



A Unified  
**Vision**  
to Serve  
Georgia's  
**Youth**

**Assessment  
Tool**

# Georgia Afterschool & Youth Development Standards

*A collaboration between GSAN & GUIDE, Inc.*

[georgiaasyd.org](http://georgiaasyd.org)



# Georgia Afterschool & Youth Development Standards

*A collaboration between GSAN & GUIDE, Inc.*



## Introduction

Georgia's afterschool and youth development programs provide thousands of youth - from kindergarten to high school - with safe and enriching environments in their time outside of the home and school contexts. High quality afterschool and youth development programs can make important contributions to young people's development and well being. To ensure that Georgia's young people are equipped to thrive and succeed in the multiple domains of their lives, our afterschool and youth development programs must provide environments and experiences that benefit youth by fostering connectedness, well-being, and academic growth.

The Georgia Afterschool & Youth Development (ASYD) Initiative is a collaboration between the Georgia Statewide Afterschool Network (GSAN) and GUIDE, Inc. and is supported by the following state agencies: Georgia Department of Education (GaDOE), Georgia Division of Family and Children Services (DFCS), Georgia Department of Public Health (DPH), Georgia Department of Early Care and Learning (DECAL), and Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD). The development and release of the Georgia ASYD Quality Standards in 2015 was funded by the Governor's Office for Children and Families and was also informed and supported by an array of experts in the fields of education, youth development, public health and juvenile justice.

Georgia's Afterschool and Youth Development Quality Standards are grounded in the widely held and well-established understanding that children, youth, and families benefit when programs increase their capacity to realize their mission by providing high quality programming. Most importantly, the ASYD Quality Standards are informed by research in a variety of disciplines including education, child development and psychology, organizational psychology, business management and public health. The Standards were carefully crafted to ensure that each standard and the supporting indicators are evidence-based, reflect current best practice and correlate with positive intermediary and long-term outcomes in youth. External peer review was provided by Dr. Gabriel Kuperminc, Chair of the Community Psychology Doctoral Program with the Department of Psychology at Georgia State University, Dr. Melissa Landers-Potts with the Department of Human Development and Family Science at the University of Georgia, and Dr. Cynthia Suveg with the Department of Psychology at the University of Georgia.

---

## Rating System

The ASYD Quality Assessment Tool uses the following four-point frequency-based rating scale. The scale is designed to answer the question “how true it is that these statements describe what I observed?”

### **4 = Very True**

The desired practices were observed consistently and/or during all expected situations and times and for all or almost all of the youth present.

### **3 = Mostly True**

The desired practices were observed most of the time and for a good proportion of the youth but not at all expected times or perhaps not for all youth (i.e., there were some missed opportunities).

### **2 = Somewhat True**

The desired practices are observed infrequently or only partially met (i.e., one or some of the indicators are observed but not all of the indicators are present). Or, there is some minor evidence of negative expressions of the behaviors/practices, as indicated by a “1” rating.

### **1 = Not True**

The desired practices were expected, but not observed. Or, the observed practices were a poor approximation of the desired practices, or represented a negative expression of the desired practices, as indicated by the definition of a “1” rating.

### **N/A = Not Applicable/Don't Know**

The observer is not familiar enough with the aspect of the program to rate the performance on this standard or is not sure how to rate it at this time. Or, this standard and/or indicators do not apply to our site or program.



# Georgia Afterschool & Youth Development Standards

*A collaboration between GSAN & GUIDE, Inc.*

**1** **Quality Element 1: Programming & Youth Development**

**7** **Quality Element 2: Linkages with the School Day**

**10** **Quality Element 3: Environment & Climate**

**15** **Quality Element 4: Relationships**

**19** **Quality Element 5: Health & Well-being**

**22** **Quality Element 6: Staffing & Professional Development**

**26** **Quality Element 7: Organizational Practices**

**31** **Quality Element 8: Evaluation & Outcomes**

**34** **Quality Element 9: Family & Community Partnerships**





# Quality Element 1

## PROGRAMMING & YOUTH DEVELOPMENT



# Quality Element 1: Programming & Youth Development

## GUIDING PRINCIPLE:

*A quality program designs and implements a flexible, well-rounded daily schedule that supports the physical, social, and cognitive development of all youth by providing programming and activities that are well-organized, developmentally appropriate, and offer opportunities to gain new knowledge and skill.*

| STANDARD                                                                                                                                                        | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RATING                  | NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | How true?               |       |
| <b>1.1</b><br>Promotes a strength-based approach to programming that fosters the relationships, opportunities, and personal qualities that youth need to thrive | <ul style="list-style-type: none"> <li>Program staff can articulate an understanding of strength-based programming and can delineate specific practices employed</li> <li>There is a mechanism in place for identifying the strengths and gathering the perspectives of each youth and caregivers (e.g., youth surveys, 1:1 discussions, meeting with family members)</li> <li>Program activities and instructional practices recognize and build on youths' individual strengths and capabilities, and provide strength development opportunities (i.e., activities focus on what youth can do as opposed to what they can't do)</li> <li>Staff verbally recognize and affirm youths' strengths, accomplishments, and skills on a daily basis</li> </ul> <p><i>1 = Program staff cannot articulate an understanding of strength-based programming and how their programming supports this approach</i><br/> <i>1 = Programming and/or program practices focus on youth deficits</i><br/> <i>1 = Programming and program practices do not build on or acknowledge the input, achievements, work, or contributions of youth</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.2</b><br>Offers project-based, experiential, and hands-on activities                                                                                       | <ul style="list-style-type: none"> <li>Youth are actively involved in the experience and must make choices/decisions, create, and modify the activity to match their individual interests, strengths, and ways of learning</li> <li>Staff engage youth in structured time for reflection on how the activity went, what they learned, what they would change, and on next steps</li> </ul> <p><i>1 = Youth are expected to follow specific step-by-step or pre-set rules or directions, produce a pre-determined product, and/or simply take in or give back information</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.3</b><br>Ensures that youth experience a balance of group sizes across the program day                                                                     | <ul style="list-style-type: none"> <li>Program day offers an array of activities including some small groups, large groups, some independent time or time with one or two peers</li> </ul> <p><i>1 = Program offers activities and experiences of one group size across the program day (e.g., youth only experience large group activities)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 1: Programming & Youth Development

| STANDARD                                                                                                             | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RATING                  | NOTES |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | How true?               |       |
| <b>1.4</b><br>Provides activities that feature an array of instructional approaches                                  | <ul style="list-style-type: none"> <li>Program day offers a mix of approaches including some adult-directed, independent time, peer-directed, cooperative learning</li> </ul> <i>1 = Program offers only one instructional approach throughout the program day</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.5</b><br>Offers access to materials that effectively support program activities and meets staff and youth needs | <ul style="list-style-type: none"> <li>Youth do not have to wait more than a few minutes to have access to the materials in order to engage in the activity</li> <li>Materials are age- and developmentally-appropriate (i.e., the right size) and, when possible, include specialized materials as needed to support youth with a range of abilities</li> <li>Materials enrich the program by allowing the youth to “do” the activity</li> <li>Materials and resources allow youth of varying skills and abilities to participate effectively in the activity</li> </ul> <i>1 = Youth have to wait for more than a few minutes to have access to the materials in order to engage in the activity</i><br><i>1 = Some youth are not able to engage in the activity due to inability to manipulate the materials and resources</i>                  | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.6</b><br>Solicits and incorporates youth voice in the planning development, and implementation of programming   | <ul style="list-style-type: none"> <li>All youth have multiple opportunities to provide input into the structure and content of the program (e.g., through youth councils, informal conversations and surveys)</li> <li>Youth are offered a variety of ways to provide input to meet the needs of different learning and processing styles (e.g., speaking, writing, drawing)</li> </ul> <i>1 = Staff do not seek youth input or involvement in planning or implementation of activities</i>                                                                                                                                                                                                                                                                                                                                                       | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.7</b><br>Integrates opportunities that foster responsibility, autonomy, and leadership throughout the program   | <ul style="list-style-type: none"> <li>Youth and staff share leadership of most activities: adults provide guidance and facilitation while youth have the opportunity to lead activities and to work independently or as part of a small group</li> <li>Youth have age- and developmentally-appropriate opportunities to make choices, such as picking books to read, joining clubs or teams, or deciding on a project topic</li> <li>Youth independently gather resources, materials, or get information</li> </ul> <i>1 = Staff do not offer a variety of experiences or options from which youth can choose</i><br><i>1 = Youth do not have the opportunities to make plans for and carry out projects and activities</i><br><i>1 = Staff maintain control throughout the activity period and do not share control of activities with youth</i> | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 1: Programming & Youth Development

| STANDARD                                                                                                      | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RATING                  | NOTES |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | How true?               |       |
| <b>1.8</b><br>Includes opportunities for reflection and promotes critical thinking and problem solving skills | <ul style="list-style-type: none"> <li>Activities are cognitively challenging and stimulate thinking</li> <li>Activities are open-ended, require that youth use creativity and draw upon their own ideas to participate</li> <li>Youth are offered a variety of ways to reflect to meet the needs of different learning and processing styles (e.g., speaking, writing, drawing)</li> <li>Staff engage youth in structured time for reflection on how the activity went, what they learned, what they would change, and on next steps</li> </ul> <p> <i>1 = Activities do not challenge youth or spark their interest and/or require only repetitive or rote behavior</i><br/> <i>1 = Activities do not provide opportunities for youth to think and work through answers themselves</i><br/> <i>1 = No youth are engaged in an intentional process of reflecting on what they are doing or have done</i> </p>                                                                                                                                                                                                            | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.9</b><br>Includes opportunities for youth to build life skills                                           | <ul style="list-style-type: none"> <li>Daily activities are offered in which youth must actively put effort towards focusing and concentrating in order to participate, try something more than once to be successful and have the opportunity to build, refine, or apply skills with support from staff</li> <li>Staff provide specific feedback to youth about positive behavior, effort, and accomplishments</li> <li>Young people have structured opportunities to reflect on their goals and accomplishments and linkages are made between these goals and the life skills that support them</li> <li>Activities and discussions are designed to acknowledge and build upon youths' real-world experiences, personal histories, and everyday problem-solving skills</li> </ul> <p> <i>1 = Activities appear very easy and do not challenge participating youth</i><br/> <i>1 = Activities do not provide opportunities to acknowledge the accomplishments, work, or contributions of youth</i><br/> <i>1 = No youth are engaged in an intentional process of reflecting on what they are doing or have done</i> </p> | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 1: Programming & Youth Development

| STANDARD                                                                                                                                            | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RATING                  | NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | How true?               |       |
| <b>1.10</b><br>Promotes self-competence and teaches youth responsible decision-making                                                               | <ul style="list-style-type: none"> <li>Daily opportunities are provided in which youth must make choices/decisions, create, and modify activities to match their own interests, abilities, ideas, or personal styles</li> <li>Staff emphasize the character-building components of activities (e.g., playing by the rules, treating opponents with respect, learning from mistakes)</li> <li>Youth have the opportunity to try new skills with support from staff</li> </ul> <p><i>1 = Activities do not provide opportunities to think through ideas, work through challenges or try new skills</i><br/> <i>1 = Activities do not integrate or draw linkages to core ethical and performance values</i></p>                                                                                                      | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.11</b><br>Incorporates opportunities for youth to gain competency in STEAM (science, technology, engineering, arts, and mathematics) and music | <ul style="list-style-type: none"> <li>There is observable evidence that daily activities incorporate and combine STEAM domains and/or music</li> <li>Staff can articulate the ways in which STEAM and music activities in after school support participants' school success, help to address the achievement gap, and impact youth well-being</li> <li>Youth have increased access to learning about STEAM professionals who reflect the youth in the program</li> </ul> <p><i>1 = Program does not offer any activities that address STEAM content or skill development processing on what they are doing or have done</i></p>                                                                                                                                                                                  | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.12</b><br>Ensures that programming is community-centered and reflects the languages spoken in the community                                    | <ul style="list-style-type: none"> <li>The mission statement, outreach materials, and policies emphasize a commitment to serving all youth and families in the community</li> <li>Program activities and materials (e.g., posters, artwork, books, instruments) reflect the interests and characteristics of participants and their families</li> <li>Information can be available in parents' and caregivers' home languages</li> <li>When possible, participating youth represent the distinct differences and unique needs represented throughout the host school and neighborhood</li> <li>Staff adapt activities to be accessible to English learners and encourage their active participation in the program</li> </ul> <p><i>1 = Program materials reflect only one culture, ethnicity, race, etc.</i></p> | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 1: Programming & Youth Development

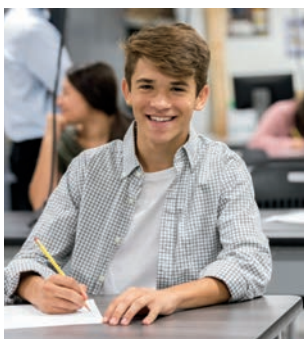
| STANDARD                                                                                                           | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RATING                  | NOTES |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | How true?               |       |
| <b>1.13</b><br>Provides opportunities for collect, career readiness, vocational preparation, workforce development | <ul style="list-style-type: none"> <li>Program provides ongoing activities that allow youth to develop the foundational skills to enable them to learn additional academic and job-specific skills, both at the entry-level and throughout their careers (e.g., resume development, mock interviews, job shadowing, financial literacy workshops, GED courses, youth apprenticeships, etc.)</li> <li>Program provides regular college preparation activities (e.g., academic assistance, SAT/ACT preparation, college tours and fairs, access to college preparation materials, scholarships, etc.)</li> </ul> <p><i>1 = Program does not provide any structured, ongoing, and consistent, college and career readiness activities</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>1.14</b><br>Includes opportunities for youth to engage in international education and gain global competency    | <ul style="list-style-type: none"> <li>Regular program activities allow youth to gain knowledge of other world regions and cultures, familiarity with international and global issues and an awareness of connections between local and global realities</li> <li>Hands-on and project-based learning experiences allow youth to practice global competencies such as communicating ideas effectively with a wide range of audiences and taking action to improve conditions</li> </ul> <p><i>1 = Program does not offer any opportunities for youth to gain knowledge of other world regions or investigate globally significant issues</i></p>                                                                                           | 1<br>2<br>3<br>4<br>N/A |       |

### ADDITIONAL NOTES:



## Quality Element 2

### LINKAGES WITH THE SCHOOL DAY



## Quality Element 2: Linkages with the School Day

### GUIDING PRINCIPLE:

*A quality program communicates and collaborates with school personnel to ensure that afterschool programming and activities complement and support school day learning, support performance standards, and build strong content knowledge and academic skills in youth.*

| STANDARD                                                                                                                                         | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RATING                  | NOTES |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | How true?               |       |
| <b>2.1</b><br><br>Establishes and maintains strong and intentional links to the school day                                                       | <ul style="list-style-type: none"> <li>• Staff communicate with administrators and faculty to ensure alignment of program activities to the schools' learning goals and curricula</li> <li>• Staff seek input from school day teachers and from administrators on how the program supports student engagement, learning, and overall progress</li> <li>• Staff communicate and collaborate with school personnel to promote and monitor youths' academic and behavioral development</li> <li>• Program staff ensures alignment with school day goals, and continues to look different than school day instruction and structure</li> </ul> <p><i>1 = Staff have little to no communication with school administration or teachers</i></p>                  | 1<br>2<br>3<br>4<br>N/A |       |
| <b>2.2</b><br><br>Supports the Georgia Standards of Excellence and Local Education Agency (LEA) priorities                                       | <ul style="list-style-type: none"> <li>• The program supports state and local performance standards and benchmarks by building activities that address areas where youth are struggling</li> </ul> <p><i>1 = Program does not offer any activities that address state and local performance standards</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1<br>2<br>3<br>4<br>N/A |       |
| <b>2.3</b><br><br>Provides hands-on learning opportunities for participants to develop knowledge in content areas that complement the school day | <ul style="list-style-type: none"> <li>• Program provides daily academic activities that</li> <li>• incorporate a variety of age- and developmentally appropriate</li> <li>• instructional strategies to help youth build</li> <li>• and master key academic skills and content</li> <li>• Activities provide opportunities for hands-on</li> <li>• engagement and project-based learning in academic</li> <li>• domains that are not always possible during the school</li> <li>• day</li> </ul> <p><i>1 = None of the activities offered addressed academic content or concepts</i><br/> <i>1 = Program provides academic activities that primarily include lecture, staff presentation, use of worksheets, or other passive or didactic methods</i></p> | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 2: Linkages with the School Day

| STANDARD                                                                                                     | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RATING    | NOTES |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| A quality program:                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | How true? |       |
| <b>2.4</b><br>When appropriate, incorporates academic support, including homework assistance and/or tutoring | <ul style="list-style-type: none"> <li>Homework assistance and/or tutoring are offered on a daily basis with sufficient time, space, and staff assistance for youth to complete assignments</li> <li>Homework assistance and tutoring are tailored to meet students' individual learning needs and are delivered in ways that support comprehension and skill-building for all participants</li> <li>Youth have access to resources needed to complete assignments (e.g., wide array of supplies and resources, such as dictionaries, pencils, tape, computers, internet access, poster board, markers, etc.)</li> </ul> <p><i>1 = Program does not provide any structured academic support to youth during the program day</i></p> | 1         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A       |       |
| <b>2.5</b><br>Ensures that youth develop key academic skills, including research and study skills            | <ul style="list-style-type: none"> <li>Staff intentionally teach academic skills in addition to academic content and youth are given the opportunities to practice skill in context (e.g., organization skills, research skills, problem-solving skills, time management, teamwork, etc.)</li> </ul> <p><i>1 = Program does not provide any structured opportunities that are intentionally designed to teach academic skills</i></p>                                                                                                                                                                                                                                                                                               | 1         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4         |       |
|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A       |       |

### ADDITIONAL NOTES:



**Quality  
Element  
3**

**ENVIRONMENT & CLIMATE**



## Quality Element 3: Environment & Climate

### GUIDING PRINCIPLE:

*A quality program offers a safe, welcoming, and well-maintained environment that supports the physical comfort and developmental needs of all youth. The space is intentionally designed to support strong programming and reflect youth voices, interests, and ways of engaging.*

| STANDARD                                                                                                                                                     | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RATING                  | NOTES |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | How true?               |       |
| <b>3.1</b><br>Has a physically safe and clean environment                                                                                                    | <ul style="list-style-type: none"> <li>The program space is clean, well-maintained, and safe</li> <li>Books, games, and other program equipment are up-to-date and in good working condition</li> <li>The program space is well organized</li> <li>The program space has enough room for all youth to move around comfortably and safely</li> </ul> <p><i>1 = There are major safety and sanitary concerns affecting the program space</i></p>                                                                                                                                                                                                                                                                        | 1<br>2<br>3<br>4<br>N/A |       |
| <b>3.2</b><br>Ensures that the space, equipment, and materials are suitable for the ages, skill levels, and abilities of youth, and meet the program's needs | <ul style="list-style-type: none"> <li>There is access to enough equipment, supplies, and space to carry out a variety of academic, social, nutritional, and physical activities</li> <li>The environment and materials are appropriate for a range of ages and learning stages of the youth in the program</li> <li>The environment and materials reflect the various backgrounds and life experiences of the youth in the program</li> </ul> <p><i>1 = Program is not suitable for the activities offered or for the youth participating</i><br/> <i>1 = Physical environment and materials cannot be modified to meet the needs of the program offering or the skills and needs of the youth participating</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>3.3</b><br>Adheres to state and local licensing and exemption requirements                                                                                | <ul style="list-style-type: none"> <li>Documents exist that make clear that the program is compliant with all licensing regulations and/or exemption requirements and that inspection is up-to-date</li> </ul> <p><i>1 = Documents are not available to view or documents illustrate program is not in compliance</i></p>                                                                                                                                                                                                                                                                                                                                                                                             | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 3: Environment & Climate

| STANDARD                                                                                                                                | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RATING                  | NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | How true?               |       |
| <b>3.4</b><br>Supports youth in navigating the learning space independently, taking initiative, and exploring their interests           | <ul style="list-style-type: none"> <li>Youth independently gather resources, materials, or get information on their own</li> <li>Staff are flexible in their management of youth and allow youth to move around the learning space on their own and to question adults or other peers</li> <li>Staff encourage youth to share leadership and responsibility for the activity (e.g., youth help set out materials for art projects, youth are encourage to take the lead in selecting and initiating activities)</li> </ul> <p><i>1 = Youth must gain permission from staff to access and gather materials, or move around the program space, or to engage in the next step of an activity</i><br/> <i>1 = Staff maintain control throughout the activity period and do not share control of activities with youth</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>3.5</b><br>Offers frequent access to nature and/or an outdoor space when possible                                                    | <ul style="list-style-type: none"> <li>Provides regular opportunities for direct contact with nature and the outdoors</li> <li>Provides regular outdoor activities that foster greater environmental awareness and engages youth in hands-on, experiential learning (e.g., planting gardens, composting, nature scavenger hunts)</li> <li>Provides outdoor activities that engage youth in physical fitness and play with alternative options for differing abilities.</li> </ul> <p><i>1 = Program does not provide any opportunities for youth to engage with the natural world</i><br/> <i>1 = Program does not provide any activities that engage youth in physical fitness and physical play</i></p>                                                                                                                 | 1<br>2<br>3<br>4<br>N/A |       |
| <b>3.6</b><br>Has a physical environment that reflects youth interests, creativity, and the work they produce during program activities | <ul style="list-style-type: none"> <li>The indoor space reflects the work, interests, talents, and life experiences of the youth (e.g., youths' artwork is on display, youth personalize areas)</li> <li>Visuals, displays, and materials in the space are relatable and reflect the everyday experiences, interests, and communities of the youth in the program.</li> </ul> <p><i>1 = The walls and program space do not reflect youths' work, interests, or personalities</i></p>                                                                                                                                                                                                                                                                                                                                      | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 3: Environment & Climate

| STANDARD                                                                                                                         | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RATING                  | NOTES |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | How true?               |       |
| <b>3.7</b><br>Allows for the inclusion and engagement of differently-abled youth                                                 | <ul style="list-style-type: none"> <li>The program actively recruits and welcomes youth with learning differences and disabilities</li> <li>The program is aware of, records, and informs staff of special needs of participants</li> <li>Staff and leadership make reasonable accommodations and provide special materials as necessary to serve youth with disabilities and learning differences (e.g., breaking activities into smaller parts, working in smaller groups, and providing extra time to complete tasks)</li> </ul> <p><i>1 = Differently-abled youth are excluded, isolated from or not engaged in activities</i><br/> <i>1 = The physical space or materials and resources do not allow for the participation of differently-abled youth in the activities offered</i></p>                                                                                                                                                                                                                      | 1<br>2<br>3<br>4<br>N/A |       |
| <b>3.8</b><br>Reflects and incorporates the backgrounds, communication styles, and lived experiences of youth and their families | <ul style="list-style-type: none"> <li>Program information is shared in ways that ensure parents and caregivers can easily understand and engage with key communications</li> <li>Includes regular activities that reflect the lived experiences, interest, and ways of communicating of the participants</li> <li>Staff interact with families in a comfortable, respectful, welcoming way (e.g., staff refer to family members and caregivers by their names and make friendly, positive conversation)</li> <li>Program prioritizes hiring staff who have shared experiences with, or a strong understanding of, the communities and backgrounds of the youth and families served</li> <li>Youth have opportunities to explore their traditions, backgrounds, and personal experiences, and to learn about the experiences and perspectives of others</li> </ul> <p><i>1 = Despite serving a diverse population, program materials and activities predominantly reflect a specific culture and language</i></p> | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 3: Environment & Climate

| STANDARD                                                                                                                                               | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RATING    | NOTES |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| A quality program:                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | How true? |       |
| <b>3.9</b><br><br>Provides intentional character education and opportunities for moral action that promote core values in all domains of youths' lives | <ul style="list-style-type: none"><li>• The program's mission, policies, and practices reflect a commitment to the development of ethical, responsible, and caring young people</li><li>• Program activities and practices foster the core ethical values of caring, honesty, fairness, responsibility, and respect for self and others by providing regular opportunities for studying and discussing these values, observing behavioral models, and resolving problems involving these values</li><li>• Program activities and practice promote the performance values of diligence, best effort, perseverance, critical thinking, and positive attitude</li></ul><br><i>1 = Program does not provide any structured opportunities that are designed to intentionally teach and discuss ethical values</i><br><i>1 = Program activities predominantly focus on outcomes and products (e.g., grades, test scores, performance levels) over process and effort</i> | 1         |       |
|                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2         |       |
|                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3         |       |
|                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4         |       |
|                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A       |       |

### ADDITIONAL NOTES:

# Quality Element 4



## RELATIONSHIPS





## Quality Element 4: Relationships

### **GUIDING PRINCIPLE:**

*A quality program fosters and nurtures positive relationships and interactions among staff, youth, families, and communities; provides respectful environment that is free from teasing, bullying, and violence; and values the unique perspectives and experiences each person brings.*

| STANDARD                                                                                        | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RATING                  | NOTES |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | How true?               |       |
| <b>4.1</b><br>Builds positive relationships with youth that are supportive and nurturing        | <ul style="list-style-type: none"> <li>The program is structured to create close, sustained relationships between individual participants and caring adults</li> <li>Staff engage in 1:1 conversations with individual youth (e.g., talk about youth's interests, ask about something they brought or made)</li> <li>Youth seek out positive contact/interactions with staff (e.g., youth initiate dialogue, ask their opinions, initiate friendly verbal or physical interaction, stand close to staff when talking)</li> <li>Staff demonstrate and model acceptance by building fair and equal relationships with all youth</li> </ul> <p><i>1 = Youth do not have the opportunity to get to know staff well beyond the role of instructor</i><br/> <i>1 = Staff and youth may be rude to each other, exchange negative affect, show anger, be mean-spirited, show sarcasm or engage in teasing</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>4.2</b><br>Ensures that staff are role models of positive and respectful adult relationships | <ul style="list-style-type: none"> <li>Staff demonstrate acceptance and respect in how they communicate with one another</li> <li>Staff collaborate on programming and activities</li> <li>Staff exhibit appropriate, professional conduct around youth (e.g., staff do not complain about the program or their job, react "personally" to youth criticisms, or exhibit behavior not allowed in program)</li> </ul> <p><i>1 = Staff may be rude to each other, exchange negative affect, show anger, be mean-spirited, show sarcasm, or demonstrate unprofessional behavior</i></p>                                                                                                                                                                                                                                                                                                                       | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 4: Relationships

| STANDARD                                                                                                                                     | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RATING                  | NOTES |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | How true?               |       |
| <b>4.3</b><br>Incorporates relationship-building opportunities among peers and ensures that youth interact with one another in positive ways | <ul style="list-style-type: none"> <li>Staff create opportunities that teach youth to interact with one another in positive ways (e.g., icebreakers, teambuilding exercises, group discussions, etc.)</li> <li>Youth listen to each other (e.g., pay attention, don't interrupt)</li> <li>Youth cooperate with each other (e.g., share materials, help each other)</li> <li>Peer interactions have a positive affective tone and peers seem to enjoy each other's company and embrace each other's differences</li> <li>When minor conflicts occur, youth are able to problem-solve together to resolve conflicts without adult intervention</li> </ul> <p> <i>1 = Youth have few or no opportunities to get to know each other beyond self-selected pairs or small cliques</i><br/> <i>1 = Youth exhibit predominantly exclusive relationships, limited to a few individuals or a small clique within the program</i><br/> <i>1 = Fighting among youth is frequent</i><br/> <i>1 = When disagreements or conflicts occur, youth yell, insult, or threaten each other</i> </p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>4.4</b><br>Teaches and encourages use of conflict resolution skills among youth                                                           | <ul style="list-style-type: none"> <li>Staff model positive communication and conflict resolution skills</li> <li>Staff model appropriate bystander behavior by intervening in any cases of bullying, taunting, or disrespect amongst youth</li> <li>Staff create opportunities that teach youth to interact with one another in positive ways (e.g., icebreakers, teambuilding exercises, group discussions)</li> <li>Program activities integrate opportunities for youth to solve problems alone or in groups (e.g., activity-related challenges, difficulties completing a task, trouble finding needed information or materials)</li> </ul> <p> <i>1 = Program does not provide any structured opportunities that are designed to teach and discuss conflict resolution and coping skills</i><br/> <i>1 = Youth have no opportunities to form small groups for activities with the purpose of cooperating to accomplish an objective</i> </p>                                                                                                                             | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 4: Relationships

| STANDARD                                                                                                      | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | RATING                  | NOTES |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | How true?               |       |
| <b>4.5</b><br>Reinforces positive behavior and employs strength-based techniques to address behavioral issues | <ul style="list-style-type: none"> <li>Youth are involved in the development of disciplinary practices</li> <li>There are clearly defined expectations for youth and staff conduct that are well-known to staff, participants, and families</li> <li>Staff approach conflicts and negative behavior in a non-threatening way, approaching youth calmly, and acknowledging youths' feelings while stopping hurtful or dangerous behavior</li> <li>Staff consistently intervene when youth or adults make hurtful or negative comments</li> <li>Staff provide specific feedback to youth about positive behavior and accomplishments</li> <li>When youth behavior is inappropriate, staff use simple reminders or redirect behavior (i.e., let youth know what is inappropriate, and/or remind youth of established rules and behavioral expectations)</li> <li>Staff apply rewards and consequences for participant behavior fairly, appropriately, and consistently</li> <li>When addressing behavioral issues, staff use logical consequences such as time-out, loss of privileges, and other consequences but sparingly</li> </ul> <p><i>1 = Staff ignore or do not acknowledge conflicts or negative behavior nor follow up with those involved (i.e., disrespectful, tense, exclusive, angry or hostile situations; with negative behaviors such as rudeness, bragging, insults, "trash talking," negative gestures, or other such actions)</i></p> <p><i>1 = In conflict and negative-behavior situations, staff do not seek input from youth to determine the cause or solution for conflicts or negative behavior</i></p> <p><i>1 = In conflict and negative-behavior situations, staff do not address the relationship between their actions and consequences</i></p> | 1<br>2<br>3<br>4<br>N/A |       |

### ADDITIONAL NOTES:

# Quality Element 5



## HEALTH & WELL-BEING





## Quality Element 5: Health & Well-being

### **GUIDING PRINCIPLE:**

*A quality program supports and promotes the overall well-being of youth by fostering emotional safety, connectedness, and opportunities to be physically active. It encourages healthy habits and daily routines while creating an environment where all youth feel valued and engaged.*

| STANDARD                                                                                                                                               | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RATING                  | NOTES |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | How true?               |       |
| <b>5.1</b><br>Provides a supportive environment where youth can express themselves without fear of judgment, that is free from bullying and harassment | <ul style="list-style-type: none"> <li>• Clear practices and policies that emphasize bullying prevention and youths' social and emotional safety</li> <li>• Staff, youth, and families are actively engaged in comprehensive bullying prevention policy development and implementation</li> <li>• A system exists for regularly assessing and monitoring the needs and effectiveness of safety and anti-bullying efforts</li> <li>• Timely and consistent prevention and intervention strategies are implemented</li> <li>• The program provides social and mental health supports and resources for students involved in bullying including bullies, victims, and bystanders</li> <li>• Staff treat participants with respect and listen to what they say (i.e., listens, affirms, responds and adds information to what youth say)</li> </ul> <p><i>1 = Youth often engage in bullying behaviors such as comments or slurs intended to hurt someone</i><br/> <i>1 = Program does not have clear and consistent policies and practices in place to prevent and address bullying and intolerance</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>5.2</b><br>Offers regular opportunities for youth to engage in physical fitness and build health and nutrition skills and knowledge                 | <ul style="list-style-type: none"> <li>• Youth have the opportunity to engage in daily moderate-to-vigorous physical activity with alternate options based on ability</li> <li>• Youth have the opportunity to learn about healthy eating and positive food choices through activities such as cooking clubs, gardening, or visits to local grocery stores</li> </ul> <p><i>1 = Program does not provide any structured opportunities for youth to engage in daily moderate-to-vigorous physical activity</i><br/> <i>1 = Program does not provide any opportunities for youth to learn about healthy eating and positive food choices</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 5: Health & Well-being

| STANDARD                                                                                                                                            | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RATING                  | NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | How true?               |       |
| <b>5.3</b><br><br>When suitable to program duration, incorporates nutritious snack and/or meal options if provided                                  | <ul style="list-style-type: none"> <li>When suitable to program duration, a daily snack is provided that includes at least two of the four components (grain/bread, milk, fruit/vegetable, protein/meat/meat alternative)</li> <li>Snack and meal options meet dietary restrictions that youth may have</li> </ul> <p><i>1 = Program does not serve a nutritious daily snack to participating youth when programming lasts more than three hours</i></p>                                                                                                                | 1<br>2<br>3<br>4<br>N/A |       |
| <b>5.4</b><br><br>Communicates with families to ensure that staff are aware of the individualized needs and special health concerns of youth        | <ul style="list-style-type: none"> <li>The program seeks information from parents and caregivers with regards to the individualized needs and health concerns of youth (e.g., via meetings or written communication)</li> <li>Staff are made aware of and can articulate participants' individual, developmental, and/or medical needs as appropriate, and adjust activities as needed</li> </ul> <p><i>1 = Program does not have a clear and consistent procedure for regular communication with parents and caregivers regarding youths' individualized needs</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>5.5</b><br><br>Seeks to connect families and caregivers with information and community resources to support the well-being of families and youth | <ul style="list-style-type: none"> <li>Staff refer families to community resources such as summer camps, food pantries, adult education classes, counseling, local parks, and family-friendly events (e.g., resource guides, pamphlets, and resource contact information are available to distribute that are responsive to the communication styles, needs, and life experiences of parents and caregivers)</li> </ul> <p><i>1 = No community resources are available or provided to families or caregivers</i></p>                                                    | 1<br>2<br>3<br>4<br>N/A |       |

### ADDITIONAL NOTES:

# Quality Element 6

A smiling man with short dark hair, wearing a light blue button-down shirt and a patterned tie, stands in front of a whiteboard. He is looking towards the camera with a friendly expression. The whiteboard behind him has handwritten notes and diagrams. In the foreground, the backs of several people's heads are visible, suggesting he is addressing a group. A red banner with white text is overlaid on the image.

## STAFFING & PROFESSIONAL DEVELOPMENT



## Quality Element 6: Staffing & Professional Development

### GUIDING PRINCIPLE:

*A quality program employs staff and volunteers who value each youth and their lived experiences, understand youths' physical and developmental needs, and develop mutually respectful working relationships with coworkers, youth, families and caregivers and other partners. A quality program supports the professional growth of staff and volunteers by providing ongoing professional development that is accessible to all staff and bolsters the knowledge and skill necessary for implementing best practice programming.*

| STANDARD                                                                                                                                                                    | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RATING                  | NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | How true?               |       |
| <b>6.1</b><br>Utilizes formal and informal performance evaluation processes for staff and volunteers, and provides appropriate supervision, support, coaching, and feedback | <ul style="list-style-type: none"> <li>Staff receive formal and informal ongoing communication and feedback from their supervisor</li> <li>Staff members participate in performance-based assessments of their work at least once yearly</li> <li>The evaluation system is standardized and known to staff</li> <li>Evaluation feedback is given to staff and coaching, mentoring, and other support is provided in order to build needed skills and enhance professional growth</li> <li>Performance evaluations include accomplishments and opportunities for improvement and allow space for goal setting in collaboration between supervisor and supervisee</li> <li>Performance evaluations are documented in program files and can be viewed</li> </ul> <p><i>1 = Program does not have a consistent performance evaluation system that is known to staff</i></p>                                                  | 1<br>2<br>3<br>4<br>N/A |       |
| <b>6.2</b><br>Offers all staff and volunteers ongoing professional development and fosters a commitment to continual growth                                                 | <ul style="list-style-type: none"> <li>Fosters an understanding of an appreciation for established program quality standards, evaluation, and program improvement strategies among staff</li> <li>Has a program director that is committed to professional development and attends and attends and participates in regular training</li> <li>Assesses professional development needs of staff and provides appropriate supports such as training, coaching, mentoring, and peer learning</li> <li>Professional development opportunities are available in multiple formats, including workshops, observation, coaching, and peer-to-peer learning</li> <li>The program complies with state training regulations, where applicable</li> </ul> <p><i>1 = Program does not offer regular professional development opportunities for staff</i><br/> <i>1 = Program offers no professional development for volunteers</i></p> | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 6: Staffing & Professional Development

| STANDARD                                                                                                                                                                  | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RATING                  | NOTES |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | How true?               |       |
| <b>6.3</b><br>Ensures that staff and volunteers are given opportunities to build competence in academic and skill-based domains, as appropriate to their positions        | <ul style="list-style-type: none"> <li>Staff are recruited and hired based on their lived and work experience, interest in working with youth, and willingness to build knowledge and skill in the program's content areas</li> <li>Ensures staff members have experience in or demonstrate openness to learning to build competence in core academic areas, where appropriate</li> <li>Staff participate in ongoing professional development to address the unique characteristics of youth, their families, and the broader community. Examples include supporting students' academic success, discussing sensitive issues with parents, working with youth with special needs or disabilities, and practices that foster well-being, connectedness, and belonging.</li> </ul> <p><i>1 = Staff and volunteers do not have adequate knowledge and skill to support youth, as appropriate to their positions</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>6.4</b><br>Trains staff to plan and implement programming and activities that are appropriate for the age, skill level, development, abilities, and interests of youth | <ul style="list-style-type: none"> <li>Professional development is provided to support staff in planning suitable activities that correspond to the developmental needs, abilities, and interests of participants</li> <li>Staff are given dedicated time for program planning and curriculum development</li> <li>Regular meetings are held for curriculum development and program activity debrief</li> </ul> <p><i>1 = Staff do not have dedicated time and professional development to support planning and curriculum development</i></p>                                                                                                                                                                                                                                                                                                                                                                       | 1<br>2<br>3<br>4<br>N/A |       |
| <b>6.5</b><br>Monitors and maintains staff-to-youth ratio as per state and local regulations                                                                              | <ul style="list-style-type: none"> <li>Program staff are aware of the regulations regarding staff-to-youth ratio</li> <li>The appropriate is maintained and is observable in all program areas at all times</li> </ul> <p><i>1 = Staff are not aware of the staff-to-youth ratio regulations</i><br/> <i>1 = Program does not maintain the appropriate staff-to-youth ratio as per state regulations</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1<br>2<br>3<br>4<br>N/A |       |
| <b>6.6</b><br>Holds regular staff meetings                                                                                                                                | <ul style="list-style-type: none"> <li>Staff and leadership collaborate to develop meeting agendas that reflect program priorities and staff input</li> </ul> <p><i>1 = Program does not hold regular staff meetings</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 6: Staffing & Professional Development

| STANDARD                                                                                                                  | INDICATORS                                                                                                                                                                                                                          | RATING    | NOTES |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| A quality program:                                                                                                        |                                                                                                                                                                                                                                     | How true? |       |
| <b>6.7</b><br>Offers training to ensure compliance with OCGA § 19-7-5(c)(1) (Mandated Reporter of Child Abuse or Neglect) | <ul style="list-style-type: none"> <li>Program staff are aware of OCGA § 19-7-5(c)(1) and the terms of the Code</li> <li>Training has been provided to all applicable persons and documentation of training is available</li> </ul> | 1         |       |
|                                                                                                                           |                                                                                                                                                                                                                                     | 2         |       |
|                                                                                                                           |                                                                                                                                                                                                                                     | 3         |       |
|                                                                                                                           |                                                                                                                                                                                                                                     | 4         |       |
|                                                                                                                           | <i>1 = Applicable program staff are not aware of and/or have not received training on OCGA § 19-7-5(c)(1) and the terms of the Code</i>                                                                                             | N/A       |       |

### ADDITIONAL NOTES:

# Quality Element 7

## ORGANIZATIONAL PRACTICES



## Quality Element 7: Organizational Practices

### GUIDING PRINCIPLE:

A quality program has a clear mission and well-defined goals, sound fiscal management, and clear policies and procedures that support quality and sustainability.

| STANDARD                                                                                                                                                 | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RATING                  | NOTES |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | How true?               |       |
| <b>7.1</b><br>Clearly defines the organization's mission, vision, values, and goals and aligns this framework with specific outcomes to measure progress | <ul style="list-style-type: none"> <li>Program has clearly defined and well-understood mission, vision, values, and goals in operation</li> <li>Staff and stakeholders are aware of and can articulate mission, vision, values, and goals</li> <li>Program activities clearly support the mission and vision of the organization</li> </ul> <p><i>1 = Staff are not aware of and/or cannot articulate the mission, vision, values, and goals of the organization</i></p>                                                                                                                                                                                                                                                                                                                                                                                       | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.2</b><br>Develops and employs an employee handbook that specifies internal policies and procedures and ensures staff are oriented to its contents   | <ul style="list-style-type: none"> <li>A comprehensive employee handbook exists that lists internal expectations, policies, and procedures</li> <li>New staff are thoroughly oriented to the employee handbook</li> <li>The handbook is easily accessible to all staff for ongoing reference</li> <li>The handbook is written in clear and accessible language to ensure staff can understand and apply its content</li> </ul> <p><i>1 = An employee handbook does not exist</i><br/> <i>1 = Staff have not been oriented to the employee handbook</i></p>                                                                                                                                                                                                                                                                                                     | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.3</b><br>Establishes program policies and procedures and makes them available to families, caregivers, and stakeholders                             | <ul style="list-style-type: none"> <li>Program policies and practices are clear, well-defined, and support program goals</li> <li>Regular orientations are held throughout the program year to familiarize families and caregivers with program policies</li> <li>Written policies and practices and orientations are shared with families, caregivers, and stakeholders in ways that are easy for them to understand</li> <li>Mechanisms are in place to remind veteran families and caregivers of program policies and procedures throughout the year (e.g., during program events, in meetings, via written communications, etc.)</li> </ul> <p><i>1 = Program policies are not well defined and/or do not support</i><br/> <i>1 = Program does not have a mechanism for familiarizing families and caregivers with program policies and procedures</i></p> | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 7: Organizational Practices

| STANDARD                                                                                    | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RATING                  | NOTES |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | How true?               |       |
| <b>7.4</b><br>Establishes and maintains clear attendance and participation expectations     | <ul style="list-style-type: none"> <li>Program establishes and maintains attendance and participation expectations that support program goals</li> <li>Attendance and participation expectations and exceptions are known to all staff, participants and their families or caregivers. Families youth, and staff articulate expectations regularly and with consistency.</li> </ul> <p><i>1 = Staff and families or caregivers are not aware of the program's attendance and participation expectations</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.5</b><br>Maintains a system for the collection and monitoring of youth attendance data | <ul style="list-style-type: none"> <li>Program has complete and current enrollment/registration and attendance documents for all participants</li> <li>Enrollment documents are provided to families in advance and are easy for them to understand</li> <li>Program maintains current and accurate activity schedules with room assignments and tracks daily attendance and activity attendance</li> <li>Staff who are responsible for collecting data are trained to ensure effective collection of quality data</li> </ul> <p><i>1 = Program does not maintain a system for tracking daily and activity attendance</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.6</b><br>Has responsive behavior guidance expectations for youths' behaviors           | <ul style="list-style-type: none"> <li>Program has a well-defined behavior guidance protocol that supports the mission, vision, values, and goals, and is known to all staff, participants, and their families or caregivers</li> <li>Regular orientations are held throughout the program year to familiarize new families and caregivers with discipline policies and are designed in a way that is easy to understand</li> <li>Mechanisms are in place to remind veteran families and caregivers or program policies throughout the year (e.g., during program events, in meetings, via written communications, etc.)</li> <li>The behavior guidance protocol ensures that staff apply logical rewards and consequences for participant behavior fairly, appropriately, and consistently</li> </ul> <p><i>1 = Program does not have a well defined disciplinary protocol and policies</i><br/> <i>1 = Staff inconsistently apply rewards and consequences for youth behavior</i><br/> <i>1 = Program does not have a mechanism for familiarizing participants and families or caregivers with discipline policies</i></p> | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 7: Organizational Practices

| STANDARD                                                                                                                        | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RATING                  | NOTES |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | How true?               |       |
| <b>7.7</b><br>Maintains confidential records on all youth and ensures records are up-to-date                                    | <ul style="list-style-type: none"> <li>Program establishes and maintains a centralized database of participant and program information that is regularly updated and useable by staff</li> <li>Program maintains accurate and accessible medical records on participants</li> <li>Staff who are responsible for maintaining records are training to ensure effective data collection</li> </ul> <p><i>1 = Program does not have a system for maintaining participant information that is up-to-date and usable</i><br/> <i>1 = Staff are trained on how to maintain confidentiality forms</i></p>                                            | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.8</b><br>Adheres to state and local licensing requirements (e.g., health certificate, security clearance, insurance, etc.) | <ul style="list-style-type: none"> <li>Documents exist that make clear that the program is compliant with all licensing regulations and that inspection is up-to-date</li> </ul> <p><i>1 = Documents are not available to view or documents illustrate program is not in compliance</i></p>                                                                                                                                                                                                                                                                                                                                                  | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.9</b><br>Maintains a sound budget; reviews and adjusts budget periodically and as necessary                                | <ul style="list-style-type: none"> <li>Program has an approved budget and resources are allocated to meet organizational goals and objectives</li> <li>A sufficient proportion of funds are allocated for direct services</li> <li>Site coordinators have timely access to resources and are able to allocate resources to meet site-specific needs</li> <li>Expenditures and cash flow are monitored continually and immediate action is taken to address potential problems</li> </ul> <p><i>1 = Budgetary documents that delineate expenditures and cash flow are either not maintained, not available to view, or not up-to-date</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>7.10</b><br>Completes all required reports and submits them in a timely manner                                               | <ul style="list-style-type: none"> <li>All required attendance, evaluation, and expenditure reports are accurate and submitted on time</li> <li>There is clear evidence that program adheres to local, state, and federal fiscal accounting, recordkeeping, and audit requirements</li> <li>Leaders at the district or organization level have a working knowledge of the program's funding sources and associated reporting requirements</li> </ul> <p><i>1 = Documents illustrate that the program has not adhered to reporting, accounting, or recordkeeping requirements</i></p>                                                         | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 7: Organizational Practices

| STANDARD                                                                                                                          | INDICATORS                                                                                                                                                                                                                                                                                                                                                                    | RATING    | NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| A quality program:                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                               | How true? |       |
| <b>7.11</b><br><br>Ensures that lesson plans are available and accurate, and the program schedule and room assignments are posted | <ul style="list-style-type: none"> <li>Daily lesson plans are current, accurate, and available for viewing</li> <li>Program maintains and posts current and accurate activity schedules with room assignments</li> </ul> <p><i>1 = Program does not maintain current and accurate activity schedules and lesson plans, and/or schedules are not available for viewing</i></p> | 1         |       |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               | 2         |       |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               | 3         |       |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               | 4         |       |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               | N/A       |       |

### ADDITIONAL NOTES:

## Quality Element 8

### EVALUATION & OUTCOMES



## Quality Element 8: Evaluation & Outcomes

### GUIDING PRINCIPLE:

A quality program has measurable program and outcomes-based goals that are co-created by stakeholders; and a system and plan in place for gathering data, engaging in data-driven decision-making, implementing program improvement strategies, and regularly reassessing outcomes.

| STANDARD                                                                                                                                         | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RATING                  | NOTES |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | How true?               |       |
| <b>8.1</b><br>Delineates measurable program goals and objectives that reflect the organization's mission                                         | <ul style="list-style-type: none"> <li>Goals are shared with families, staff, and community partners in ways that are easy to understand</li> <li>Staff are familiar with the program's goals and understand how their work contributes to achieving them</li> </ul> <p>1 = Program goals are not recorded or clearly delineated<br/>           1 = Staff and/or stakeholders are unaware of program goals and how they support the organization's mission</p>                                                                     | 1<br>2<br>3<br>4<br>N/A |       |
| <b>8.2</b><br>Selects and implements appropriate assessment tools to measure the effectiveness of program practices and status of youth outcomes | <ul style="list-style-type: none"> <li>Incorporates program evaluation that includes gathering both qualitative and quantitative data from multiple stakeholders</li> <li>The selected assessment tools measure program practices, as well as youth engagement and well-being</li> <li>Assessment is carried out on at least an annual basis and summary data is available for viewing</li> </ul> <p>1 = Program evaluation is not conducted on an annual basis</p>                                                                | 1<br>2<br>3<br>4<br>N/A |       |
| <b>8.3</b><br>Obtains and analyzes data and compares findings to the organization's mission, goals, and objectives                               | <ul style="list-style-type: none"> <li>Program leadership and staff use assessment and evaluation data to continuously review and refine program activities, policies, staffing, and professional development; ensuring that program practices support the program's mission and goals</li> </ul> <p>1 = Program leadership does not use evaluation data to revise program practices<br/>           1 = Program does not maintain documentation that illustrates how evaluation data has been used to revise program practices</p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>8.4</b><br>Employs data to design and implement an improvement plan that has measurable goals and objectives                                  | <ul style="list-style-type: none"> <li>Program engages staff and stakeholders in analyzing data, determining conclusions, and developing a plan for change that is specific, measurable, and time-bound</li> <li>Documentation of the improvement plan is available for viewing</li> </ul> <p>1 = Program does not have an improvement plan or plan is not available for viewing</p>                                                                                                                                               | 1<br>2<br>3<br>4<br>N/A |       |



## Quality Element 8: Evaluation & Outcomes

| STANDARD                                                                                                    | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RATING                  | NOTES |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | How true?               |       |
| <b>8.5</b><br>Continually engages in data-drive decision-making and regularly reassesses findings           | <ul style="list-style-type: none"> <li>An internal system of continuous improvement is in place that involves staff, youth, and stakeholders</li> <li>The system includes using data to analyze the results of plan for change, implementing the change, using data to determine effectiveness o the plan, and continuously reassessing results</li> </ul> <p>1 = Program does not maintain an internal system for continuous improvement</p> <p>1 = Program does not maintain documentation that illustrates engagement in a continuous improvement process or documents are not available for viewing</p>                                                                                                                                                                                                                                                                                                                                | 1<br>2<br>3<br>4<br>N/A |       |
| <b>8.6</b><br>Develops the capacity in staff to carry out the data-driven decision-making process as a team | <ul style="list-style-type: none"> <li>Staff who are responsible for collecting data are trained to ensure effective collection of quality data</li> <li>Staff are involved in the process of analyzing data, determining conclusions, and developing a plan for change that is specific, measurable, and time-bound</li> <li>The ideas, opinions, and knowledge of the staff and stakeholders are solicited and employed throughout the continuous improvement process</li> <li>The processes of brainstorming, problem-solving and planning for change incorporate the collective intelligence of staff and stakeholders</li> <li>The continuous improvement process is documented and available for viewing (e.g., meeting agendas, training agendas, action plan)</li> </ul> <p>1 = Program leadership does not involve staff in the continuous improvement process such as in data collection, data analysis, and action planning</p> | 1<br>2<br>3<br>4<br>N/A |       |

A photograph of a family of three. A man with short dark hair and a beard, wearing a maroon sweater, is on the left, looking down at a book. A woman with long brown hair, wearing a light blue top, is in the center, smiling and looking at the book. A young girl with dark hair, wearing a grey sweater, is on the right, looking at the book. The background is blurred, showing what appears to be a home interior.

## Quality Element 9

### **FAMILY & COMMUNITY PARTNERSHIPS**



## Quality Element 9: Family & Community Partnerships

### **GUIDING PRINCIPLE:**

*A quality program builds meaningful relationships and collaborates with families and caregivers to enhance programming and foster the healthy development of youth. A quality program develops community partnerships to establish an educative community and form an interconnected network that supports the holistic well-being of youth.*

| STANDARD                                                                                                                                       | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RATING                  | NOTES |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| A quality program:                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | How true?               |       |
| <b>9.1</b><br>Builds meaningful relationships with families and caregivers and interacts with them in respectful, engaging, and welcoming ways | <ul style="list-style-type: none"> <li>Programs hosts regular orientations so that families and caregivers can learn about the program, meet the staff, and learn how afterschool programs can support their children's social and academic growth</li> <li>Families and caregivers are encouraged to visit the program to observe and participate in activities or to interact with youth and staff</li> <li>Staff make an effort to learn the names of families and caregivers and to greet them personally</li> </ul> <p><i>1 = Program does not have a well-defined system for involving families and caregivers in the program</i></p>                                                                                       | 1<br>2<br>3<br>4<br>N/A |       |
| <b>9.2</b><br>Develops and maintains community collaborations to improve and extend programming                                                | <ul style="list-style-type: none"> <li>Relationships with institutions that are community-centered and provide enrichment opportunities that include art, history, and other areas of youth interest are established to expand and enhance program offerings</li> <li>Program accesses resources within the community by seeking support from and building relationships with local businesses and institutions (e.g., tutors and/or mentors from community institutions are involved in the program, youth apprenticeships are offered by institutions, programming materials are provided by various agencies, etc.)</li> </ul> <p><i>1 = Program does not build or maintain relationships with community collaborators</i></p> | 1<br>2<br>3<br>4<br>N/A |       |
| <b>9.3</b><br>Communicates with families and caregivers regarding youths' needs and well-being                                                 | <ul style="list-style-type: none"> <li>Staff make a regular effort to share positive information with families and caregivers about their child through both written updates and conversations in ways that are easy for families to understand</li> <li>Staff communicate constructive feedback about children with families and caregivers in a respectful way and in a confidential setting</li> </ul> <p><i>1 = Program does not maintain regular communication with families and caregivers</i></p>                                                                                                                                                                                                                          | 1<br>2<br>3<br>4<br>N/A |       |

## Quality Element 9: Family & Community Partnerships

| STANDARD                                                                                     | INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RATING    | NOTES |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| A quality program:                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | How true? |       |
| 9.4<br><br>Solicits and incorporates the input of families and caregivers in decision making | <ul style="list-style-type: none"><li>Families and caregivers are encouraged to share their thoughts about the afterschool program (i.e., through informal conversations, focus groups, or surveys designed to be clear, respectful, and accessible to families with varied communication and literacy needs)</li><li>Families and caregivers have the opportunities to play leadership roles in the program (i.e., by serving on a collaborative committee, organizing special events, or volunteering at the program)</li></ul><br><i>1 = Program does not solicit the input of families on a regular basis</i> | 1         |       |
|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2         |       |
|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3         |       |
|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4         |       |
|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A       |       |



A Unified  
**Vision**  
to Serve  
Georgia's  
**Youth**

## Georgia Afterschool & Youth Development **Standards**

*A collaboration between GSAN & GUIDE, Inc.*

[www.georgiaasyd.org](http://www.georgiaasyd.org)

Supported by:



Georgia Dept  
of Early Care  
and Learning  
BRIGHT FROM THE START

