

MONITORING INDICATORS

1. Program Management: Programs must adhere to all requirements, assurances, and certifications as indicated in the approved State application.
1.1 Program primarily serves students that attend schoolwide programs.
Notes:
Required Action(s):
1.2 Program serves projected number of students or can demonstrate practices that will result in serving projected number of students.
Notes:
Required Action(s):
1.3 Program employs a full-time director (commensurate to scope of program).
Notes:
Required Action(s):
1.4 Criminal background checks are completed for each program employee prior to employment.
Notes:
Required Action(s):
1.5 Program schedule demonstrates operational days/hours sufficient to meet its measurable goals and objectives.
Notes:
Required Action(s):
1.6 Program operates outside of regular school day.
Notes:
Required Action(s):
1.7 Program has process for recruiting, hiring, and retaining high-quality staff including volunteers.
Notes:
Required Action(s):
1.9 The management system of the program displays open communication and expectations of all duties and responsibilities of team members are clearly defined.
Notes:
Required Action(s):
1.10 Program disseminates information about the community learning center, including its locations, to the community in a manner that is understandable and accessible.

Notes:	
Required Action(s):	
1.11 Program is developed and carried out in active collaboration with the schools the students attend.	
Notes:	
Required Action(s):	
1.12 Program uses evaluation results to refine, improve, and strengthen the program or activity; and to refine the performance measures. Evaluation results are made available to the public upon request.	
Notes:	
Required Action(s):	
Sample Documents:	<ul style="list-style-type: none"> • Attendance records • Organizational chart • Criminal background checks • Program schedules • Evidence of communication with schools • Evidence of active collaboration with schools • Sample communication materials to the community • Training manuals • Recruitment/hiring policies/procedures compared to personnel records • Program evaluation
Interview Questions:	<ul style="list-style-type: none"> • What are the procedures for maintaining attendance records? • How does staff communicate with schools? • How is information about the community learning center disseminated to the community? • Describe the hiring process for this organization. • What type of training is provided for staff? • How are the results of program evaluations used and made available to the public?
2. Program Implementation: 21st CCLC programs must ensure that programs are implemented that provide students with academic enrichment opportunities that complement students' regular academic programs.	
2.1 Student learning activities focus on reading/language arts, mathematics, and/or science aligned to State and local standards.	
Notes:	
Required Action(s):	
2.2 A high-level of student engagement is maintained through the use of books, materials, or other resources that stimulate student interest.	
Notes:	
Required Action(s):	
2.3 Instructional materials and methods align to the needs/levels of the student demonstrated by student assessment information.	
Notes:	

Required Action(s):	
2.4 Activities are designed to enhance social, emotional, and physical well-being of participating students.	
Notes:	
Required Action(s):	
2.5 Staff provides consistent verbal and/or written feedback to students on what they are learning.	
Notes:	
Required Action(s):	
2.6 Ongoing student assessments are utilized to determine individual student growth.	
Notes:	
Required Action(s):	
2.7 Procedures and practices are conducive to a positive learning environment.	
Notes:	
Required Action(s):	
2.8 Program provides appropriate staff training to ensure fidelity of program implementation.	
Notes:	
Required Action(s):	
2.9 Program maintains ongoing communication with staff to ensure program activities are coordinated and delivered in accordance with the final approved application and aligned to the needs assessment.	
Notes:	
Sample Documents:	<ul style="list-style-type: none"> • Student assessment instruments/procedures • Written student feedback • Activity plans and materials • Evidence of opportunities to engage in peer mentoring, service activities, community based projects or internships (for older participants) • Evidence of activities for student to learn in different environments and under different activity structures. • Evidence of academic enrichment activities • Evidence of a broad array of activities to complement the school day
Interview Questions:	<ul style="list-style-type: none"> • How do you communicate with the organization regarding any additional needs you may have throughout the year? (e.g., need for instructional materials, student behavior issues, etc.) • What assessments are used to assess student learning? • What is the process for assessing student learning?
3. Family Involvement: 21st CCLC programs must implement activities that will include parents and families of	

students who receive services from the program.	
3.1 The program provides participating family members literacy and other educational opportunities aligned to activities of the students participating in the program.	
Notes:	
Required Action(s):	
3.2 The program plan includes outreach strategies to support the involvement of parents and families.	
Notes:	
Required Action(s):	
3.3 Procedures and/or policies are in place for communication with non-English speaking and/or illiterate parents.	
Notes:	
Required Action(s):	
3.4 Procedures and/or policies are in place that describes the frequency and content of communication with parents, families, and the community.	
Notes:	
Required Action(s):	
3.5 Progress reports are provided to parents, which include assessment data that is consistent with the expected student outcomes.	
Notes:	
Required Action(s):	
Sample Documentation:	<ul style="list-style-type: none"> • Parent/family involvement plan • Communication plans • Communication logs and instruments • Agendas, sign-in sheets, training materials • Advertisements, announcements, and public notices about the center’s operations to community members
Interview Questions:	<ul style="list-style-type: none"> • How are parents informed of the student’s progress? How often? • How do you communicate with non-English speaking parents? • What activities will be/have been offered to parents/families?
4. Federal State, and Local Health, Safety and Civil Rights Laws: 21st CCLC programs must meet all applicable Federal, State, and local health, safety and civil rights laws.	
4.1 Program is implemented in a safe and easily accessible facility.	
Notes:	
Required Action(s):	
4.2 Staff receives training on procedures and policies for the 21st CCLC organization as it relates to student health, safety, and civil rights laws.	
Notes:	

Required Action(s):	
4.3 Policies/procedures are in place to ensure that students safely arrive and depart from the program site.	
Notes:	
Required Action(s):	
4.4 Provider’s site coordinator or designee assumes responsibility for students after the delivery of services and remains until all participants are picked up by an authorized person.	
Notes:	
Required Action(s):	
4.5 Policies and/or procedures are in place on student conduct and discipline.	
Notes:	
Required Action(s):	
4.6 Students’ emergency contact information is readily available.	
Notes:	
Required Action(s):	
4.7 Staff understands emergency preparedness procedures.	
Notes:	
Required Action(s):	
4.8 If using the Internet, policies and/or procedures prohibiting the transmission of any material in violation of any U.S. or State regulation or school board policy, including, but not limited to, copyrighted, threatening, or obscene material.	
Notes:	
Required Action(s):	
4.9 If students use a school computer to access information from the provider, there is evidence that the provider complies with all school and/or district policies and procedures regarding computer and/or Internet use.	
Notes:	
Required Action(s):	
4.10 Provider has obtained parental consent for e-mail and/or Internet communication with students under the age of 13 in compliance with Title XIII – Children’s Online Privacy Protection Act of 1998.	
Notes:	
Required Action(s):	
Sample Documents:	<ul style="list-style-type: none"> • Written policies/procedures • Student records

	<ul style="list-style-type: none"> • Emergency plans/procedures • Agendas, sign-in sheets, and materials for training • Logs of student drop-off and or pick-up authorization • Transportation records
Interview Questions:	<ul style="list-style-type: none"> • What training was provided on the organization’s policies and procedures to ensure student safety? • What happens when students misbehave? • What would the process be for an emergency evacuation? • What process is in place to ensure that students arrive and depart safely? • What policies and procedures ensure that students use the Internet safely?
5. Fiscal Management: 21st CCLC program funds are expended consistent with the approved application and provisions of Education Department General Administrative Regulations (EDGAR).	
5.1 Programs funds are expended to ensure that activities supplement and not supplant activities supported with other Federal, State, or local funds.	
Notes:	
Required Action(s):	
5.2 Purchases for equipment, contract, travel, supplies and materials reflect project description in the approved application.	
Notes:	
Required Action(s):	
5.3 Personnel services/salaries are supported with personnel records and activity reports.	
Notes:	
Required Action(s):	
5.4 Program maintains appropriate equipment inventory records.	
Notes:	
Required Action(s):	
5.5 Program maintains appropriate records to reflect efforts for sustainability beyond the period of the approved grant.	
Notes:	
Required Actions(s):	
5.6 If for-profit, program demonstrates that income received for the program is being used for the 21st CCLC programs during the grant period.	
Notes:	
Required Action(s):	
Sample Documentation:	<ul style="list-style-type: none"> • Personnel records and activity reports • Invoices for purchases • Contracts

	<ul style="list-style-type: none">• Equipment inventory• Payroll and accounting records• Rental/lease agreements• Fiscal records to support sustainability plans (e.g., records of matching and/or in-kind contributions in third or fourth year of implementation, commitments of support, etc.)
Interview Questions:	<ul style="list-style-type: none">• Is any staff paid with state or local funds?• What is the process for disposing of equipment?