



**Nita M. Lowey 21st Century Community Learning Center (21st CCLC) Programs
Site Visit Observation Form**

Grant Name: Seymour Osman Community Center

Date of Site Visit: 5/5/2022

Grant Director: Stacey Kearns

Name of Reviewer: Kathleen A. Vestal

School: Woodman Park Elementary School Grades K-4

SECTION 1. Progress / Interview with Grantee

# of Students enrolled in program:	Average Daily Attendance per grant:	Actual Attendance of day of visit:
134	51.35	62 Program is license-exempt

Meet at				
A. Program Management Indicators of successful implementation include:	Exceeds Expectations	Meets Expectations	Needs Improvement	Evidence & Comments

<p>1. The leadership, school staff, and community/business organizations promote the out-of-school time program with families, teachers, and other members of the school and community. The advisory board members and other partners are involved in the efforts of program improvement and sustainability. High school and middle school sites have at least one student member on the board. Recommended one parent for elementary sites.</p>		X		<p>The elementary school administration, staff, and teachers recruit families. Referrals come from the principal, the dean, and the guidance counselor. Information about the program is also posted on facebook. The programs advisory board is the SOCC board of directors which meets quarterly and has a diverse variety of members. Two parents participate on the advisory board, the school's dean is on the board as well. Agendas and minutes are in Cayen. Last meeting was 10-21-21, the next meeting is the end of May or early June. Program Director has been on maternity leave this spring, Program has a variety of MOU's, and the school MOU has a data sharing component. Sustainability plan is mostly financial, but they are planning to revisit the plan next year as the program is up for renewal. Program Director shares data and information with the board. Consider more ways to engage partners other than financial resources for a strong sustainability plan.</p>
<p>2. The grant and handbooks are located in a place where staff, families and community members can obtain the information. Ongoing communication plan to disseminate information about the program is demonstrated. If materials need to be translated, describe how this is accomplished.</p>	X			<p>The 21st CCLC grant is on the website. Parent Handbook is posted on website. Application form is posted on website. Flyers describing the program is on the website. All materials state that 21st CCLC program is a federal grant, and the logo is on documents. Program does not have a need to translate materials for children and families, works with school as needed.</p>
<p>3. Receipts of all program income expenditures are available and match the documented expenses on the 2021-2022 Program Income Document. All program income expenses are 21st CCLC allowable costs.</p>	X			<p>Balance of program funds is \$42,735.15: with the last invoice completed in February 2022.</p>
<p>4. Professional development is offered to staff on a regular basis.</p>	X			<p>There is a wide variety of professional development offered.</p>

SECTION 2. PROGRAM OBSERVATION	Site Location: Woodman Park Elementary School
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B. Program Design and Structure Indicators of successful implementation include:	Exceeds Expectations	Meets Expectations	Needs Improvement	Evidence & Comments
1. Students are recruited (targeted) and provided continuous services based on grant requirements. Students have the opportunity to engage in both academic and enrichment opportunities. Classes are designed to meet the needs of all students.	X			Program sends out information to current families and students on the wait list. Administration, guidance counselor, and teachers, refer students to the afterschool program. School sends home flyers and materials to everyone in the school. For new families information about the program is available at school office. The same students consistently attend year after year, the program knows they are already part of the targeted population. Program receives referrals from the guidance counselor, dean and teachers for the summer program and the next school year. Program reviews wait list.
2. Operating schedule meets the needs of the students. Activities and schedules are posted for students and families. Programming is offered a minimum of 15 hours per week, 5 days per week.	X			Program starts at 2:50pm and ends at 6:00pm. Program operates 15 hours a week Monday through Friday. Summer hours are 9:00am to 4:00pm Monday through Friday. Parent handbook is on website.
3. Program activities align with the school day. Academic & enrichment opportunities are offered to engage high academic standards preparing youth to succeed in college & careers. High school programs offer opportunities for credit bearing expanded learning opportunities.		X		School day staff are employed in the program and understand what student's needs are. Program has one teacher and some student teachers from UNH, some para's and couple of Title 1 staff. Lesson plans should have outcomes. GPRA trainings will help with reaching this goal. Homework is from 3:05pm to 4:00pm. There is a homework time where students skills are enhanced from the school day. If students do not have homework, they work on foundations sheets, and math sheets. Every student has a 20-minute reading time and self-select the books they read. There is a wide variety of academic enrichment clubs. Program has contractors coming in to do a variety of programs such as: Wildlife Encounters, doodle with cartoons animation, team games, domino runs, gundalow, and gym. Sessions run for 7 to 8 weeks.
4. Families of participating students have the opportunity to actively engage in their child's education.	X			Program has a variety of excellent family engagement activities. Family activities are four a year with a focus on literacy, math, community and STEM.

C. Safe Environment	Yes	No	Not Observed	Evidence & Comments
1. Youth adequately monitored and offered engaging activities by staff.	X			1:6 for tutoring, 1:12 for academic & enrichment; 1;18 for recreation Student to staff ratios is good. Two adults are in each classroom. Academic enrichment clubs are run by certified teachers, paraprofessionals and college students from UNH. There is a variety of engaging activities.
2. Safety practices & protocols specific to community learning center needs are in place. The physical environment is safe and free from health hazards.	X			Clear and safe pick up and drop off procedures are in place. School doors are locked during programming. Safety plan developed and posted. Program space is clean, well-lit, and a comfortable temperature. Staff are CPR certified/first aid. Adults and youth can move freely, doorways are not blocked, and there is ample space for activities.
3. Appropriate emergency procedures and supplies are present.	X			1st aid kit, fire extinguisher, safety procedures and fire exits posted, etc. Program has emergency procedures. School collects all pertinent medical /allergy information on the students.
4. Adequate space is provided for program and staff.	X			Office and storage space is sufficient. Program Director has an office of sufficient size. The facility has sufficient resources to provide all proposed and required activities.
5. Access to indoor and outdoor program space is supervised during program hours.	X			Students have an opportunity to be indoors and outdoors and with plenty of supervision.
6. Healthy food and drink are provided and meet USDA requirements. Does program participate in the USDA program?	X			Snack consisted of sun chips and applesauce. Water is provided. Program participates in USDA-CACFP program and evidence was submitted. Healthy protocols in place, handwashing, etc. Programs track the students that have food allergies on an information sheet.
7. Attendance is taken in a timely manner and all youth scheduled for the day are accounted for. Program addresses student absences & early dismissal.	X			Attendance is taken by the staff in an orderly and efficient manner. Very clear sign in and sign out policy described in the parent handbook. Students are only released to authorized personnel. A list is given by school of who is absent or not attending program from the school. Program has a very thorough procedure.

D. Supportive Environment	Yes	No	Not Observed	Evidence & Comments
1. Staff provide a welcoming atmosphere.	X			Staff actively engage with youth, smile at youth, make eye contact, speak respectfully, and offer encouragement, etc.
2. Staff responds to and helps youth address conflict safely and respectfully.	X			Staff stop hurtful actions, acknowledge feelings, and apply appropriate consequences.
3. Program pace is relaxed and flexible. Program day flows smoothly and is organized.	X			Pace: Youth have time to get involved; environment is relaxed, and not rushed. Program Day: Has transitions, clear routines, youth understand what is expected of them.
4. Clear communication with parents/guardians is in place.	X			Staff are interacting with parents during pickup and drop off times. Only designated staff interact with parents for consistency.
5. Program day offers youth a balance of instructional approaches.	X			Balance of adult-directed time, independent time, and cooperative learning time and has a balance of group sizes.
E. Youth Engagement	Yes	No	Not Observed	Evidence & Comments
1. Youth have structured opportunities to get to know each other.	X		X	Students are oriented by teachers, staff and their peers.
2. Youth follow established program rules and behavioral expectations.	X			Youth understand the rules and behaviors expectations.
3. Youth are engaged, appear relaxed and in control of themselves.	X			Youth appear to be relaxed and enjoying the activities.
4. Youth have a voice and choice.	X			Programs utilizes student feedback to guide in selecting engaging future activities.
F. Staff / Youth Interaction	Yes	No	Not Observed	Evidence & Comments
1. Staff are actively engaged in activities with youth.	X			Staff are interacting with groups, or individual youth; providing ongoing facilitation, participating with youth.
2. Staff encourages youth to share control/responsibility for activity.	X		X	Youth help set out materials, youth are encouraged to take the lead in selecting and initiating activities.
3. When providing assistance to youth, staff helps youth think through problems themselves rather than offering answers.	X			Staff are asking "how," "why," "what-if" questions, and help brainstorm potential solutions.
4. Staff engages youth in structured time for reflection on how the activity went, what they learned, and on next steps.	X			Staff ask inquiring questions allowing youth to respond in a thoughtful manner.

Overall Comments: I enjoyed visiting your 21st CCLC program. Students seem to enjoy the program and are well behaved. The program ran smoothly, and students were extremely engaged in activities. You have a well-balanced program with a variety of academic and enrichment activities.

Congratulations! you do not have any action items.