Nebraska 21st Century
Community Learning Centers

PROGRAM IMPLEMENTATION:
A Guide for New Project Directors

Beyond School Bells™
nebraskachildren

21st CCLC Grant Proposal

Best Practice: Review the approved grant proposal to understand program intentions, program operation and compliances.

01

Review program goals

-Improve overall student success
-Increase positive behavior and soical interactions
-Increase active and meaningful family and commuty engagments

02

Student population and demographics

Understand targeted student populations and demographics that reflects the school day.

03

Recruitment, enrollment and retention

Understand the plan for student recruitment, enrollment and retention

04

Schedule of operations

Review in the intended schedule of operations and confirm with building principal the plan.

05

Staffing

Review identified staff, positions and staffing plan

06

Colloboratons and partnerships

Review identified collaborations and partnerships including the school's contributions

21st CCLC Survival Guide

Best Practice: Review the 21st CCLC Survival Guide as guidance for overall grant managment, compliance regulations and program operation.

01

Progrom participants
Understand all eligible program participants

02

Program operations
Understand how to operate effectively with timelines, requirements and best practices

03

Compliance requirements
Understand federal and state regulations

04

Reporting and accountability
Learn about data collection, evaluation and reporting requirements

05

Program services
Review allowable activities and services

06

Guidance on fiscal managment
Understand crucial information about budgeting procedures and grant management

Role and Responsibilities

Best Practice: Review the role of the various key stakeholders to launch and sustain the afterschool program

01

Project Director

Understand the responsibilities of the director to know what is expected

02

District/Building Administrator

Learn the role key role of the building principal in program implementation and overall collaboration

03

Programming Staff

Review required staff positions and create job descriptions

04

District Supports

Identify key district supports to help in the implementation process.

Refer to the New Project Director Onboarding Resources Guide

05

Community Partners

Identify key external partners and schedule a meeting to discuss implementation and logistics

06

Internal or External Facilator

Identify the internal or external facilitator and review their role, according to the approved grant application

Role and Responsibilities ...cont.

Best Practice: Review the role of the various key stakeholders to launch and sustain the afterschool program

07

Parents and family

Understand the importance of engaging parents in program implementation and quality programming.

08

NDE-21stCCLC State Office

Understand that NDE services as the primary support system for all program management, T/A, PD and guidance. Know who and when to contact.

09

Beyond School Bells

Review BSB's coaching sessions and reach contact BSB for a coaching session.

10

Volunteers

Review the role of the program volunteers and determine how they will be incorporated in programming.

11

21st CCLC Mentors: Directors

Identify established 21stCCLC dirctors and make connection for additonal support

Program/Parent Handbook

Best Practice: Develop a program handbook to establish a foundation for quality.

Possible handbook components:

- Program contact information (TBD on staff)
- Funding sources
- 21stCCLC program goals
- 21stCCLC requirements
- Program mission
- Program offering and services
- Student participation and enrollment
- Program fees
- Qualifying participation including sibling participation
- Attendance policy
- Program Operations: Daily schedule, hours of operation
- Transportation
- Program ratios
- Sign-in/Sign-out protocols
- Student health and safety protocols
- Medication handling: N/A
- Emergency protocols/medical treatments
- Emergency contacts
- Student expectations
- Discipline procedures
- Personal student possessions
- Field trip policies
- Photo release
- Important dates
- Family engagement/Involvement
- Volunteer opportunities
- Program evaluation
- Acknowledgement Form (in back of handout, include: willingness to volunteer or serve on leadership team.

Staff Handbook

Best Practice: Develop a program staff handbook to set clear expectations with staff and a foundation for quality.

Possible handbook components:

- Overview of the 21st CCLC grant and overarching goals
- Description of roles and responsibilities of program staff
- Program Operations: Daily schedule, hours of operation, student attendance policy
- Program calendar
- Daily schedule and routines
- Snack procedures
- Lesson plan requirements
- Attendance and sign-in/out procedures
- Student to staff ratios
- Safety protocols (fire drills, lockdowns, etc)
- Student health protocols
- Emergency contact protocol
- Staff attendance and sub procedures
- Use of personal devices
- Confidentiality
- Mandated reporting on child abuse/neglect
- Behavior management and discipline policy
- Student expectations
- Orientation
- Professional development requirements/plan
- Required trainings
- Performance review
- Ongoing communication methods with director
- Program evaluation
- Timeclock coding
- Important dates
- Family engagement/Involvement
- Program evaluation

Student Guidelines

Best Practice: With admin. staff and student input, develop student guidelines to set clear expectations for students.

Prossible components:

- Attendance and participation
- Safety Rules
- Overall program rules
- Technology use
- Snacks and food handling
- Behavior Expectations
- Discipline Policy
- Other specified student guidelines identified by all stakeholders.

Enrollment Form

Best Practice: Develop an enrollment form that can be mailed or placed online. The following components should be considered:

Possible enrollment form components:

- Student full name
- Name of student siblings
- Entering grade
- School
- Parent/Guardian Information
- Address
- Primary phone number for each parent
- Email Address (needed for parent survey)
- Emergency Contact from 3:00-6:00pm (list three)
- Health Information: allergies, special needs
- Attendance: Days of the week student will attend, dismissal times
- Authorization for student to participate in specific clubs or services (clubs only, academic assistance only, recreational activities, etc.)
- Consent to walk home alone
- Authorized adults to pick up student
- Photo/video release form to program, NDE and Beyond School Bells (depending if a BSB grantee)
- Field trip permission
- Attendance policy agreement (one hour of attendance, notifying program if student is absent, regular attendee, etc.
- Permission to share evaluation/reporting data with BSB (optional for grantees)
- Behavioral policy: understanding and agreement
- Optional: Willingness to volunteer, participation in family engagement events
- Additional agreement: attend a parent orientation
- Statement of releases (accidents, financial obligations, etc.)
- Signature section
- Contact information in case of questions

Managment Team

Best Practice: Schedule a MT meeting before the start of the program. The team will meet 4-8 times per year.
invite key persons to serve on the Management Team.
Suggested: Building principal, identified staff, parents, community partners, local evaluator, school-day staff, etc.

First Managment Team Meeting Suggestions:

- Create an agenda for MT meeting. The following categories should be highly considered in the first MT meeting:
- MT introductions and role of leadership team
- Program overview and vision
- Approve program name and logo
- Grant key components: targeted attendance, goals, program schedule
- Program start date and drafted calendar
- Approve program/parent handbook
- Approve staff handbook
- Approve enrollment form

Student Participation

Best Practice: Use a variety of methods to market and recruit. Make sure to use program name and logo on marketing and recruitment efforts

Possible ideas:

- Printed materials mailed to all families
- School Website
- District social media
- District newsletter
- Email blasts
- Back-to-school nights
- Open house
- Flyers around the school
- Offer on-line enrollment (with electronic signature)
- Offer all efforts in multiple languages
- Collaborate with school principal on targeted students
- After school begins and ongoing: collaborate with teachers and counselors who can recommend students

Staffing

Best Practice: Prior to program starting date, recruit, interview and hire program staff

Possible steps:

- Review your identified required staff positions
- Determine anticipated attendance goals and determine student-staff ratios
- Use a variety of methods to recruit staff:
- Email entire district introducing program and inviting district staff to participate in program as staff (NOW HIRING)
- Ask for referrals from building principal or building secretary
- Post positions in district website with HR
- Post with college and university institutions
- Include community partners in the search for staff
- Consider bilingual staff (key in communicating with families)
- Interview Process: Invite members of the MT team to participate in the interview
  Create an interview rubric composed of various questions consisting of availability, experiences, strengths, youth development focused questions, etc.

Activity Planning

Best Practice: Prior to starting program starting date, develop an activity plan for the first months of programming.

Possible implementation steps:

- Align program activities with approved grant application and goals (academics, enrichment and community/family engagement)
- Align program activities with school building principal identified student needs and shared data results (example reading scores)
- If not done already, develop a program calendar and activity offerings for the first month, quarter, six weeks, etc. of operation.
- Draft a plan for the first day of programming…it should be a fun day!
- Create a timeline for family engagement events
- Order curriculum, program supplies and materials

Onboarding Staff

Best Practice: All program staff needs to be participate in an onboarding process.

Onboarding suggestions:

- Provide an overview of the program goals and vision
- Review program schedule
- Review the staff handbook
- Go over timeclock instructions
- Review specific job descriptions with staff
- Discuss work schedules
- Clarify planning expectations
- Curriculum materials and activity structure
- Determine required personalized trainings on youth development, safety, technology, etc.
- Required certifications (CRP/First Aid)
- Review staff absences
- Professional development needs and plan
- Review safety and evacuation plans
- Review site safety plans, pickup procedures
- Review emergency procedures
- Snack delivery, clean-up and reporting
- Program confidentiality
- Performance reviews
- BSB technical support

Professional Development

Best Practice: A professional development plan is essential all program staff to learn afterschool knowledge, compliance requirments, relationship building and program design.

Possible offerings:

- Policy and compliance trainings
- Health and safety trainings
- Team building and building staff morale
- Family engagement strategies
- Curriculum training
- Continuous improvement training
- Behavior trainings
- Youth engagment
- Site Visits
- PD offered by NDE
- PD offered by Beyond School Bells
- District offered PD
- Community partner offerings
- PD needs identified by staff

Lights on Afterschool

Best Practice: All program staff needs to be participate in an onboarding process.

- Work through the Lights on Afterschool Planning Guide
- Form a planning team
- Choose and date, time and location
- Develop a theme
- Plan activities

New Director Support

Contact Beyond School Bells if you are needing additional implementation support:

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