21st Century Community Learning Centers

Florida's 21st CCLC
Soaring Beyond Expectations

Site Visit Report

Agency Name:	Empowerment Academy Inc. (Lewis-Cobb)
Project Number:	16K-2448B-8PCCC1
Date(s) of Visit:	February 28th, 2018
Type of Visit:	Site Visit
Visited Site(s):	Lewis-Cobb
Grade Levels Served at Site:	3rd-8th
Type of Site:	Community-Based Center
Student to Staff Ratios per Agreement:	1:10
Agency Attendees (Name and position):	Sonia Roberts (Program Director) & Dee Floyd-Carter (Site Director)
21st CCLC Staff (Name and position):	Alicia Harrison-Bailey

Approved Start Date	Approved End Date	Total Site Enrollment	Proposed Average Daily Attendance (ADA)	Reported Average Daily Attendance (ADA)*			
08/14/2017	5/31/2018			**BS**	**AS**	**WH**	**Sum 2017**
Actual Start Date	**Projected End Date**						
8/14/2017	5/31/2018						
Approved Start Time	**Approved End Time**	**Adult Family Member Services**		**Number of Students Observed**			
2:30PM	6:15PM	**Total Proposed**	**Total Completed**	**Beginning**		**End**	
Actual Start Time	**Actual End Time**						
2:30PM	6:00						

Reported ADA is from

Pre-Site Visit Review

Meets Requirements	Opportunity for Growth	Not Meeting Requirements	Not Applicable	*Quality Indicator* **1. Reporting, Deliverables and Documentation**
☑	☐	☐	☐	**A. Deliverables** were submitted in complete and accurate form by the due date for the period between August 2017 and date of visit.
Comment: Deliverables were submitted in a timely and accurate between August 2017 and date of visit.				
☑	☐	☐	☐	**B. Monthly Attendance** was reported by the due date and appears to properly reflect program attendance between August 2017 and date of visit.
Comment: Monthly attendance was reported by the due date and appears to properly reflect attendance between August 2017 and date of visit.				
☑	☐	☐	☐	**C. Evaluation requirements** have been met by the due date for the period between August 2017 and date of visit.
Comment: The evaluation requirements have been met by the due date for the period between August 2017 and date of visit.				

☑	☐	☐	☐	**D.** **Program Website** meets requirements (e.g., approved application is posted, program contact information).

Comment: Program website meet requirements.

On-Site Review

Meets Requirements	Opportunity for Growth	Not Meeting Requirements	Not Applicable	*Quality Indicator*
				2. *Health and Safety*
☑	☐	☐	☐	**A.** **Source documentation** maintained on-site is available and organized.

Comment: See documentation review.

☑	☐	☐	☐	**B.** **Arrival procedures** are timely and organized. They include a process to record attendance.

Comment: Students arrive via bus and car (private school students) and sign-in electronically with ID badges to record attendance.

☑	☐	☐	☐	**C.** Student **Sign-In/Out Sheets** are completed accurately. Sign-In/Out policies are in place and safe procedures are followed.

Comment: Students sign in and out electronically w/ ID badges. Sign-in time, sign-out time, and date are all captured.

☑	☐	☐	☐	**D.** **Healthy snacks/meals** provided to all students in an efficient and timely manner in a clean environment.

Comment: Healthy snacks are provided to all students efficiently in a clean environment.

☑	☐	☐	☐	**E.** Orderly and timely **transitions** take place between activities or program components.

Comment: Students transition from activity to activity smoothly and timely. Students move to another to room to mark the start of a new activity.

☑	☐	☐	☐	**F.** Clearly written **schedule** available to staff, families and students. Program activities are aligned with the program schedule.

Comment: Schedule is posted and available for all stakeholders. Program activities are aligned with the program schedule.

☑	☐	☐	☐	**G.** **Program rules and expectations** are clearly posted and/or expressed to students and their families (e.g. display board, program handbook, communicated by staff).

Comment: Program rules and expectations are clearly posted.

☑	☐	☐	☐	**H.** **Student work and program accomplishments** are presented to program stakeholders (e.g. display board, program newsletter, program website).

Comment: Student work and program accomplishments is presented and shared with stakeholders via emails sent to stakeholders.

☑	☐	☐	☐	**I.** **Clean, organized, and safe physical environment** with adequate space provided for program activities.

Comment: Area provided for clean, organized, and safe physical environment.

☑	☐	☐	☐	**J.** **Physical environment** is accessible to all participants.

Comment: Physical environment was accessible to all participants.

☑	☐	☐	☐	**K.** **DCF license** (if applicable) **posted.**

Comment: DCF license was posted and provided during source documentation.

☑	☐	☐	☐	**L.** **Emergency exit plans are posted.**

Comment: Emergency exit plans were posted.

☑	☐	☐	☐	**M.** **Student activities are monitored by qualified staff and meet ratios** identified in approved application.

Comment: Student activities were monitored by certified teachers and well below the 1:10/1:20 ratio per activity.

☑	☐	☐	☐	**N.** At least one staff member on-site is **CPR and first aid certified.**

Comment: Three members of staff have CPR and first aid certification.

☐	☑	☐	☐	**O.** Majority of students participate for entire **duration** of proposed program hours (e.g., busses leave and families pick up students at the approved end time).

Comment: Some students (private school students) were late but stayed the duration of the program.

☑	☐	☐	☐	**P.** **Dismissal procedures** are organized and include procedures to ensure all students are accounted for and dismissed in a safe manner (e.g., there is written parent/legal guardian authorization for walkers and dismissal staff know who they are).

Comment: Parents retrieve students after they have signed out. Drivers, students who attend private school, sign out and return to their cars. Dismissal procedures are organized and include procedures to ensure all students and accounted for and dismissed in a safe manner.

Equipment/Curricula Review

In-Use	*Purchased (not in-use)*	*Not Purchased*	*Not Applicable*	*Quality Indicator* 3. *Equipment and Curricula*
☑	☐	☐	☐	**A.** The **equipment** toward which funds were allocated is evident in the program and in use by the students and staff. (Tablet PC, Projector, Projection Screen)

Comment: Equipment (Tablet PC, Projector, and Projection Screen) were used to complete activity Financial Jeopardy.

☑	☐	☐	☐	**B.** The **curricula** towards which funds were allocated is evident in the program and in use by the students and staff. (Study Island)

Comment: Evidence (completed work and assessments) were provided in documentation review to indicate use.

☑	☐	☐	☐	**C.** The **other materials and supplies** towards which funds were allocated is evident in the program and in use by the students and staff**. (School Supplies, online STEM content, etc.)**

Comment: Student and staff use of other materials and supplies was evident.

Meets Requirements	*Opportunity for Growth*	*Not Meeting Requirements*	*Not Applicable*	
☑	☐	☐	☐	**D.** **Program equipment** is properly tagged and maintained in a safe and secure environment.

	Comment: Program equipment (Projector, projector screen) is tagged and maintained in safe and secure environment with the project director.

On-Site Program Component Observations

Add observation table as necessary for the number of program components observed throughout the site visit.

Academic and/or Enrichment Program Component:	Assessment for School
Time of Observation:	2:30-4:45
Total number of staff present:	5
Total number of students present:	12
Grade Level(s) present:	6-12
Type of Space:	Two "classroom" spaces were utilized.
Description of Activity:	Students were broken up into groups of two to complete two assessments; each serving a different purpose. Each assessment lasted approximately an hour and fifteen minutes. One assessments was urged to be completed by school day teachers the other was for tracking preparedness for state testing. After students were done they rotated to the next assessment.
Grant Objectives Addressed:	Core Subject Objectives
Materials/Equipment Used:	Pencil, laptop, computer
Learning Environment: (social interactions and engagement among students, staff and facilitator):	Students worked quietly and individually to complete assessments. Teachers monitored and answered questions that students may have had.

Academic and/or Enrichment Program Component:	Enrichment/Financial Jeopardy
Time of Observation:	4:45-6:15
Total number of staff present:	3
Total number of students present:	12
Grade Level(s) present:	6-12
Type of Space:	Main room within community center
Description of Activity:	Students were broken up into two groups to complete financial literacy Jeopardy game. The game posed common questions and concerns needed to maintain life in today's society including insurance, housing, etc. It was noticeable that students had been exposed to the knowledge and the game was used for them to apply the lessons learned. There was an incorporation of real life skills in addition to Math.
Grant Objectives Addressed:	Math
Materials/Equipment Used:	Projector/projector screen
Learning Environment: (social interactions and engagement among students, staff and facilitator):	Students interacted well with each other as well as with staff and facilitator. Students remained were broken up into groups and competed with each other and remained engaged.

Areas of Strength

Identify observed areas where the program is demonstrating strength (e.g., staff qualifications, engaging activity, or strong process). When appropriate, link to the quality indication by including the item number.

- 2A-The documentation review was thoroughly organized and highly inclusive of the programming and requested information.

- 2B &2C-The sign in was extremely organized. Students ID badges were organized and laid out prior to students arrival. Students picked them up, signed in, washed up, and were seated for snack time. Students badge who remained on the table were absent.
- There is a deep care and concern for the students. The Project Director and Site Director use their knowledge and skills to aid students in making better life decisions.

Opportunities for Growth

Identify observed areas where the program may be encountering some challenges. All items identified above as "Opportunity for Growth" must be included in this section. For each item, identify any technical assistance provided.
- The site has several students from local private schools who often come late. Although these students have their own transportation perhaps transportation could be provided to ensure timely arrival and safety.
- The program currently does not meet the proposed attendance numbers. After the inception of the Program, the understanding of zoning and who could attend the site drastically effected the desired numbers. In order to combat this, perhaps more advertisement can be done with the surrounding school and community stakeholders to encourage more participation.

Action Required

Identify observed areas where the program is not meeting minimum requirements for the 21st CCLC program. All items identified above as "Not Meeting Requirements" must be included in this section. For each item, identify any technical assistance provided.
- Currently the site is below 40% for attendance. On the day of the site visit attendance was at 22%. It is required that the site provide a recruitment plan (speak with the community, schools, etc.) to hopefully increase participation and attendance.

Note: Subrecipient must develop a corrective action plan for each item identified in this section. The corrective action plan must include the staff responsible for the plan and the date of completion. The plan must be submitted to FDOE within **30 days** of receiving the site visit report and must be approved by FDOE.

Are additional visits recommended?   ☐ Yes   ☑ No

The 21st CCLC Program Office would like to express our appreciation to the program staff for the time and effort they dedicated to this site visit.