Site coordinator
* School administration
* Fiscal officer/administrator *and* training in the crucial components of the grant has been provided for:
* Teaching staff
* Partners
 | . |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Organizational meetings have been held with:
* Grant related organization/central office personnel
* Co-applicant/partners
* School administration/personnel
* Transportation personnel
* Fiscal officer/administrator
* Teaching and enrichment teachers
 | 14, 20, 31 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Marketing/advertising methods are in place to publicize program’s needs, activities, and successes.
* School postings, announcements, program fliers
* Website, Facebook, Twitter, Snapchat
* Newspaper, radio, TV ads
 | 1 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
|  |  |  |  |  |
| 1. Communication tools have been developed to inform participants’ families about students’ experiences, behaviors, and achievements in the program.
* Periodic student progress reports
* Newsletters, calendars
* Phone logs, emails
* Translation/Assistive materials, if applicable
* Website, Facebook, Twitter, Snapchat
 | 11, 12, 15 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Students have been identified, recruited and are **being served consistent with the original grant application**.
* Identification and recruitment process
* SOL testing scores
* Grades
* Teacher Recommendations
 | 2 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
|  *(E continued)** List of targeted students identified for services
* Completed registration forms
* Participation rosters that include name of activity, teacher’s name, and time of activity
* Projected number of students at each grade level
 |  |  |  |  |
| 1. Process and documentation methods **as stated in the original grant** are in place for communication with stakeholders (organization/central office personnel, school administration, co-applicant, partners, staff, students, regular school day staff, parents).
* Schedule of meetings and events
* Meeting notes
* Phone logs, emails
* Newsletters/fliers
 | 11, 12, 14, 30 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(F continued)** Communication forms such as student progress reports
* Parent/Students Handbook
* Staff Handbook
* Translation/assistive materials, if applicable
 |  |  |  |  |
| 1. An overview program design has been developed and a process for implementing the grant’s objectives, goals, and academic and enrichment activities **as described in the grant** is in place.
* Program schedule for academic and enrichment activities
* Student rosters for academic and enrichment activities
* Lesson plans for academic and enrichment activities
* Enrichment activities, workshops and field trips that support the Standards of Learning
* Staff development specific to 21st CCLC and/or afterschool programs
 | 5, 6, 7, 8, 27, 29 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Procedures, schedules and documents are in place to collect and meet **the requirements in the grant** for:
* Student program hours
* Number of participants (ADA/AWA)
* Parent hours and number of participants
* Spreadsheet to track attendance over time based on objectives/grant
 | 3, 4, 7, 8, 9 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Partner Memorandum of Agreements (MOU) and/or letter of agreements describing in-kind contributions, and paid services (if applicable) have been discussed with partners and appropriate personnel, created, and approved. A method and a schedule for communication, implementation, and documentation have been developed.
* MOUs and/or letter of agreements
 | 31 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(I continued)** Responsible personnel (grantee, co-applicant and partners)
* Schedule of meetings
* Phone logs, emails, etc.
* Sustainability plan
 |  |  |  |  |
| 1. Instruments, **as described in the grant,** are in place to measure program goals and objectives (academic and enrichment), and the ***process*** for collecting and reporting required data has been communicated to the responsible personnel.
* Responsible personnel identified
* Data spreadsheet of previous SOL scores, and current year’s quarterly benchmark assessment, quizzes, grades, etc.
* When/How/Deadlines for collecting new data to measure progress of academic and enrichment goals
 | 5, 6, 8, 9, 12, 13, 14,  |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(J continued)** Student participation/attendance rosters
* Student progress reports
* Family attendance sign-in sheets
* Narrative to support the progress toward meeting the program goals and objectives
* Surveys (staff, students, parents, regular day staff)
 |  |  |  |  |
| 1. The parent/family programming or activities **described in the original grant application** are being implemented and documented.
* Event descriptions
* Schedule, frequency, and number of hours per grant application
* Communication methods
* Sign-in sheets that include event titles, dates of events, parents’ names, and students’ names
* Responsible personnel identified
 | 7, 8, 9, 11, 12 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(K continued)** Responsibilities of partners/co-applicant
* Process for tracking **unduplicated** parent attendance
 |  |  |  |  |
| 1. Appropriate documentation for program events/trainings/meetings is in place.
* Agendas and minutes
* Attendance sign-in sheets with title and date of event
* Handouts
* Approved field trip forms
 | 8, 9, 12, 14, 16, 26, 27, 28, 29, 30, 31, 36 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Emergency contact and health information (allergies, medications) for students ***and staff*** is maintained in an easily accessible, but secure central location.
* Available at all program sites and during field trips
* Easily accessible files for program and school staff
* Site coordinator’s notebook
 | 26, 33 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Accommodations and needs of special education students have been shared with appropriate staff.
* Teachers
* Enrichment staff
* Transportation
 | 35, 36 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Program staff members use positive techniques to guide the behavior of students.
* Written policies/procedures in staff handbook
* Staff training
* Information distributed to parents
* Discipline documentation maintained
* Observations/Walkthroughs
 | 14, 15, 41 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Budget procedures are in place for:
* Supplementing not supplanting
* Approval process/procedures
* Grant Balance Tracking Workbook with budget expenditures/financial summary reports
* Budget changes/amendments
* Purchases
* Staff payroll
* Payments for transportation, field trips, etc.
* Submitting to VDOE quarterly requests for reimbursements
* Maintaining financial records
* Generating program income
 | 17, 18, 19, 20, 21, 22 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Specific job descriptions and a pay scale **as stated in the grant** for 21st CCLC staff are in place, and staff has been recruited and hired through:
* Notices, fliers, postings, announcements, or meetings
* Applications
* Interviews
* Recommendations
 | 25, 26, 27 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Appropriate documentation for employees of the grant program is maintained.
* List of employees and positions
* Appropriate licenses, credentials and endorsements for teachers and paraprofessionals
* Background checks
* Staff timesheets
* Time and effort worksheets (samples available on VDOE website)
 | 22, 25, 26, 27, 28, 29, 30 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(R continued)** 21st CCLC professional development/training sign in sheets
 |  |  |  |  |
| 1. An inventory for materials and equipment purchased with 21st CCLC funds has been developed.
* 21st CCLC inventory form (available on VDOE website)
* All items purchased with 21st CCLC funds tagged with 21st CCLC labels (available on VDOE website)
* All 21st CCLC items stored in secure location, accessible for use only in 21st CCLC program
 | 19 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Program volunteers, including parents, have been recruited.
* Received a background check
* Provided with job description/training
* Provided with a handbook of procedures/policies
 | 27 |  | ☐ Yes ☐ No ☐ In Progress☐ NA | Grantee Action Steps: |
| Monitor Comments: |
| 1. The appropriate forms and processes have been completed to provide a minimum of one snack each regular program day.
* USDA, food bank, partners, places of worship, organizations
* Cafeteria manager
 | 32 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Safe and accessible facilities are available.
* ADA compliant and accessible for onsite and regular offsite locations,
* Fire and safety drills have been scheduled and documented
* Facility map with handicap accessible areas identified
* Stakeholders are aware of safety procedures
* Organization/central office personnel
* Building administration
* Teachers
* Students
* Parents
* Partners
 | 33, 34, 35, 36, 38, 39, 40 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Student/staff ratio is appropriate and safe for the specific activity conducted and meets students’ needs.
* Snack
* Arrival and dismissal
* Large group activities
* Recreation activities
* Field trips
* Academic and enrichment activities
* Using science labs, ovens, machinery/equipment etc. (documentation maintained on training provided to students on potentially dangerous equipment)
 | 34 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Transportation needs of students are being provided and documentation maintained. Specific dismissal and arrival procedures ensuring the safety of students have been distributed to parents and staff.
* Transportation personnel
* Handbook(s) and/or letter to parents
* Bus list
* Pickup list
* List of bikers, walkers, and student drivers
* Special needs students
* Records maintained of when students leave and with whom
* Bus drills
* Safety and inspection information for non-LEA vehicles used to transport students
 | 11, 36, 37 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
|  |  |  |  |  |
| 1. Adequate security is in place at all program sites.
* Monitoring doors/entrances during program hours
* Procedures for visitors entering/exiting building during program hours
* Emergency exits and procedures have been established and communicated with staff and students
 | 39 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Technology and equipment requirements have been accessed and are in place.
* Permission for use
* Internet access and security
* Computers and labs
* Mobile devices
 | 40 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. Procedures are in place for regular observations of staff and volunteers.
* Designated qualified person(s)
* Schedule for observing
* Form(s) for observing which provides clear feedback for continuous improvement. Forms should include a place for the observer and observed staff member to sign
 | 41 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. An evaluation schedule and process is in place to collect data and make program improvements.
* Evaluation schedule/plan (original grant application)
* USED APR
* ALERT
* SSWS Student Attendance Survey
* Teacher Survey
* Student Survey
* *Virginia* *21st CCLC Program Quality Self-Assessment Tool (VA 21st CCLC PQSA Tool)*
 | 42, 43, 44 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. A calendar with dates for all 21st CCLC activities, events and deadlines has been developed including:
* Regular program start/end days
* Student program days
* Summer program days
* Parent/Family activities
* Opening information meeting for parents and students
* Student testing, data collection
* VDOE data collection and reports
* VDOE trainings/conferences/webinars
* 21st CCLC program monitoring
 | 4, 5, 6, 42 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| 1. A staff handbook has been developed with program information and distributed. Staff has been trained on policies and procedures to include:
* Goals/objectives of program
* Expectations of all duties and responsibilities
* 21st CCLC professional development/training/observation schedule
* Confidentiality requirements
* Student eligibility and registration
* Attendance sign-in, sign-out
* Preventing unauthorized individuals from taking children/youth from program
* Lesson plans/documentation
* Student information (progress reports, health requirements, special education accommodations)
 | 15 ,26 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(DD continued)** Emergency and safety issues (reporting child abuse, emergency evacuation, student health emergency)
* Arrival and dismissal (including student drop off and pick up)
* Positive techniques to guide behavior of students
* Internet use including copyrighted, threatening and/or obscene materials
* Documents to communicate regularly and effectively with school day staff to inform and receive information from in-school teachers on students’ academic and behavioral progress
* Documents for communicating with participants’ families regarding students’ experiences, behavior, and achievements in the program
 |  |  |  |  |
| 1. A student/parent handbook with program information has been developed and disseminated with the following:
* Goals, objectives, activities and daily schedule of the 21st CCLC program
* Student registration form
* Attendance policy that encourages regular and consistent participation
* Sign-in, sign-out procedures
* Arrival and dismissal procedures (including student drop off and pick up)
* Procedures to prevent unauthorized individuals from taking children/youth from program
* Procedures for walkers, bike riders, and student drivers
* Periodic student progress reports
* Expectations for student behavior and consequences for inappropriate behavior
 | 11 |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |
| *(EE continued)** Emergency safety procedures
* Contingency plans for emergencies, including closings
* Video consent and release form
* Parent involvement and communication plan
* Information for non-English speaking families
 |  |  |  |  |
| 1. A documentation system has been developed for data needed to answer questions for 21st CCLC program monitoring.
* File folders and/or digital files organized according to numbers in SECTION F on the *VDOE On-Site Monitoring Report.*
* Written procedures
* Logs
* Notebooks
 |  |  | ☐ Yes ☐ No ☐ In Progress | Grantee Action Steps: |
| Monitor Comments: |