

Quality Standard Program Observation

School Site:

Observer Name:

Observation start time:

of students:

Observation end time:

of staff:

Prior to starting the program observation please review the questions you are going to be answering. When answering the questions think in general terms.

1. • Tally how many times you hear or see positive reinforcement throughout your visit? (Good job, way to go, nice..., thank you, high fives, thumbs up)

2. Did staff arrive on time?

- All staff arrived on time
- Most staff arrived on time
- Some staff arrived on time
- Staff did not arrive on time

3. Did the staff adhere to the STEP Up staff dress code? (Shoes: closed toed, Tops: agency shirt/vest or STEP Up vest, Bottoms: Clean, no holes, appropriate length and tightness)

- All staff followed the dress code
- Most staff followed the dress code
- Some staff followed the dress code
- Staff did not follow the dress code

4. Are schedules posted and current?

- All schedules are posted and current
- Some schedules are posted and current
- Most schedules are **not** posted or current

5. Does the program have someone at the door that greets the students as they enter the cafeteria?

- Yes
- No
- No, staff meet students outside and then walk their group inside
- I did not observe the beginning of the day process

6. Does the program have someone that makes announcements at the beginning of the day?

- Yes
- No
- I did not observe the beginning of the day process

7. Does the person at the sign out table know the parent or child(ren) by name?

- Yes
- No
- Knows some of the student and parents
- I did not observe students leaving the program.

8. Does staff acknowledge students as they leave the program.

- Yes, staff says goodbye and praises student
- No, staff does not acknowledge student

9. Please check one:

- Staff greet/engage **all** students at the beginning of the day
- Staff greet/engage **some** students at the beginning of the day
- Staff **does not** greet/engage students at the beginning of the day
- I did not observe the beginning of the day process

10. What was the tone of the program during: (mark all that apply)

	Happy & Fun (laughter/smiles)	Calm & Reserve	Yelling and screaming	Did not observe
Snack Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homework	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic Hour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enrichment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SPARK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. How would you gauge the overall body language of the staff while talking to students?

- Open & Welcoming (eye contact, smiling etc.)
- Neutral
- Unwelcoming/guarded (behind desk, arms crossed etc.)

12. Did you observe students misbehaving? (Leaving group, talking back disrespectfully, pushing and shoving, not following direction, etc.)

- Yes
- No

13. How did the staff address the situation? Was it done in a positive manner?

14. Did you observe any reward chart/system for the whole program? (stickers, raffle tickets, school bucks, etc.)

- Yes
 No

15. Do the individual groups have a reward chart/system?

- Yes
 No

16. Was student work displayed and/or praised?

- Yes
 No

17. Did you observe any physically and/or emotionally unsafe behaviors from the students? (pushing, shoving, name calling, put downs)

- Yes
 No

18. If yes, what did you see and how did the staff address the situation?

19. Based on the schedules that were provided, were staff on time and in the correct location?

- Yes
 No
 Could not tell from the schedule where groups were

20. Is the staff easily identifiable?

- Yes
 No

21. If yes, how are they identifiable?

22. Did any staff member ever leave their group unsupervised?

Yes

No

23. Does the site have a parent information board that contains resources for parents

Yes

No

24. It is obvious that students know the routine and procedure for:

	Yes	Not evident	Did not observe
Snack Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathroom Breaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homework Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. Did you observe any activities involving team building or group projects?

Yes

No

26. Does the cultural diversity of the staff represent the school community?

Yes

Somewhat

No

27. Does the afterschool program offer academic, non academic and youth centered project based activities?

Yes

No

Unsure

28. Were the activities in the afterschool program age appropriate?

- Yes
- No

29. Were staff personal items put away (backpacks, purses and cell phones)

- All staff personal items were put away
- Most staff personal items were put away
- Some staff personal items were put away
- Staff did not put personal items away

30. Does the site have access to classrooms and computer labs? (Select all that apply)

- Site has access to computers
- Site has access to multiple classrooms
- Site does not have access to computer labs or classrooms.

31. During staff lead academic hour what methods were used to teach students? (Select all that apply)

- Computer Based Work
- Educational Games
- Direct Instruction
- Independent Work
- Small Group Work
- Did not observe

32. Please rate student engagement during the activities?

- Very Engaged
- Somewhat Engaged
- Not Engaged

33. How much student feedback did you observe?

- A lot of feedback
- Some feedback
- Very little feedback
- None

34. How would you gauge the interaction between students?

- Respectful
- Generally Respectful
- Sometimes Disrespectful
- Disrespectful

35. Were rules and expectations posted? (Select all that apply)

- Rules and Expectations were posted in the classroom
- Rules and Expectation were posted in the cafeteria
- Rules and Expectations were not posted

Other (please specify)