

# Appendix



# Reality Check: Questions for Parents and Caregivers

*As you implement the ideas in this Resource Guide, select some of the questions below to conduct focus groups, surveys, or informal check-ins with parents and caregivers. Use their feedback to determine if your efforts are having a visible impact.*

## Leadership and Management

1. Is the Site Coordinator visible to you in the after school program?
2. Do you feel your child is well supervised by responsible adults at his/her after school program?
3. What would you change in the after school program?

## Staff Recruitment, Development, and Retention

1. Do you think the staff are well qualified and trained to run programs?
2. Do you see a need to improve staff skills? In which areas?
3. Do you feel safe having your student in our after school program?
4. Do you feel the staff are able to relate to your student's individual needs, if any?

## Asset Building and Youth Development

1. Do you feel that staff in the after school program have caring relationships with students?
2. Does your child have opportunities to lead any part of the after school program?
3. Does your child have a choice of activities in the after school program?

## Behavior Guidance

1. Do you know the rules of the after school program?
2. Do you feel that the after school program has rules that are fairly and regularly enforced?

## School Community Alignment

1. Does the after school program provide homework assistance and/or tutoring programs?
2. Do you see, hear and feel a consistent message regarding expectations, rules and overall school climate?
3. Are you aware of after school programs and activities that directly support and enrich regular school day learning, which are not otherwise be available to your child during the regular school day?

## Involving Community Groups and Volunteers

1. Do you know what community organizations are involved with your child's after school program?
2. Do you feel that the community cares about your child's after school program?
3. Are there volunteers working in your child's after school program?
4. Do you feel the volunteers are assisting students?

## Parent and Caregiver Involvement

1. Does your child's after school program view parents and caregivers as important partners?
2. Is the after school staff accessible; are there clear and consistent systems of communication?
3. Have you ever been surveyed about the after school program?
4. Are you aware of opportunities for you to get involved in the after school program (tutor, mentor, advisor, coach, etc.)?

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### **Academic Achievement**

1. Does the after school program provide enough home-work support for your child?
2. Do you think that the program has improved your child's academic ability?
3. Does your child regularly talk about what he or she has been doing in the after school program?
4. Do you feel informed about your student's progress in the after school program?

### **Enrichment**

1. Are you satisfied with the enrichment activities (clubs) offered to your child?
2. How would you like to improve, alter, and/or enhance the enrichment activities (clubs)?

### **Recreation**

1. Are you satisfied with the recreation and physical activities offered to your child?
2. Does your child regularly tell you about engaging in physical activities after school?

# Reality Check: Questions for After School and School Day Staff

*As you implement the ideas in this Resource Guide, select some of the questions below to conduct focus groups, surveys, or informal check-ins with staff of the after school program and regular school day. Use their feedback to determine if your efforts are having a visible impact.*

## Leadership and Management

### After School Staff:

1. Are you satisfied with the support that you have received from the Site Coordinator? Lead Teacher? School Day Staff?
2. Have opportunities for professional development been provided? Were they useful to you?

### School Day Staff:

1. Are you satisfied with the support and communication that you have received from the After School Staff?

### Both:

1. What would you change in the after school program?

## Staff Recruitment, Development, and Retention

### After School Staff:

1. Do you feel that you have received adequate training in (behavior guidance, academics, enrichment programming, standards, etc.)?
2. Are you encouraged to participate in additional staff development opportunities for individual growth?
3. Do you feel comfortable collaborating with your peers about tips and techniques used in the after school program?

### School Day Staff:

1. Do you feel that the after school staff are adequately trained?
2. Is there a particular area that you think the after school program staff should be trained in?

## Asset Building and Youth Development

### After School Staff:

1. Do you feel you are able to build caring relationships with students in the after school program? Why or why not?
2. Are you able to provide leadership opportunities to the students you work with?
3. Do you allow students to choose which activities they participate in?

## Behavior Guidance

### After School Staff:

1. Do you feel that the after school program rules are fair and known by all students, staff, and parents?
2. Do you feel supported by the Site Coordinator when conflict arises?

### Both:

1. Do you feel that behavior is a problem in your after school program?
2. Do you know what steps to take if and when students behave outside of the school rules?

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## School Community Alignment

### After School Staff:

1. Do you know the name and face of your site's principal?

### School Day Staff:

1. Do you know the name and face of your school's after school coordinator?

### Both:

1. Is there a reciprocal flow of information (clearly established modes of communication and sharing)?
2. Does your Leadership Team include the after school program coordinator?
3. Do you feel the after school program views teachers as important partners?

## Involving Community Groups and Volunteers

### Both:

1. Does the after school program have many community partners?
2. Do you feel that the community cares about the after school program?
3. Do you feel there are enough volunteers in the after program to adequately support students?
4. Do you feel that volunteers are properly oriented and supervised?
5. Do you feel that volunteers are used appropriately?

## Parent and Caregiver Involvement

### After School Staff:

1. Do you know parent and caregiver names and faces?
2. Have you had a conversation with a parent or caregiver recently (for something other than negative behavior)?

### Both:

1. Are you aware of any parents or caregivers involved in the after school program?

## Academic Achievement

### After School Staff:

1. Do you feel adequately prepared to support students' academic needs?
2. Are you aware of individual student needs?
3. Do you know who/where to go to learn more about a student's progress in school?
4. Do you feel you have a means to recognize student achievements and progress?

### School Day Staff

1. Are the students enrolled in after school programs completing their homework more often and better than others?
2. Do you think the after school program is improving enrolled students' academics? Why or why not?
3. Do you have a means of providing feedback to the after school staff?

## Enrichment

### After School Staff:

1. Do you feel you are provided with adequate supplies and materials for enrichment (clubs)?

### Both:

1. Are you satisfied with the enrichment activities (clubs) offered to the students at the after school program?
2. How would you like to improve, alter, and/or enhance the enrichment activities (clubs)?

## Recreation

### After School Staff:

1. Do you feel you are provided with adequate supplies and materials for physical activities?

### Both:

1. Are you satisfied with the recreation/physical activities offered to the students at the after school program?

# Reality Check: Questions for Students

*As you implement the ideas in this Resource Guide, select some of the questions below to conduct focus groups, surveys, or informal check-ins with students in the after school program. Use their feedback to determine if your efforts are having a visible impact.*

## Leadership and Management

1. Is there a caring adult in the after school program that you can go to if you need help?
2. If you were the Site Coordinator, what would you change in the after school program?

## Staff Recruitment, Development, and Retention

1. Do the staff know how to help you with your homework?
2. Do the staff treat all students fairly?
3. Are staff following the same rules you are supposed to follow (e.g. no chewing gum, wearing caps, or using electronic equipment)?

## Asset Building and Youth Development

1. Are you given the chance to lead any part of the after school program or activities?
2. Do you get to choose which activities you participate in?

## Behavior Guidance

1. Do you know what the after school program rules are?
2. Do you think the rules are fairly enforced?
3. Do staff help you when you have a problem with another student?
4. Do you feel safe in the after school program?

## School Community Alignment

1. Is there time for you to get help with homework and class projects in the after school program?
2. Do you know of any regular day teachers that work in the after school program?
3. Do you ever see your after school program coordinator or other staff at school during the regular day (e.g. in the hallway, assemblies, cafeteria, yard)?
4. Do you follow the same school day rules in the after school program?

## Involving Community Groups and Volunteers

1. Do people from the community help in the after school program?
2. Do you feel that the community cares about your after school program?
3. Do you have enough people to help with homework during tutoring time?
4. Are there volunteers that come to help after school?

## Parent and Caregiver Involvement

1. Has a parent or caregiver helped you with homework and/or played a game or sport with you in the after school program?
2. Do you know if there are any Family Night events at your school for you and your family?

## Academic Achievement

1. Are you able to complete your homework in the after school program?
2. Who helps you the most in the after school program? How do they help you?
3. Other than during homework time, can you remember a time after school when you used math?

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4. Other than during homework time, can you remember a time after school that you read something? What was it?
5. Name one thing you learned from your after school program.
6. What was your favorite thing you did during the past month of the program? Can you name an academic skill that you used during this activity?

### **Enrichment**

1. Do you like the enrichment activities (clubs) offered at the after school program? Why or why not?
2. What enrichment activities (clubs) did you like best?
3. What enrichment activities (clubs) would you like to be offered that we haven't done yet?

### **Recreation**

1. Do you like the recreation and physical activities offered at the after school program? Why or why not?
2. What recreation/physical activities did you like best?
3. What recreation/physical activities would you like to be offered that we haven't done yet?
4. How much time do you spend in physical activities most days after school?