

Connecticut After School Self-Assessment Tool

Human Relationships	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
1. Staff relate to all children and youth in positive ways.							
Staff listen with respect, use supportive language and show appreciation. (1.a.)							
Staff make children and youth feel welcome and comfortable. (1.b.)							
Staff are kind and fair to children and youth. Activities are open to all regardless of ability. (1.c.)							
Staff are engaged with children and youth. They play with and show interest in the children and youth. (1.d.)							
Comments/Evidence:							
2. Staff respond appropriately to the individual needs of children and youth.							
Staff note each child or youth's special interests and talents. (2.a)							
Comments/Evidence:							
3. Staff encourage children and youth to make choices and to become more responsible.							
Staff encourage children and youth to find ways to pursue their own interests and with their own companions. (3.a. and c.)							
Staff encourage children and youth to share control and responsibility and to take leadership roles. (3.b.)							
Staff engage youth in structured time for reflection on how an activity went, what they learned and what next steps are necessary. (3.d.)							
Comments/Evidence:							
4. Staff interact with children and youth to help them learn.							
Staff help spark children and youth's interests/curiosity and encourage them to think for themselves. (4.a.)							
Staff start discussions by asking open-ended questions (e.g., "what if", or "how can we..?") pose a challenge, encourage children and youth to experiment and take risks, etc. (4.a.)							
Staff share skills and resources to help children and youth gain information and solve problems. (4.b.)							
Staff vary the approaches they use to help children and youth learn. (4.c.)							
Staff help children and youth use language skills through frequent conversations and find effective ways to communicate with all children and youth. (4.d.)							
Comments/Evidence:							
5. Staff use positive techniques to guide the behavior of children and youth.							
Staff acknowledge children and youth when they cooperate, share, care for materials, or join in activities through appreciation and encouragement. (5.a.)							
Staff set appropriate limits for children and youth. (5.b.)							
Staff use discipline methods that are respectful in their interactions with children and youth. (5.c.)							
Staff encourage children and youth to resolve their own conflicts. Staff step in only if needed to discuss the issues and work out a solution. (5.d.)							
Comments/Evidence:							

Human Relationships (cont.)	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
6. Children and youth interact with one another and with staff in positive ways.							
Peer interactions have a positive affect and tone. Children, youth and staff listen to each other. (6.a.)							
Children and youth show respect for each other and for staff. (6.b.)							
Children and youth cooperate and work well together and with staff. (6.c.)							
When problems occur, children and youth often try to discuss their differences and work out a solution. (6.d.)							
Comments/Evidence:							
7. Staff work together to meet the needs of children and youth.							
Staff communicate and are flexible with each other while the program is in session to ensure that the program flows smoothly. (7.a. and b.)							
Staff exhibit appropriate professional conduct around children, youth and families. (7.c.)							
Comments/Evidence:							

Staff/Family/Community Partnerships	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
8. Staff and families interact with each other in positive ways and offer opportunities to promote family involvement.							
Staff make families feel welcome and comfortable. (8.a.)							
Respect is shown to all without bias. (8.b.)							
Staff communicate with families in a variety of ways. (8.b.)							
Staff know to refrain from talking about confidential matters in front of the children or other adults. (8. b.)							
Staff are sensitive to cultures and languages of families and communities they live in. (8.c.)							
Staff maintain a list of services that address the needs of children, youth and families, and share services and community resources to enhance their well-being. (8.d.)							
Staff and families work together to plan and implement activities for social interaction that are responsive to the needs and interests of the families served. (8.e.)							
Comments/Evidence:							
9. Program staff provide multiple opportunities for mutual communication between staff and families.							
Staff establish intentional practices designed to foster strong reciprocal relationships with families from the first contact and maintain them over time. (9.a.)							
Staff use a variety of formal and informal strategies and mechanisms to promote dialogue and become acquainted with and learn from families. (9.b.)							
The program encourages families to regularly contribute to decisions about their child's goals and plans for activities and services. (9.c.)							
Family members are welcome to visit anytime during the regular hours of the program's operation. (9.d.)							
Staff and families work together to make arrivals and departures between home and the program go smoothly. (9.e.)							
The program has policies and procedures to communicate with families about their child's well being. (9.f.)							
Comments/Evidence:							
10. Program develops strategies to engage families in the program and create linkages for families in the school and community (see Appendix for suggestions on engaging families).							
Families have frequent opportunities for input into program decision making and policies. (10.a.)							
Program staff act as liaison between schools and families to keep families informed about special school events, homework assignments and grade-level expectations. (10.b.)							
Staff help parents develop advocacy skills. (10.c.)							
Staff provide information and develop lists about community resources to meet the needs of children, youth and their families. (10.d.)							
The program collaborates with community organizations in order to offer community service options for both children and youth. (10.d.)							
Comments/Evidence:							

Indoor/Outdoor Environment	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
11. The program's indoor space meets the needs of children, youth and staff.							
The program's indoor space meets the needs of staff for planning, storage, and implementation of activities. (11. a. and b.)							
The indoor space meets local and state safety codes and there are written guidelines in place for maintenance. (11. c. and d.)							
Comments/Evidence:							
12. The outdoor space is large enough to meet the needs of children, youth and staff.							
There is enough room in the outdoor space for all program activities. (12. a.)							
The outdoor space meets or exceeds local health and safety codes and there are written guidelines in place for maintenance. (12. c. and d.)							
There is an alternative plan in place for programs that don't have access to outdoor space on their premises that allows for regular physical activity. (12. e.)							
Comments/Evidence:							

Activities	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
13. Activities reflect and support the program's mission.							
Activities address the academic, physical, social and emotional needs of the participants. (13.a.)							
The program offers project-based, hands-on activities that promote creativity and development of participant self-expression. (13.b.)							
The program provides opportunities for the development of personal responsibility, self-direction and leadership skills. (13.c.)							
Comments/Evidence:							
14. There are sufficient materials to support program activities.							
Materials are complete and in good repair. (14.a.)							
Materials are developmentally appropriate for the age range and ability of the children in the program. (14.b.)							
Comments/Evidence:							
15. The daily schedule is flexible and it offers enough security, independence and stimulation to meet the needs of all children and youth.							
The routine provides stability without being rigid. (15.a.)							
Children meet their physical needs in a relaxed way. (15.b.)							
Individual children transition from one activity to another at their own pace. (15.c.)							
When it is necessary for children to move as a group the transition is smooth. (15.d.)							
Comments/Evidence:							
16. Children and youth can choose from a wide variety of activities.							
There are regular opportunities for physical play, creative arts, dramatic play and quiet activities. (16. a.)							
Children may join enrichment activities that promote basic higher-level thinking. (16.b.)							
Comments/Evidence:							
17. Activities reflect and promote the development of all the children and youth in the program.							
Activities are age appropriate and reflect the styles and interests of the children and youth in the program. (17. a. and c.)							
Activities reflect and promote the development and culture of all the children and youth in the program. (17. b. and d.)							
Comments/Evidence:							
18. The program uses assessment tools to identify individual learning needs and measure progress toward individual and program goals. (Single purpose programs see Appendix A for list of self assessment tools.)							
The program provides opportunities for youth to engage in self assessment and reflection on their learning. (18.a.)							
The program helps youth identify their personal assets and needs and develop a strategy for support services and asset building. (18.b.)							

Activities (cont.)	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
The program provides progressive opportunities for all participants (staff, children, youth and families) to make meaningful contributions to program development, decision making and continuous improvement activities. (18.d.)							
Comments/Evidence:							
19. Staff, children and youth work together to plan and implement suitable activities that are consistent with the program's philosophy.							
Staff ask children to share their ideas for planning so that activities will reflect children's interests. (19.a.)							
Staff keep their activity planning records on file. (19. c.)							
Staff plan activities that will reflect the cultures of the families in the program and the broad diversity of human experience. (19.d.)							
Comments/Evidence:							
20. The program provides opportunities for children to know and build links to the community.							
Staff plan field trips such as walking tours, parks, museums, performances, and cultural events. Staff host visitors and special events from the community. (20. a. and b.)							
The program offers service learning options, especially for older children. (20.c.)							
Comments/Evidence:							

Safety, Health and Nutrition	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
21. The safety and security of children and youth are protected.							
Policies of the program should ensure that programs operate within CT Department of Public Health Child Care Licensing Statutes and Regulations even if not required to obtain a license to operate. (21. a.)							
All staff have current CPR, First Aid Training, and Blood Born Pathogen Training. (21.c.)							
Telephones, First Aid kits and emergency contact information are always available. (21. d., e. and f.)							
A system is in place to manage effective arrival and dismissal procedures. For elementary school-age children, a system is in place to keep unauthorized people from taking children from the program. (21.j.)							
The program has established policies to transport children safely; it complies with all legal requirements for vehicles and drivers. (21.k.)							
The program conducts all required fire/safety drills. Both staff and children know what to do in an emergency. (21.l.)							
No smoking is allowed in the program. (21. o.)							
Comments/Evidence:							
22. There are written policies and procedures to ensure the health and safety of children and youth contained in handbooks distributed to both staff and families that contain the following.							
• Administering medications.							
• Controlling communicable diseases.							
• Responding to sick children.							
• Dealing with children who have chronic health conditions such as allergies.							
• Protecting children from toxic materials.							
• Administering first aid.							
• Handling medical emergencies.							
• Responding to natural disasters.							
• Reporting suspected child abuse or neglect.							
• Dealing with inebriated parents.							
Comments/Evidence:							
23. The program provides an environment that protects and enhances the health of children and youth.							
The program provides an environment that is clean, free of observable health hazards, with adequate supplies for hand washing, and where the heat, light and noise levels are comfortable. (23. a., b., c. and d.)							
Comments/Evidence:							
24. The program staff protect and enhance the health of children and youth.							
Staff are responsive to the individual health needs of the children. (24. a.)							
Staff protect children from communicable diseases by separating children who become ill during the program. (24.b.)							
Staff protect children from potential hazards such as the following: caustic or toxic art materials; cleaning agents; medications; hot liquids; and overexposure to heat or cold. (24.c.)							

Safety, Health and Nutrition (cont.)	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
Staff and children wash hands frequently, especially after using the toilet or before preparing food. (24.d.)							
Comments/Evidence:							
25. Children and youth are carefully supervised to maintain safety.							
Staff know when children arrive and depart, where they are in the program, and supervise carefully during activities that are potentially harmful. (25. a., b., c. and d.)							
Comments/Evidence:							
26. The program serves foods and drinks that meet the needs of children and youth.							
The program serves nutritious foods and drinks that are timed appropriately and are adequate for the ages and sizes of the children and youth. (26.a.)							
Drinking water is readily available at all times. (26.b.)							
The program recognizes and responds to nutritional preferences and values of the cultural communities being served. (26.c.)							
Children and youth are encouraged to assist in planning and preparing meals and snacks so that they may learn healthy eating habits. (26.d.)							
Staff share health and nutrition information with children, youth and families through discussion, printed material, and workshops. (26. e. and f.)							
Comments/Evidence:							
27. The program strives to encourage the health and well being of staff so they may serve as role models.							
The program provides health insurance benefits for staff. (27. a.)							
Program staff serve as role models of healthy behavior to participants. (27. b.)							
Comments/Evidence:							

Program Management	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
28. The program is accountable for setting and meeting operational and programmatic quality goals.							
The program has an established mission and vision statement, and operates in accordance with such. (28.b.)							
The program has established written operating procedures/policies which it reviews with staff upon hire and reviews regularly and updates as necessary. (28.c.)							
Comments/Evidence:							
29. Program policies and procedures are responsive to the needs of children, youth and families in the community.							
The program makes itself affordable to all families by using all possible community resources. (29.a.)							
The program's hours of operation are based on families' needs. (29.b.)							
It is the program's policy to be inclusive of children with special needs. (29.c.)							
Comments/Evidence:							
30. Staff/child ratios and groups sizes permit the staff to meet the needs of children and youth.							
Staff/child ratios are in accordance with CT Department of Public Health Child Care Licensing Statutes and Regulations. (30. a.)							
There is a plan to provide adequate staff coverage in case of emergencies. (30. b.)							
Comments/Evidence:							
31. All staff are professionally qualified to work with children and youth. (See appendix for specific guidelines.)							
Staff meet the requirements for experience with children in after school settings. (31.a.)							
Staff meet minimum CT Department of Public Health Child Care Licensing Statutes and Regulations for age and educational background requirements. (31.b.)							
Enough qualified staff are in place to meet all levels of responsibility. Qualified staff are hired in all areas: to administer the program, to oversee its daily operations and to supervise children. (31.c.)							
The program employs staff who possess written, oral and marketing communication skills and are qualified to communicate and connect with school personnel on all levels. (31.d.)							
The program makes efforts to hire staff professionally qualified to work with families, children and youth. (31.e.)							
Comments/Evidence:							
32. All staff are given an orientation to the job before working with children and youth. This includes paid, volunteer and substitute staff.							
All staff have written job descriptions. (32.a.)							
Written personnel policies and program policies are reviewed with staff prior to beginning work. (32. b. and c.)							
All staff are given an orientation to the job before working with children and youth. This includes paid, volunteer and substitute staff. (32. d.)							
Comments/Evidence:							

Program Management (cont.)	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
33. The training needs of the staff are assessed, and training is relevant to the responsibilities of each job.							
Staff receive training in cultural diversity, working with families, and communities. (33.a. and f.)							
Staff receive training in child development and child assessment strategies. (33 b. and c.)							
Staff receive training in health, safety and nutrition. (33. e.)							
Staff receive training in program development and assessment. (33. d.)							
Staff receive training hours as required by the CT Department of Public Health Child Care Licensing Statutes and Regulations. (33.g.)							
Comments/Evidence:							
34. The program leaders inspire and motivate staff to contribute, learn and innovate.							
Staff are regularly involved in setting and assessing staff performance goals. (34.a.)							
The program nurtures promotion from within, including hiring youth into staff positions. (34.b.)							
The program maintains a safe workplace climate that emphasizes respect and teamwork. (34.c.)							
Comments/Evidence:							
35. Staff receive appropriate support to make their work experience positive.							
The program has a plan in place to offer the best possible wages and working conditions in an effort to reduce staff turnover. (35.a.)							
Full time staff receive benefits including health insurance and paid leaves of absence. Staff are also given paid breaks and paid preparation time. (35.b.)							
Staff meet regularly to discuss program operations and the changing needs of children. (35.c.)							
Staff receive continuous supervision and feedback. This includes written performance reviews on a timely basis. (35.d.)							
Comments/Evidence:							
36. Programs have sound fiscal accounting policies and procedures.							
Programs have sound fiscal accounting policies and procedures. (36.)							
The program solicits external evaluations at a minimum of every 5 years. (36.f.)							
Comments/Evidence:							

Sustainability and Evaluation	Rating				Improvement Timeline		
	Not begun	Planned	In Place	Mastered	Right now	6 Months	1 Year
37. Programs have a clearly stated purpose that is consistent with their goals and activities and is based on the needs of the community and youth they serve.							
The program has a written mission statement that accurately reflects its purpose as it relates to the needs of target youth and the community. (37.a.)							
Staff, youth participants and other stakeholders can easily articulate the purpose of the program. (37.b.)							
Staff, youth and other appropriate stakeholders revisit the mission every three to five years to ensure its continued relevance. (37.f.)							
Comments/Evidence:							
38. Programs employ a consistent strategy for managing resources effectively and achieving organizational longevity.							
The program has both long and short term funding plans to support the mission and goals of the program. (38.a.)							
The program seeks to have multiple sources of financial and in-kind support. (38.b.)							
The program forges relationships with advocates for program quality and availability, such as parents, community leaders, businesses and elected officials. (38.f.)							
The program has an effective marketing strategy that publicizes the program and its achievements. (38.g.)							
Comments/Evidence:							
39. Programs continuously examine themselves and seek ways to improve what they do.							
The program bases improvement efforts on facts, including feedback from staff, youth and other stakeholders (39.a.)							
At least annually, administrators, families, staff, and other adults are involved in an internal program evaluation that measures the program's goals and objectives (39.b.)							
The program shares stakeholder feedback, performance data and information about resulting organizational decisions through its quality improvement plan. (39.c.)							
Comments/Evidence:							
40. Quality programs hold themselves accountable for setting and meeting operational and programmatic goals.							
The program establishes strategic organizational goals and creates action plans for how it will achieve its goals. (40.a.)							
Comments/Evidence:							
41. Quality programs develop systems to collect, store, analyze and report complete and accurate data on operational and program performance, participant demographics, services, progress and outcomes.							
The program has a user-friendly, confidential and effective system for collecting and sharing data on individual youth and program activities. (41.a.)							
The program collects data that is relevant to documenting progress and measuring performance outcomes. (41.b.)							
The program develops and/or plans for program evaluation that includes gathering both qualitative and quantitative data. (41.c.)							
Comments/Evidence:							