



# Nebraska 21<sup>st</sup> Century Community Learning Centers



## NEW PROJECT DIRECTOR ONBOARDING RESOURCES



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## NEW PROJECT DIRECTOR ONBOARDING

### A guide for Administrators

#### ESSENTIALS

to review with your new project director:

- Project Director roles and responsibilities.
- 21st CCLC grant proposal, especially:
  - Key program goals, objectives, and outcome measures.
  - Targeted student population and recruitment methods.
  - Approved program schedule and hours of operation.
  - Approved budget.
- 21<sup>st</sup> CCLC Survival Guide calendar.



### Management Team

Your Project Director is a key part of your 21<sup>st</sup> CCLC Management Team, which should include:



Project  
Director



Building  
Principal



External/Internal  
CIP Facilitator



Site  
Supervisor\*



Parent and/or  
Community Member

For more details on the role of the Management Team, see the 21<sup>st</sup> CCLC Survival Guide.

\*If applicable for your program

## NEW PROJECT DIRECTOR ONBOARDING

### A guide for Administrators

You can help ensure smooth program implementation by setting up meetings for your project director. Before your programming begins (ideally!), schedule opportunities for your new project director to have conversations with the people in your district/organization in these key roles:



Building Principal



Finance Director or  
Business Manager



Human Resources  
Director



Safety Director or  
Committee



Nutrition Services Director &  
Kitchen Manager



Health & Wellness  
Director



Technology Director



School Maintenance  
Director & Custodian



Secretary

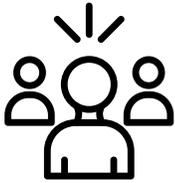


Established  
Community Partners



Classroom Teachers

## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### **Building Principal or Organization Administrator**

**Meeting Purpose:** Build a strong partnership with your principal to ensure seamless program integration and shared success for students.

#### Key Discussion Areas

#### Notes

##### **Program Setup & Identity**

- Finalize program name for promotional materials
- Confirm program start date
- Discuss potential implementation challenges

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##### **Student Focus & Curriculum**

- How can we enrich (not duplicate) school-day learning through this program?
- What student data can be shared to target our programming? (reading scores, attendance)
- How will we identify students who would benefit most from participation?
- What supports are needed for ELL students and students with disabilities?

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##### **Policies & Procedures**

- Review the school's student behavior plan and discipline procedures
- Discuss incident reporting processes
- Clarify policies for community partners and volunteers (clearances needed)

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## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### Finance Director or Business Manager

**Meeting Purpose:** Establish financial systems and ensure compliance with grant requirements.

**Materials to Bring**

- Copy of approved grant budget
- 21<sup>st</sup> Century Community Learning Center Survival Guide

### Key Discussion Areas

### Notes

**Budget & Financial Management**

- Review the approved budget line by line
- Clarify financial responsibilities and reporting requirements
- Coordinate a realistic spending plan aligned with program timeline

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**Purchasing & Reimbursements**

- Understand purchase policies and approval processes
- Review allowable vs. non-allowable costs
- Discuss reimbursement procedures and required documentation
- Share important reimbursement deadlines and reporting timelines

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**Compliance & Documentation**

- Discuss record-keeping expectations and best practices
- Arrange GMS (Grants Management System) access and training, if needed

**Follow-Up Actions**

- Schedule regular check-ins for budget monitoring
- Confirm documentation and submission processes
- Set up any needed system access or training

**Special Programs**

- Discuss snack reimbursement program procedures and requirements



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## NEW PROJECT DIRECTOR Conversation Guide



### Prompts for a conversation with your **Nutrition Services Director**

**Meeting Purpose:** Set up the USDA Afterschool Snack Program to provide nutritious snacks while ensuring compliance and food safety.

#### Key Discussion Areas

#### Notes

##### **USDA Afterschool Snack Program Setup**

- Coordinate enrollment and activation of the snack program
- Review eligibility requirements and student qualification processes
- Discuss program timeline and implementation steps

##### **Daily Operations**

- Understand snack serving protocols and procedures
- Review storage requirements and food safety guidelines
- Learn student count procedures and daily documentation
- Discuss reporting requirements and submission deadlines

##### **Financial Considerations**

- Clarify any additional costs not covered by USDA reimbursement
- Understand billing procedures and reimbursement timeline
- Review budget impact and cost-sharing arrangements

##### **Follow-Up Actions**

- Complete necessary USDA program enrollment paperwork
- Schedule food safety training if required
- Establish daily counting and reporting procedures
- Connect with kitchen manager to confirm snack delivery and storage logistics

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## NEW PROJECT DIRECTOR Conversation Guide



### Prompts for a conversation with your **Building Kitchen Manager**

**Meeting Purpose:** Establish clear snack program procedures with the person who handles day-to-day food operations..

#### Key Discussion Areas

#### Notes

##### **Daily Snack Logistics**

- Review snack pickup/delivery procedures and timing
- Discuss storage locations and access protocols
- Clarify staff responsibilities for snack distribution

##### **Food Safety & Handling**

- Understand food handling and sanitation protocols
- Review proper storage procedures for different snack types
- Discuss procedures for refrigerated items and temperature control
- Learn protocols for managing leftover snacks

##### **Special Dietary Needs**

- Review procedures for student allergy accommodations
- Discuss alternative snack options and substitution protocols
- Understand documentation requirements for dietary restrictions

##### **Documentation & Reporting**

- Identify any reporting forms needed from kitchen staff
- Clarify data collection and submission responsibilities
- Review record-keeping requirements

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##### **Follow-Up Actions**

- Exchange contact information for daily communication
- Schedule any necessary food safety training
- Establish procedures for emergency situations or special requests
- Confirm reporting schedules and responsibilities

## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### **Safety Director or Committee Representative**

**Meeting Purpose:** Ensure your afterschool program integrates seamlessly with existing school safety protocols and emergency procedures.

#### Key Discussion Areas

#### Notes

##### **Safety & Emergency Procedures**

- Review all school safety and emergency protocols
- Ensure afterschool procedures align with school-day protocols
- Discuss evacuation routes, lockdown procedures, and emergency contacts
- Understand communication systems during emergencies

##### **Daily Operations Security**

- Clarify pick-up and drop-off procedures and safety protocols
- Review building access and security during afterschool hours
- Discuss procedures for visitors and community partners
- Understand sign-in/sign-out requirements and identification protocols

##### **Training & Compliance**

- Identify required safety trainings for all afterschool staff
- Schedule mandatory training sessions and certification requirements
- Review ongoing safety education and update procedures

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## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your  
**Safety Director or Committee Representative**

**Meeting Purpose:** Ensure your afterschool program integrates seamlessly with existing school safety protocols and emergency procedures.

### Key Discussion Areas

### Notes

#### Communication & Representation

- Request inclusion in district safety committee meetings
- Ask to be added to all safety-related communications
- Establish direct communication protocols for safety concerns
- Ensure afterschool program representation in safety planning

#### Follow-Up Actions

- Schedule required safety trainings for staff
- Obtain emergency contact information and communication protocols
- Confirm inclusion in safety committees and communications
- Establish regular safety check-in procedures

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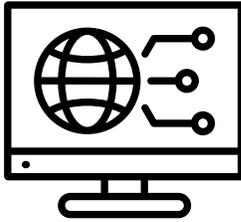




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## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### Technology Director

**Meeting Purpose:** Establish technology access, systems, and digital presence to support effective program operations and communication.

**Materials to Bring**

- Staff roster for system access setup
- Program communication needs and goals
- List of technology requirements for planned activities

### Key Discussion Areas

### Notes

#### System Access & Equipment

- Set up access to personal devices and network login credentials
- Obtain copier codes and printing procedures
- Confirm available devices for afterschool program use (tablets, computers, etc.)
- Review equipment checkout and maintenance procedures

#### Student Information Systems

- Gain access to student information system and attendance tracking
- Set up student management system access and permissions
- Choose attendance tracking method: scanning badges vs. manual procedures
- Review data privacy and security requirements

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## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### Maintenance Director

**Meeting Purpose:** Secure building access and establish maintenance support systems for seamless afterschool operations.

**Materials to Bring**

- Complete list of spaces and rooms needed for programming
- Program schedule and operating hours
- Special equipment or setup requirements

### Key Discussion Areas

### Notes

**Building Access & Security**

- Set up access to all rooms and locked areas used by the program
- Obtain necessary badges, keys, and entry protocols
- Review building entry and exit procedures for afterschool hours
- Discuss security protocols for multiple building locations, if applicable

**Space Confirmation & Setup**

- Confirm all afterschool program spaces and room assignments
- Review any space restrictions or special use requirements
- Discuss furniture arrangements and equipment needs
- Identify storage areas for program materials and supplies

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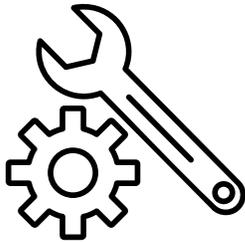
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## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### Building Custodian

**Meeting Purpose:** Coordinate daily building operations and establish working procedures with your key on-site support partner.

**Materials to Bring**

- Program schedule and room usage plans
- Calendar of planned special events
- Contact information for program staff

#### Key Discussion Areas

#### Notes

**Building Security & Access**

- Review procedures for locking and unlocking doors at program start/end
- Set up building alarm systems during program hours, if needed
- Confirm security protocols and emergency procedures
- Exchange contact information for immediate building concerns

**Space Usage & Approval**

- Confirm all approved rooms and spaces for program use
- Review any space restrictions or special usage requirements
- Discuss setup and breakdown expectations for different activities
- Identify storage locations for program supplies and equipment

**Daily Cleaning & Maintenance**

- Coordinate regular cleaning routines during and after program hours
- Establish procedures for handling spills and student accidents
- Discuss immediate response protocols for facility issues
- Review end-of-day facility reset expectations

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## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### Building Secretary

**Meeting Purpose:** Build a strong partnership with the school's communications hub and your key daily ally.

**Materials to Bring**

- Program calendar and key dates
- Contact information for all program staff
- Sample communication materials
- Initial student roster if available

### Key Discussion Areas

### Notes

#### Communication Partnership

- Establish regular communication protocols for afterschool updates
- Discuss procedures for sharing parent messages and announcements
- Review student announcement systems and timing
- Coordinate messaging to avoid conflicts with school-day communications

#### Information Sharing Systems

- Plan for sharing student rosters and enrollment updates
- Discuss individualized student pick-up plans and procedures
- Review student schedule changes and notification processes
- Establish protocols for emergency contact information

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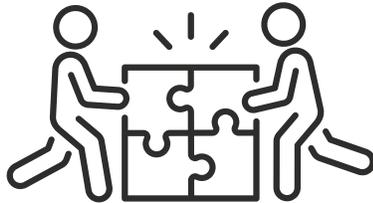
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*The building secretary is often your most valuable daily partner - invest in this relationship and it will pay dividends throughout the year!*



## NEW PROJECT DIRECTOR Conversation Guide



Prompts for a conversation with your

### Established Community Partners

**Meeting Purpose:** Transform grant commitments into active partnerships that enrich student learning and strengthen community connections.

**Materials to Bring**

- Grant proposal partnership commitments
- Sample Memorandum of Understanding template
- Safety and background check requirements

### Key Discussion Areas

### Notes

#### Relationship Building & Goal Alignment

- Connect with partners from grant proposal and letter of support providers
- Review and align partnership goals with program objectives
- Discuss how services meet school and community needs
- Establish shared vision for student impact and success

#### Safety & Compliance Requirements

- Review background check requirements and procedures
- Establish identification and school-entry protocols
- Discuss ongoing safety training and compliance needs
- Set up regular communication systems (contact updates, newsletters, email groups)

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*Strong community partnerships transform programs from good to exceptional - invest deeply in these relationships for lasting impact.*







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