

Connecticut Quality Self-Assessment Tool (CT-QSAT)



Zooming In! Workbook



**CONNECTICUT
NETWORK**
FOR CHILDREN AND YOUTH



About the Zooming In! Workbook

This **Zooming In Workbook** is a companion resource to the *Connecticut Quality Self-Assessment Tool (CT-QSAT)*. It is designed to support reflection, dialogue, and collaboration among staff and other stakeholders as part of the self-assessment process.

Each page in the workbook corresponds to one of the eight essential elements of quality in afterschool programming. Within each section, teams are invited to select a specific quality indicator and reflect more deeply on how and why that indicator was scored using the QSA Tool. By documenting observations, insights, and examples at each performance level—from Entry to Advanced—staff can better identify strengths, gaps, and opportunities for growth.

The **“Zooming In” templates** provide a structure for:

- Choosing a quality indicator that is meaningful or relevant to your site;
- Discussing what different performance levels look like in your program’s context;
- Identifying realistic goals for improvement;
- Outlining immediate, short-term, and long-term action steps;
- Exploring creative strategies in the “Try This!” section;
- Building shared understanding and consensus among all stakeholders.

These pages are intentionally left blank to allow your team to personalize the process. They can be used during staff meetings, planning retreats, or as part of ongoing quality improvement efforts. We encourage you to revisit and revise these reflections throughout the year as your program evolves.

Remember: Self-assessment is not about judgment—it’s about learning, growing, and continuously striving for excellence.

For additional resources, guidance, or support with the QSA Tool, visit www.ctafterschoolnetwork.org.

Zooming In!



Essential Element: #1 Relationships - Interactions and Engagement

A quality program offers interesting, enriching, and engaging activities that foster creative thinking, spark curiosity, develop academic and social skills... and are fun!

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

Zooming In!



Essential Element: #2 Family and Community Partnerships

A quality program offers interesting, enriching, and engaging activities that foster creative thinking, spark curiosity, develop academic and social skills... and are fun!

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

Zooming In!



Essential Element: #3 Environment

A quality program offers interesting, enriching, and engaging activities that foster creative thinking, spark curiosity, develop academic and social skills... and are fun!

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

Zooming In!



Essential Element: #4 Activities and Programming

A quality program offers interesting, enriching, and engaging activities that foster creative thinking, spark curiosity, develop academic and social skills... and are fun!

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

Zooming In!



Essential Element: #5 Safety

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

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Essential Element: #6 Staffing/Professional Development

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

Zooming In!



Essential Element: #7 Administration/Organization

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	

Zooming In!



Essential Element: #8 Sustainability and Evaluation

Quality Indicator # __

PERFORMANCE LEVELS	IMPROVEMENT EXAMPLES
1 = Entry	RIGHT NOW: Addressed within the first 30-60 days of assessment
2 = Developing	THIS YEAR: Addressed by the end of the program year
3 = Proficient	NEXT YEAR: Addressed at the beginning of the new program year
4 = Advanced	Other notes:
Try This!	