**PUT YOUR SITE LOGO HERE – DON’T FORGET TO INCLUDED THE 21CCLC LOGO ☺**

**Process and Procedural Manual**

**21st Century Community Learning Center Grant**

**YEAR/COHORT/SITE**

**Table of Contents**

**Welcome and Program Goals**

**Target Population**

**Recruitment Plan**

**Protocol for Student Selection**

**Record of Communication: School**

**Record of Communication: Parents**

 **Handbook**

**Attendance Policy**

**Media: Pictures, Video, Press Releases, Website**

**Working with ELL Families/Translation Materials and Interpretation Services**

**Integration and Equitable Service**

**Correspondence and Record of Response with Private Schools**

**Enrollment Records**

**Service Model and Service Hours**

**Ratios/Staffing Plan and Student Definition**

**Calendar and Schedule of Activities**

**Student Paperwork and Data Tracking**

**Working with Enrichment Leaders**

**Staffing**

 **Employment Records and Credentials**

 **Program Staff Meetings**

 **Visit Schedule/Supervision Plan**

 **Professional Development**

 **New Hire/Onboarding**

 **Training Hours**

 **PD Plan**

**Local Evaluation**

 **Contract for Local Evaluation**

 **Work Plan**

**Lesson/Activity plans and connection to Student Need**

**Student/Parent/Teacher/Administrator/Partner/Volunteer/Staff/Site Surveys**

**Staff Onboarding and Development Opportunities**

**Program Improvement Plans and the YPQA**

 **Local Evaluation Reports**

 **Communication Plan for Sharing Results: Website**

 **Correspondence with School for Local Evaluation**

**Survey of Classroom Teachers**

**Survey of School Administrators**

**Activity Logs and Shared Calendars**

**Additional Services**

**Working with Enrichment Leaders: Youth Programming**

 **Working with Enrichment Leaders: Family Literacy**

 **Working with Volunteers and Volunteer Rating Criteria**

**Policy and Procedures: Collaborations**

 **Partner Definition**

 **Agreements/MOUs and Background Checks**

 **Record of Communication: Meeting Schedules, Agendas and Minutes**

 **Partner Surveys**

**Facilities and Logistics**

 **Transportation Policy**

**Media Policies: postings, announcements, press releases, articles, outreach, websites,**

 **Inclement weather**

 **Food Services: USDA documentation**

**Sustainability:**

 **Planning document**

 **Training**

 **Use of Evaluation Data**

**Finances:**

 **Monthly billing process**

 **Quarterly claims**

 **Reimbursement to partner organizations**

 **Correspondence with State DOE**

 **Budget change/request Amendments**

**Financial Summary Reports: Funding history, in-kind contributions, inventory lists, agreements, etc.**

**Welcome and Program Goals**

**Welcome to the 21st Century Community Learning Center – YOUR SITE!**

We are so excited that you are joining us as we work towards improving the future for all children AT YOUR SITE. This manual is designed to act as a guide for all procedures and protocols connected to the 21st Century Community Learning Center grant AT YOUR SITE. If you have any questions, your grant contacts are as follows:

INSERT YOUR CONTACT INFO HERE:

**Program Goals: GENERIC OR SPECIFIC**

To increase the academic progress of all students participating in programming and to improve upon the general wellbeing of children and families in these schools.

**Target Population**

The population to be served by this grant will be INSERT HERE with priority given to students who:

* Receive Free or Reduced Price Lunch (FRPL)
* Struggle Academically
* Are not meeting proficiency levels especially in reading and math
* Are vulnerable in other ways such as: English Language Learners, youth in need of social-emotional supports, or those identified by the school.
* Secondary priority will be given to INSERT ADDITIONAL CRITERIA HERE.

**Recruitment Plan**

It is the goal of the 21CCLC funding to include X NUMBER OF youth as possible in enrichment activities and academic supports as we work to build a generation of successful young people. The recruitment process for 21CCLC Youth will proceed as follows:

1. INSERT YOUR PROCESS HERE

**Protocol for Student Selection: FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Students will be selected to this program after meeting the defined criteria (ex. academic performance, FRPL status, etc.) and will be recruited though communication between home, school, and program staff. Selection will occur annually with parents being required to complete an annual registration form. The YOUR SITE 21CCLC Advisory Committee will review this criteria and individual concerns over enrollment annually. All program records will be kept by the STAFF TITLE in compliance of the grant.

**Record of Communication: School FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

School communication will be kept in an effort to streamline decision making and to keep lines of communication open. The STAFF TITLE will keep electronic files of communication. STAFF TITLE will keep notes of interactions and will bring those to program staff meetings to record in the minutes.

**Record of Communication: Parents FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Parent communication will be kept in an effort to streamline decision making and to keep lines of communication open. The STAFF TITLE will keep electronic files of communication. STAFF TITLE will keep notes of interactions and will bring those to program staff meetings to record in the minutes.

Communication is the key to a successful home to school to after school to home transition. Communication will be handled in the following ways: INSERT YOUR COMMUNICATION PLAN. EXAMPLES COULD INCLUDE NEWSLETTERS, VIRTUAL BACKPACK, MEDIA AND SOCIAL MEDIA, ETC.

**Handbook - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

All parents will receive a copy of the parent handbook annually. Staff will review annually to make appropriate changes.

**Attendance Policy - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

YOUR SITE’S 21CCLC program strives for excellence. Daily attendance is expected to participate in programming, but we do understand there will be absences. Absences from the program due to illness and other excused absences will not count against a student’s spot in programming. If a student develops a pattern of absences for both school and programming, outreach to the family will be made to remedy the situation. If the absences are unexcused and if the family is not open to support, that student’s spot may be given to the next child on the waiting list. All parents will be made aware of the importance of daily school attendance and daily attendance at programming. The policy will be a part of the Parent Handbook and parents will be asked to sign a document stating they understand the policy.

**Media: Pictures, Video, Press Releases, Website - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Documenting our successes and program highlights for the grant are important as we tell our story to funders, legislators, and the general public. All parents will be asked to sign a release allowing for pictures, video, web and print based announcements, and other public relations tools annually. If a parent declines, staff will make note of the youth who is not be involved in those public relations documents.

**Working with ELL Families/Translation Materials and Interpretation Services - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

All families deserve to be treated with respect. Those families in which language is a barrier, will be able to access services for translation through the school district. Should the need arise, every effort will be made to secure volunteers or contract staff to assist with translation services.

**Integration and Equitable Service - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

This program will not discriminate against any student or family based on race, gender, creed, sexual orientation, or other factors. The program is open to any student living in and/or attending YOUR SITE with priority given to students meeting the federally outlined criteria: eligible for free and/or reduced price lunch, struggling academically, or who are vulnerable in other defined ways (see above).

**Correspondence and Record of Response with Private Schools - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

YOUR SITE’S 21CCLC program strives to be as inclusive as possible and will extend opportunities for involvement to any private and/or parochial schools in the area. Annually, an email invitation and follow up phone call will be made to establish a line of communication to build upon programming opportunities. A copy of the email and phone log will be kept by the STAFF TITLE and will be made available to the DOE upon request. If there is student interest in the program, the STAFF TITLE will confirm student eligibility and will make the necessary arrangements for program involvement.

**Enrollment Records FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Enrollment records will be kept on file with DEPARTMENT in manner that follows their procedure for security and privacy. The STAFF TITLE will keep a spreadsheet on a password protected server that contains basic student information for tracking purposes.

**Service Model and Service Hours**

**Site and Program Logistics - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

A well run program depends heavily on the day to day operations for seamless programming. The 21CCLC program at YOUR SITE strives to meet these expectations in the following ways:

Program staff **–** all program staff, paid or volunteer, will receive a comprehensive training component and ongoing staff support to ensure they are using tools and techniques proven effective in working with populations of youth.

Contract staff **–** those staff who are being contracted with to provide enrichments will receive the necessary support to make their offering a success. Monitoring of their contracts will occur with regularity.

Building Use Agreements **IF NEEDED –** YOUR SITE has standing building use agreements. These will be assessed and re-written annually based on need. It is the responsibility of the STAFF TITLE to work with building administration and support staff to secure appropriate space for enrichments and activities.

Accessibility **–** YOUR SITE meet the needs addressed under the American’s with Disabilities Act with reasonable accommodations. It is the responsibility of the STAFF TITLE to make sure that all enrichments are open to every student regardless of ability with reasonable accommodation.

ESL Families **–** all families deserve to be treated with respect. Those families in which language is a barrier, will be able to access services for translation through the school district. Should the need arise, every effort will be made to secure volunteers or contract staff to assist with translation services.

Site Visit Protocol **–** The DOE requires two site visits annually for all awarded entities. The first visit will be done in the fall with a member of the Iowa Afterschool Alliance and will focus on programming and staff/student interaction. The second visit will be with the DOE in the spring or summer and will include the use of a scoring matrix, paperwork checks, and all other observation as deemed necessary.

Program Quality Assessments **–** Assessments are important for the overall wellbeing of the program. The 21CCLC site will participate in an annual Youth Program Quality Assessment.

Staff feedback **–** Working daily with groups of kids and interacting with parents can be a tough job. It is the goal of the 21CCLC site to make sure that staff feel supported at all times but that we are also hearing what they have to say about everything from logistics to programming to family engagement. Staff will be invited to formally provide input annually, but will also have the opportunity to share thoughts about programs with the STAFF TITLE at any time via email, discussion, etc.

**Ratios/Staffing Plan and Student Definition - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

YOUR SITE believes that all students deserve the best educational opportunity possible. The grant was written with this in mind resulting in the following breakdown of enrollment ratios:

|  |  |
| --- | --- |
| **SITE** | **ENROLLED YOUTH** |
|  |  |
|  |  |

YOUR SITE has a goal of maintaining a INSERT HERE ratio of staff to student for best possible outcome. Staffing patterns may be filled with full time, part-time, or work study students to reach this goal.

21CCLC Youth

21CCLC Youth are enrolled into out of school time programming. These youth come from the general student population and meet the criteria designated by YOUR SITE 21CCLC Advisory Group per that policy. Conditions for enrollment include but are not limited to: those in academic need, those with low income status, and/or those in need of more social interactions to increase social-emotional skills.

**Hours of Operation: Calendar and Schedule of Activities**

The 21CCLC grant required a minimum of 60 contact hours per month with youth during the school year and 30 days of program contact in the summer. Program Hours are INSERT HERE Additional contact hours are built in PER YOUR PROCEDURE IF APPLICABLE IN THE FOLLOWING WAY (EX. FIELD TRIPS, SATURDAY MORNINGS, ETC.. Summer hours are INSERT HERE.

In the event that school is closed for inclement weather, the site will INSERT HERE.

Each site will be expected to maintain a schedule of activities. This will be done INSERT HERE: EX. CALENDARS, ONLINE CALENDAR, ETC.

**Student Paperwork and Data Tracking FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

All youth who participate in 21CCLC programming will be reported on in the Local Evaluation document prepared annually and will be reported in the APR data system.

Best Practice and Accountability:

* All enrollments are to be updated annually for existing students.
* All enrollments are to be entered into the appropriate spreadsheets and databases within one week of enrollment.
* Office referrals, grades, and other information connected to the grant will be entered into the spreadsheet at the designated intervals as written on the spreadsheet.
* The tracking spreadsheet will be reviewed monthly with the 21CCLC STAFF TITLE.

Data Tracking

The following data set will be collected for all enrolled youth

* Demographics
* Attendance
* Power School Permission
* FAST Scores
* Iowa Assessments
* Attendance
* Office referrals

**Working with Enrichment Leaders**

The 21CCLC grant relies on our work with community partners including those who provide enrichment activities. Examples of these leaders include: INSERT HERE EX: SCOUTS, REC. The STAFF TITLE will work with each Enrichment Leader to secure the data needed for reporting purposes.

**Staffing FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

**Employment Records and Credentials**

Employee records, files, and credentialing documents will be keep according to INSERT YOUR POLICY HERE.

**Program Staff Meetings**

Program staff will meet INSERT YOUR SCHEDULE HERE.

**Visit Schedule/Supervision Plan**

The STAFF TITLE will intentionally visit each site a minimum of once per week. During these visits, a check will be done on daily lesson plans, attendance, and staff needs.

**Professional Development FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

A well trained and supported staff results in a more pleasant work environment, less turnover, more consistency for youth, and better program outcomes.

**New Hire/Onboarding**

New staff will receive training and support through a process called onboarding. Onboarding shall include:

* A welcome from the Project Director
* Introduction to the program including history, program goals, and future planning
* A site tour
* Instructions regarding all staff paperwork
* Introduction and review of the 21CCLC Policy and Procedure Manual
* Required trainings
* Staff evaluation

**Training Hours**

It is the intent of this grant to provide a wide variety of training opportunities and support for all staff connected to the 21CCLC program annually. NOTE: YOUR SITE MAY REQUIRE A CERTAIN NUMBER OF HOURS. THIS CAN BE LISTED HERE.

**Professional Development Plan FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Continuing education will be offered a minimum of 4 times to all 21CCLC site staff and will include updating mandatory trainings but also areas of interest based on staff feedback. These trainings will be documented on the Professional Development Template.

Reoccurring trainings will include:

* Mandatory Child Abuse Training (every 5 years)
* Universal Precautions (annually)
* First Aid and CPR (annually)
* Policy and Procedure manual review (annually)

Additional trainings may include:

* Cultural competence and working with diverse populations.
* ACEs – Adverse Childhood Experiences
* Working with volunteers
* Academic strategies
* Enrichment strategies
* Training opportunities made available to grantees from the DOE
* Training requests made by staff

**Local Evaluation**

**Contract for Local Evaluation**

A contract shall be issued and reviewed annually between YOUR SITE and the Local Evaluator of choice. LOCAL EVALUATOR AND CONTACT INFO has been identified as the local evaluator of choice. LOCAL EVALUATOR shall be paid for services according to the contract and will be evaluated based on outputs.

**Work Plan**

Evaluation is the key towards proving 21CCLC dollars are being spent well and are achieving their mission of developing young, productive students. YOUR SITE will ensure that evaluation remains a priority by adhering to the following protocols:

Local evaluation work plan

YOUR SITE will seek and hire a local evaluator whose duties will include the development of a plan to enhance all programming offered via 21st Century dollars. Once data is gathered, a report will be filed with the DOE and will be posted to YOUR SITE website.

State and Federal Reporting

YOUR SITE will follow all required reporting procedures as identified by the DOE for this grant.

Evaluation and the local evaluation work plan will be a part of the Advisory Committee’s annual planning meeting to be held in July or at an agreed upon date. **FOLLOW YOUR PROTOCOL: SAMPLE ABOVE**

**Lesson/Activity plans and connection to Student Need - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

It is the goal of the 21CCLC site to provide activities connected to student need. Student needs will be assessed using local data indicators in the following ways:

* Academic progress
* End of session surveys
* Anecdotal needs identified by students, parents, and teachers.

All program staff will be required to submit lesson plans that demonstrate alignment with the school day and with student need. In the event that a person or entity hosts an enrichment offering, they will be asked to submit their program outline and/or goal to the STAFF TITLE at the beginning of the session. Additionally, a calendar of enrichments will be kept and posted in a public location by the STAFF TITLE.

**Student/Parent/Teacher/Administrator/Partner/Volunteer/Staff/Site Surveys - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

***REMINDER: NOT ALL THESE ARE REQUIRED, BUT CAN REALLY HELP YOU TO BUILD A BETTER PROGRAM.***

These surveys will be collected annually or according to the defined process and will be kept by the STAFF TITLE. The STAFF TITLE will share the information from the surveys with the Evaluator and will input data from them into the APR system. Additionally, information from the surveys will be used to make enrollment decisions, programming decisions, to support staff in their roles, and as a way of planning other outcomes.

**Staff Onboarding and Development Opportunities**

All staff will be onboarded according to procedure and will be made aware of their opportunities for professional development.

**Program Improvement Plans FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Additional improvements will be collected from staff feedback, parent surveys, and results from the local evaluation work plan.

**Local Evaluation Reports**

All local evaluation reports will be made public in a timely fashion. Each site will share results with parents and other stakeholders. The Advisory Committee will use the results of the local evaluation report to address current concerns and as a part of the evolving sustainability plan.

**Communication Plan for Sharing Results: Website**

The local evaluation report can be found posted on YOUR SITE website: YOUR WEBSITE

**Correspondence with School for Local Evaluation – IF YOU ARE A COMMUNITY PARTNER, FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

The District is a valuable partner in the process of collecting student data and information. Once the local evaluation report is compiled, the schools connected to programming and District Administrations will be given copies of the report.

**Survey of Classroom Teachers**

This survey will be made available to teachers by the beginning of DATE annually with a due date of DATE. YOUR SITE retains the right to administer this survey through pen and paper or electronically.

**Survey of School Administrators – AGAIN, NOT REQUIRED, BUT COULD BE A BEST PRACTICE**

This survey will be made available to administrators by the beginning of DATE annually with a due date of DATE. YOUR SITE retains the right to administer this survey through pen and paper or electronically.

**Activity Logs and Shared Calendars – HELPFUL IF YOU ARE A COMMUNITY PARTNER DOING YOUR PROGRAM IN THE SCHOOL.**

Building Administrators will be made aware of daily and special events connected to out of school time programming. Additionally, the school and YOUR SITE will partner for other educational, community, and family based events, workshops, etc. in the best interest of the partnership. It is the responsibility of the STAFF TITLE to inform their building administrator of these occurrences through calendar sharing, frequent communication, flyers, and so on.

**Additional Services**

**Working with Enrichment Leaders: FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

The 21CCLC grant relies on our work with community partners who are often our enrichment leaders. Examples of these leaders include: EXAMPLES

When working with an enrichment leader: **FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

1. Welcome and thank them for participating in the program.
2. Explain that as a 21CCLC site, we are striving to serve youth with educational and fun programming that will develop them into a well round individual.
3. Remind the Enrichment Leader that an evening meal is always available to those involved in enrichments.

**Working with Volunteers and Volunteer Rating Criteria - FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

All volunteers will go through an application process that will include a background check All Volunteers will be given a copy of the handbook and the STAFF TITLE will work with the volunteer to determine best fit, schedule, commitment and other concerns.

**Policy and Procedures: Collaborations FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

**Partner Definition/ Agreements/MOUs and Background Checks**

All partners connected to the 21CCLC grant will be vetted to ensure that the best interest of the youth and the intentions of the grant are held true. When needed, YOUR SITE will secure partner agreements and/or MOUs for all partners.

Students, Parents, Teachers, Volunteers and Community Leaders all play an important role in the 21CCLC model. To ensure voices are heard around the table, the STAFF TITLE will convene an Advisory Committee consisting of at least one person in each of these roles. This Committee will meet quarterly and will focus on the outcomes of the grant, access to resources to make outcomes possible, family engagement, and other areas deems necessary.

All additional services pertaining to the 21CCLC sites will be promoted with families if appropriate. This will include:

Family Literacy Opportunities– such as events hosted by the Metro Library Association or Book Fairs

School based opportunities **–** such as parent-teacher conferences, open houses, or parent focus groups.

Community based opportunities **–** such as clothing give aways, food distribution, or resources for parenting, mental health, service learning, etc.

**Record of Communication: Meeting Schedules, Agendas and Minutes FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

Meetings are an important way of relaying information between parties for common goals. The 21CCLC grant will require the following meetings with designated attendees

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING NAME** | **ATTENDEES** | **TIMELINE AND DURATION** | **COMMUNICATION PLAN** |
| 21CCLC Program Staff Meeting  | WHO FROM YOUR TEAM SHOULD ATTEND | DATE/TIME | Meeting notes to be sent following the meeting and available on the server.  |
| INSERT COMMITTEE NAME Webinars/Conference Calls |  |  | Available on the iowa21CCLC.org website  |
| Best Practices Webinars/Conference Calls |  |  | Available on the iowa21CCLC.org website |
| All other DOE required meetings |  |  | TBD |
| YOUR SITE 21CCLC Advisory Board  |  |  | Meeting notes to be sent following the meeting and available on the server. |
| Individual site or school based meetings |  |  | TBD |

**Partner Surveys AGAIN, NOT REQUIRED, BUT COULD BE A BEST PRACTICE**

This survey will be made available to partners by the beginning of DATE annually with a due date of DATE. YOUR SITE retains the right to administer this survey through pen and paper or electronically.

**Facilities and Logistics**

**Transportation Policy FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

YOUR SITE recognizes that transportation…

**Media Policies: postings, announcements, press releases, articles, outreach, websites, FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

All communication will occur via the YOUR SITE website, social media platforms, flyers, robo-call announcements, word of mouth, parent letters, etc. Written policies are available upon request.

**Inclement weather**

In the event that school is closed for inclement weather, the PROGRAM NAME will be closed.

**Food Services: FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

All youth attending 21CCLC programming have the opportunity to eat a nutritionally balanced SNACK AND/OR MEAL

**Sustainability: FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

YOUR SITE builds sustainability into all programs as a best practice. The Iowa DOE provided tool and access to support from the Iowa After School Alliance will be utilized as a method of determining areas of strength and weakness, community partners and collaborations, funding sources, grant writing, community planning, and so on.

**Planning document**

YOUR SITE will utilize the Iowa DOE provided sustainability template as its planning document in addition to other supports.

**Training**

YOUR SITE will hold a sustainability training and planning session annually.

**Use of Evaluation Data**

YOUR SITE will use all data connected to the program and other community data sources as a guide for building sustainability. It will be the responsibility of the STAFF TITLE to gather and distribute this data to the group for discussion.

**Finances: FOLLOW YOUR PROTOCOL: SAMPLE BELOW**

**Monthly billing process**

**Quarterly claims**

**Reimbursement to partners (if applicable)**

**Correspondence with State DOE**

All correspondence with the Iowa DOE will be done in a timely fashion and will include documentation of the email or phone call.

**Budget change/request Amendments**

All budget change requests or amendments will be made according to the Iowa DOE guidelines and in writing.

**Financial Summary Reports: Funding history, in-kind contributions, inventory lists, agreements, etc.**

YOUR SITE will maintain all records of reports including history, in-kind contributions, partner agreements, contracts, etc. The STAFF TITLE will work with STAFF TITLE to provide inventory lists when requested.