

## Site Visit Tool

This tool is to be used during Parks and Recreation After-School Program Site Visits.

<b>Date</b>	
<b>Site</b>	
<b>Staff Members Present</b>	
<b>Site Supervisor</b>	
<b>Program Specialist</b>	

### Paperwork / Reporting Checklist

- \_\_\_\_\_ Behavior Referrals
- \_\_\_\_\_ Incident Reports
- \_\_\_\_\_ Accident / Injury Reports
- \_\_\_\_\_ Late Notices / Fees
- \_\_\_\_\_ Average Weekly Attendance
- \_\_\_\_\_ Monthly Calendar of Program Activities
- \_\_\_\_\_ Enrichment Activity Lesson Plan
- \_\_\_\_\_ Monthly Staff Meeting Agenda and Sign-In Sheet
- \_\_\_\_\_ Staff Performance Evaluations

Next site visit date \_\_\_\_\_

Written Quarterly Feedback Report given on \_\_\_\_\_

End-of-year evaluations date \_\_\_\_\_

### Questions for Program Specialist

1. Describe how this program has been running over the past month.
  
2. What has the staff been doing to ensure that participants are being served in a safe environment (physically, socially, and environmentally)?

3. Describe one recent safety issue that has arisen (physical, social, or environmental) and how it was addressed.
  
4. What has the staff been doing to ensure that participants are being served in a supportive environment? Describe one recent scenario that illustrates this site's supportive environment.
  
5. Describe one recent scenario or activity in which participants were able to participate in small groups, develop and sense of belonging, act as group facilitators / mentors, or partner with adults in decision making.
  
6. Describe one recent scenario in which participants had the opportunity to set goals and make plans, make choices based on their own interests, or had the opportunity to reflect.

**Youth and Teens Centralized Programming Unit Observations**

These questions are meant to provide a standardized evaluation of the quality of programming at each after-school program site. It is also meant as a tool to identify program needs at each site.

1. The emotional climate of the session is predominantly positive (e.g. mutually respectful, relaxed, supportive, inclusive, characterized by teamwork and the absence of negative behaviors. Any playful negative behaviors (not considered offensive by parties involved) are mediated by staff or youth.

0                    1                    2                    3                    4                    5

2. There is no evidence of bias but rather there is mutual respect for and inclusion of others of a different religion, ethnicity, class, gender, ability, appearance or sexual orientation.

0                    1                    2                    3                    4                    5

3. The program space is free of health and safety hazards.

0            1            2            3            4            5

4. The program space is clean and sanitary.

0            1            2            3            4            5

5. Ventilation and lighting are adequate in the program space.

0            1            2            3            4            5

6. The temperature is comfortable for all activities in the program space.

0            1            2            3            4            5

7. Appropriate emergency procedures and supplies are present: emergency procedures posted in plain view, fire extinguisher accessible, one complete first aid kit accessible, all entrances secured during program hours:

0            1            2            3            4            5

8. Program space and furniture accommodate the activities offered.

0            1            2            3            4            5

9. Healthy food and drinks provided. Staff is following the provided schedule in serving snacks.

0                    1                    2                    3                    4

10. Session flow is planned, presented, and paced for youth: starts and ends within 10 minutes of scheduled time, materials and supplies ready to begin activities, all activities are clearly explained, appropriate amount of time for all activities.

0                    1                    2                    3                    4                    5

11. Activities support active engagement: a) bulk of activities involve youth engaging with materials or ideas or improving a skill through guided practice; b) activities lead to tangible products or performances that reflect ideas or designs of youth; c) activities provide all youth one or more opportunities to talk about what they are doing and what they are thinking; d) activities balance concrete experiences involving materials, people, and projects.

0                    1                    2                    3                    4                    5

12. Staff support youth in building new skills. All youth who try out new skills receive support from staff despite imperfect results, errors, or failure; staff allow youth to learn from and correct their own mistakes and encourage youth to keep trying to improve their skills.

0                    1                    2                    3                    4                    5

13. Staff addresses all conflicts and negative behavior that arises.

0                    1                    2                    3                    4                    5

14. Staff approaches conflict and negative behavior in a non-threatening manner (ie.calm) rather than by shaming, yelling, or threatening youth.

0                    1                    2                    3                    4                    5

15. Youth have structured opportunities to work in groups and get to know each other  
– to develop a sense of belonging.

0                    1                    2                    3                    4                    5

16. Youth have opportunities to make choices based on their interests about  
activities, tools or materials, making rules,

0                    1                    2                    3                    4                    5

17. Youth have opportunities to reflect on what they have done.

0                    1                    2                    3                    4                    5

