

Appendix Part B.

Basic Discussion Guide:

**Please check here:
Discussion is with...**

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

Relationships

1a. How do you feel about the relationships between staff and youth? Staff and families? Among youth? Among staff?

1b. What makes you feel that way?

2. What are examples of ways the relationships at the program are good?

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?

Safety and Health

1a. How safe and healthy do you feel at the program/do you feel your child is at the program?

1b. 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 the program with safety or health?

4. What's the most important thing to you about safety and health at the program?

Activities

- 1a. How do you feel about the activities at the program?
- 1b. What makes you feel that way?
2. What are examples of activities at the program that you like?
3. What do you 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?

Physical Space

- 1a. How do you feel about the physical space at the program?
- 1b. What makes you feel that way?
2. What are examples of things you like about the physical space at 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 at the program?

General

1. Are there other things you like about the program that you want to talk about?
2. Are there other problems with the program that you want to talk about?
3. Any other comments?

Conclusion

What do you think are the most important things for the program to improve?

Appendix Part C.

Survey or Discussion Guide Based on the NJ Quality Standards:

Please check here: I am a...

youth parent/guardian/family member program staff member

school staff member program partner

Survey Instructions:

Read the basic standards in each category. Then answer the questions below.

Contact program staff with any questions.

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 interactions with youth help youth 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. Staff display sensitivity to youths' ethnicity, language, religion, and family make-up.
9. The program and schedule are structured so that staff and youth have the opportunity to develop close, sustained relationships with each other
9. Youth generally interact with one another in positive ways
10. Staff interact with each other in positive ways
11. Staff interact with families in positive ways
12. Staff communicate with families about the individual child or youth when needed or helpful

Human Relationships Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

Safety and Environmental Health

1. Staff are aware of the individual health needs of the children/youth
2. Staff are alert to potential hazards in the environment
3. The program conducts regular inspections using check-lists 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 the necessary security precautions
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

Safety and Environmental Health Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

Indoor and Outdoor Environment

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. The administration has a written contingency plan, accommodating as many of these standards as possible, in the case that the program is temporarily displaced

Outdoor

1. Youth have at least 30 minutes outdoors for every 3 hour block of time, with necessary exceptions
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

Indoor/Outdoor Environment Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

Programming and Activities

1. Activities are intentional (chosen by carefully considering the purpose) and connected to program 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 -- Most activities are hands-on, interactive, project-based, and/or encourage youth exploration of their world.
4. Activities support the development of youths' personal, social, and emotional skills -- Examples are communication skills, conflict resolution skills, leadership skills, self-control, goal-setting, and perseverance.
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 -- youth don't spend a lot of time waiting for others before they can move between activities
10. Materials used for programming are adequate
11. Activities during the afterschool program are linked to what's happening during the school day
12. Professional development (staff training) around programming and activities is appropriate and high quality

Programming/Activities Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

Special Needs/The Whole Child

1. The program views a “special need” as any special situation or unique need that a child presents
2. The program advertises itself as welcoming to youth with special needs
3. Professional development (staff training) around special needs is high quality
4. The program takes steps to ensure communication with families about special needs 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.

Special Needs/The Whole Child Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

Nutrition and Physical Activity

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 -- ex. The program is sensitive to the culture of program youth when choosing food to serve.
3. If the program offers nutrition education to the youth, it is 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 -- The program balances nutritional offerings, financial need, and youth preferences when deciding what foods to serve youth and to offer or model in the program environment.
7. School-based programs respect the nutrition guidelines of the host school -- For example, if the host school does not allow a particular food at the school for nutrition reasons, the afterschool program respects this and communicates it to families.

Physical Activity

1. The program provides for at least 30 minutes of physical activity during the afterschool session
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 high quality
5. The program environment (ex. the physical space and the staff) supports a physically active lifestyle for youth

Nutrition/Physical Activity Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

Administration

1. The program has and uses a mission statement
2. The administration takes steps to make it more likely that the program is always improving
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 -- ex. 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
14. The administration researches and connects to potential community partners in order to make it more likely that staff, youth, and families take advantage of community resources

Administration Questions:

Which of these standards do you think the program does well on?

Do you have any examples?

Which of these standards do you think the program has problems with?

Do you have any examples?

Which of these standards do you think are the most important for the program to improve on?

Other comments?

General

Are there other things you like about the program that you want to talk about?

Are there other problems with the program that you want to talk about?

Conclusion

What do you think are the most important things for the program to improve?