



**New Jersey's Quality Standards for Afterschool
Section V: Appendix**

Part A: Surveys

The following surveys/questions can be utilized to assess how different stakeholders view different aspects of the quality of the program.

Basic Survey:

<u>Please check here:</u>
I am a: <input type="checkbox"/> youth <input type="checkbox"/> parent/guardian/family member <input type="checkbox"/> program staff member <input type="checkbox"/> school staff member <input type="checkbox"/> program partner

Topic: Program Operations				
<i>Related Standard: Administration</i>				
1	2	3	4	5
very bad				very good
1. How do you feel about how the program is managed?				
2. How do you feel about the treatment of the program staff?				
3. How do you feel about how the program communicates with parents/guardians of youth?				
4. How do you feel about the number of staff that are working with youth at any given time in the program?				
5. Give examples of ways you have seen the program directors are making efforts to continuously improve the program?				
6. Give examples of how the program obtains input from staff, parents/guardians, youth and/or program partners?				



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Topic: Nutrition and Physical Activity				
<i>Related Standard: Healthy Behavior: Nutrition and Physical Activity</i>				
1	2	3	4	5
very bad				very good
1. How do you feel about the meals served to youth in the program?				
2. How do you feel about the nutrition education provided by the program?				
3. How do you feel about the amount of physical education time available to youth?				
4. How do you feel about the variety of physical education activities provided to youth?				
5. What do you feel is missing from the food provided by the program?				
6. What do you feel is missing from the physical activities offered by the program?				

Topic: Relationships				
<i>Related Standard: Human Relationships</i>				
1	2	3	4	5
very bad				very good
1. How do you feel about the relationships between staff and youth?				
2. How do you feel about the relationships between staff and families?				
3. How do you feel about the relationships among youth?				
4. How do you feel about the relationships among staff?				
5. What are examples of ways the relationships at the program are good?				
6. What problems are there at the program with relationships?				
7. What's the most important thing to you about the relationships at the program?				



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Topic: Safety and Health				
<i>Related Standard: Safety and Environmental Health</i>				
1	2	3	4	5
very bad				very good
1. How safe do you feel at the program? Do you feel your child is safe at the program?				
2. What are examples of ways the program makes you feel safe and healthy/makes you feel your child is safe and healthy?				
3. What problems are there at the program with safety and/or health?				
4. What's the most important thing to you about safety and health at the program?				

Topic: Activities				
<i>Related Standard: Programming and Activities</i>				
1	2	3	4	5
very bad				very good
1. How do you feel about the activities at the program?				
2. What are examples of activities at the program that you or your child like?				
3. What do you or your child like about those activities?				
4. What problems are there at the program with the activities?				
5. What's the most important thing to you about the activities at the program?				



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Topic: Physical Space				
<i>Related Standard: Indoor and Outdoor Environment</i>				
1 very bad	2	3	4	5 very good
1. How do you feel about the physical space of the program?				
2. What are examples of things you like about the physical space of the program?				
3. What problems are there at the program with physical space?				
4. What's the most important thing to you about physical space of the program?				

Topic: Inclusion				
<i>Related Standard: Special Needs and The Whole Child</i>				
1 very bad	2	3	4	5 very good
1. How do you feel about the program being welcoming to your child's unique needs?				
2. How do you feel about the program staff being responsive to the needs of your child?				
3. How do you feel about the programs ability to effectively communicate about your child's needs?				
4. How do you feel about the program space being accessible to your child?				
5. Does the program staff assist with obtaining and provide information about and/or access to outside resources?				
6. Please provide examples of where program staff make appropriate effort to provide a program suited for your child?				



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General
1. Are there other things <u>you like</u> about the program that you want to share? talk about?
2. Are there other <u>problems</u> with the program that you want to share? talk about?
3. Any other comments?
Conclusion
1. What do you think are the most important things for the program to improve?

Part B: Discussion Guides

The following discussion guides can be utilized by program staff, stakeholders or evaluators, etc., as talking points with stakeholders about their satisfaction with the program.

Basic Discussion Guide:

Please check here:
Discussion is with: <input type="checkbox"/> youth <input type="checkbox"/> parents/guardians/family members <input type="checkbox"/> program staff <input type="checkbox"/> school staff <input type="checkbox"/> program partner

Topic: Relationships
<i>Related Standard: Human Relationships</i>
1. How do you feel about the relationships between staff and youth? <ul style="list-style-type: none">▪ Staff and families?▪ Among youth?▪ Among staff? a. What makes you feel that way?
2. What are examples of ways the relationships at the program are good?



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3. What problems are there at the program with relationships?
4. What's the most important thing to you about the relationships at the program?

Topic: Safety and Health <i>Related Standard: Safety and Environmental Health</i>
1. How safe and healthy do you feel at the program/do you feel your child is at the program? b. What makes you feel that way?
2. What are examples of ways the program makes you feel safe and healthy/makes you feel your child is safe and healthy?
3. What problems are there at the program with safety or health?
4. What's the most important thing to you about safety and health at the program?

Topic: Activities <i>Related Standard: Programming and Activities</i>
1. How do you feel about the activities at the program? b. What makes you feel that way?
2. What are examples of activities at the program that you or your child like?
3. What do you or your child like about those activities?
4. What problems are there at the program with the activities?
5. What's the most important thing to you about the activities at the program?



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Topic: Physical Space
<i>Related Standard: Indoor and Outdoor Environment</i>
1. What are examples of things you like about the physical space at the program?
2. What problems are there at the program with physical space?
3. What's the most important thing to you about physical space at the program?

General
1. Are there other things <u>you like</u> about the program that you want to talk about?
2. Are there other <u>problems</u> with the program that you want to talk about?
3. Any other comments?
Conclusion
1. What do you think are the most important things for the program to improve?



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**Part C: Survey and Discussion Guide Based on
New Jersey's Quality Standards for Afterschool**

Please check here:

I am a:

- youth
- parents/guardians/family members
- program staff
- school staff
- program partner

Instructions:

Read the basic standards in each category. Then answer the questions below.
Contact program staff with any questions.

Administration

1. The program has and uses a mission statement.
2. The administration takes steps to facilitate continuous improvement in program quality.
3. The administration offers staff the best possible working conditions and pay.
4. The administration provides a high quality system of professional development (staff training).
5. The administration manages volunteers effectively.
6. The administration takes steps to support effective communication. For example, between staff and families, among staff, between staff and the school.
7. The administration values input and feedback about the program and is responsive to it.
8. There are policies or procedures in place that involve families in the life of the program.
9. The program respects the rights of the youth, family members, and staff.
10. The administration maintains and updates program policies and records.
11. The administration acts responsibly regarding program finances and financial sustainability.
12. The administration maintains sufficient staff: youth ratios and supervision of youth.
13. The administration stays current on licensing and other relevant laws and regulations.



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14. The administration researches and connects to potential community partners in order to facilitate staff, youth, and families taking advantage of community resources.
Administration Questions
1. Which of these standards do you think the program does well?
2. Do you have any examples?
3. Which of these standards are challenging for the program?
4. Do you have any examples?
5. Which of these standards do you think are the most important for the program to improve on?
6. Other comments?

Standard: Human Relationships
1. Staff relate to all youth in positive ways.
2. Staff respond appropriately to the individual needs of youth.
3. Staff encourage youth to make choices and to become more responsible.
4. Staff interact with youth to help them learn.
5. Staff treat youth as program collaborators and foster in youth a sense of program ownership.
6. Staff use positive and effective techniques to guide the behavior of youth.
7. Staff strive to eliminate negative or unsafe peer interactions.
8. Staff display sensitivity to the culture and background of the youth.
9. The program structure supports strong staff-youth relationships.
10. Youth generally interact with one another in positive ways.
11. Staff interact with each other in positive ways.
12. Staff interact with families in positive ways.
13. Staff communicate with families about key matters concerning the individual child or youth.
Human Relationships Questions
1. Which of these standards do you think the program does well?
2. Do you have any examples?
3. Which of these standards are challenging for the program?
4. Do you have any examples?
5. Which of these standards do you think are the most important for the program to improve on?
6. Other comments?



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<i>Standard: Safety and Environmental Health</i>
1. Staff are aware of the individual health needs of the youth.
2. Staff are alert to potential hazards in the environment.
3. The program conducts regular inspections using checklists to ensure the indoor and outdoor environment is clean and free of hazards that can cause injury or illness to the youth.
4. The program takes security precautions that exceed New Jersey Licensing regulations.
5. The program is prepared for emergencies.
6. Transportation in vehicles is safe.
7. Staff take special precautions during activities requiring an increased attention to safety.
8. The program provides for the basic comforts of the youth.
<i>Safety and Environmental Health Questions</i>
1. Which of these standards do you think the program does well?
2. Do you have any examples?
3. Which of these standards are challenging for the program?
4. Do you have any examples?
5. Which of these standards do you think are the most important for the program to improve on?
6. Other comments?

<i>Indoor and Outdoor Environment</i>
Indoor
1. The indoor space is welcoming and youth-centered.
2. There is adequate indoor space for activities.
3. There is adequate space for storage.
4. There is a written contingency plan (in case of the program's temporary displacement).
Outdoor
1. Youth spend adequate program time outdoors (at least a minimum of 30 minutes for every 3-hour block of time).
2. There is a variety of outdoor spaces, equipment, and materials.
3. Storage for outdoor equipment and materials is convenient for children and youth.
4. Staff are actively engaged with children playing outdoors.
5. The program enhances an appreciation for nature and the outdoors.
<i>Indoor/Outdoor Environment Questions</i>
1. Which of these standards do you think the program does well?
2. Do you have any examples?



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3. Which of these standards are challenging for the program?
4. Do you have any examples?
5. Which of these standards do you think are the most important for the program to improve on?
6. Other comments?

<i>Programming and Activities</i>
1. Activities are intentional and are aligned with the program's mission.
2. Activities are tailored to the individual youth in the program.
3. Youth learning through program activities is experiential and related to real-world challenges.
4. Activities support the development of youths' personal, social, and emotional skills.
5. The program offers a variety of activities.
6. Programming includes, but is not limited by, homework and tutoring activities.
7. The program's use of technology and electronics is intentional and supports quality programming.
8. The daily routine is structured and stable, while flexible enough to meet the changing or individual needs of youth.
9. Movement between activities is youth-centered.
10. Materials are adequate for programming.
11. The afterschool program is linked to the school day.
12. Professional development (staff training) around programming and activities is appropriate and high quality.

<i>Programming/Activities Questions</i>
1. Which of these standards do you think the program does well?
2. Do you have any examples?
3. Which of these standards are challenging for the program?
4. Do you have any examples?
5. Which of these standards do you think are the most important for the program to improve on?
6. Other comments?

<i>Special Needs/The Whole Child</i>
1. The program views a "special need" as any special situation or unique need of a child.
2. The program advertises itself as welcoming to youth with special needs.
3. Professional development around special needs is appropriate and high quality.



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4. The program takes steps to ensure communication with families about youth is respectful and as effective as possible.
5. The program's response to youth with a special need or situation is well-planned and appropriate.
6. The program makes use of outside resources and professionals when necessary and appropriate.
7. To the extent possible, the program's physical space is accessible and welcoming to people with special needs, even if there are no youth enrolled in the program who currently have this need.
<i>Special Needs/The Whole Child Questions</i>
1. Which of these standards do you think the program does well?
2. Do you have any examples?
3. Which of these standards are challenging for the program?
4. Do you have any examples?
5. Which of these standards do you think are the most important for the program to improve on?
6. Other comments?

<i>Healthy Behavior: Nutrition and Physical Activity</i>
Nutrition
1. The program considers nutritional value when selecting food to serve to youth.
2. The program considers multi-cultural values when selecting food to serve to youth.
3. If the program offers nutrition education to the youth, it is of high quality.
4. The program environment supports healthy eating.
5. Professional development (staff training) around nutrition issues is appropriate and high quality.
6. The program follows a principle of balance when approaching food issues.
7. School-based programs act as partners to host schools with nutrition guidelines.
Physical Activity
1. The program provides enough time for physical activity (at least 30 minutes).
2. The program offers a variety of types of physical activity day to day and within each day.
3. The program limits the use of screens for youth activities (examples of "screens" are computers, televisions, smart phones, and tablets).
4. Professional development (staff training) around physical activity programming is appropriate and high quality.



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5. The program environment (for example, the physical space and the staff) supports a physically active lifestyle for youth.
<i>Nutrition/Physical Activity Questions</i>
1. Which of these standards do you think the program does well?
2. Do you have any examples?
3. Which of these standards are challenging for the program?
4.
5. Do you have any examples?
6. Which of these standards do you think are the most important for the program to improve on?
7. Other comments?

<i>General</i>
1. Are there other things <u>you like</u> about the program that you want to share?
2. Are there other <u>problems</u> with the program that you want to share?
<i>Conclusion</i>
1. What do you think are the most important things for the program to improve?