

CIS/MetLife Foundation Building Sustainable After-School Programs Checklist of Core Elements

This checklist summarizes the **Core Elements of Quality After-School Programs** into a single document to facilitate planning and evaluation of your after-school program. The elements are described in detail in the online After-School Program Toolkit. All users are encouraged to read the complete National Dropout Prevention Center report on which the toolkit is based: Hammond, C., & Reimer, M. (2006). *Essential Elements Of Quality After-School Programs*. Clemson, SC: National Dropout Prevention Center/Network, College of Health, Education, and Human Development, Clemson University. To read the NDPC report in its entirety, go to http://www.cisnet.org/library/download.asp?file=CIS-NDPC_2006_01-30.pdf.

Program Goals:

Instructions: Assess each element, placing a Check (✓) in the box once you are certain that the program is organized to ensure quality across each phase of program development (from *Planning* through *Evaluation*).

Is the program organized to guarantee the following	PLANNED	RESOURCED	IMPLEMENTED	MONITORED	EVALUATED
Infrastructure Elements					
<i>Achieve program goals (clearly listed above)</i>					
<i>Hire and retain educated, qualified staff</i>					
<i>Ensure staff and volunteers are sufficiently trained</i>					
<i>Maintain low adult-child ratio</i>					
<i>Carry out continuous program evaluation</i>					
<i>Ensure physical and psychological safety of participants</i>					
<i>Support physical and mental health of participants</i>					
Partnership Elements					
<i>Ensure strong involvement of families in planning and activities</i>					
<i>Establish meaningful linkages/collaboration with community</i>					
Program/Practice Elements					
• <i>Ensure flexibility/responsiveness to needs, and maturation of participants and community</i>					
• <i>Establish/maintain supportive, caring relations between staff and participants</i>					
• <i>Provide opportunities for participants to influence and contribute to program</i>					
<i>Create appropriate, consistent structure for program</i>					
• <i>Develop/utilize age appropriate and “developmentally responsive” activities/ materials</i>					

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For after-school programs with a reading or math focus, include the appropriate elements listed below.

Checklist for Programs with a <i>Reading</i> Focus	PLANNED	RESOURCED	IMPLEMENTED	MONITORED	EVALUATED
Infrastructure Elements					
• Hire and retain educated staff qualified to promote reading skills					
Program/Practice Elements					
• Promote student attendance					
• Engage early elementary students – best outcomes					
• One-on-one tutoring for low-achieving/high-risk students					
• Develop academic and social skills					
• Well-defined reading curriculum					
• Prevention of learning loss (including summer support)					
• Individual students are engaged for 45 hours to 210 hours					
Checklist for Programs with a <i>Math</i> Focus					
Program/Practice Elements					
• Tutoring integrated into program					
• Instruction appropriately combined with recreation					
• Integration of counseling and mentoring					
• Additional time for remediation					
• Individual students are engaged for 45 hours to 100 hours					

Note: High school students experienced the best outcomes.

Use this section to add additional indicators unique to the specific goals and design of this program.	PLANNED	RESOURCED	IMPLEMENTED	MONITORED	EVALUATED
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