



21C Fidelity of Implementation Checklist

Date		Grades	
Site Coordinator			
Site(s)			
Current Enrollment		Overall Target Enroll.	

CATEGORY	Strength			Opportunity		Comments/Recommendations [1 or 2 Rating]:
	4	3	2	1	N/A	
Calendar & Schedule of Activities Is there a calendar/schedule of activities? Has it been shared with parents/guardians of participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Enrollment: Are there enough students enrolled at the site to meet the target?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Participation: Are most students attending the program consistently? Is the site on track to meet the target? Are there a significant number of students on track to achieve regular attendee status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EZReports Is EZReports updated with student attendance every week? Is attendance being taken and recorded for each scheduled activity? Are all the required demographics entered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remote Activity Tracking: During virtual learning and activities, how is attendance being tracked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remote Activity Data Collection/Management: Is data on participation being tracked regularly/consistently? Is there a monitoring mechanism to ensure the activity data are being collected and entered into EZ reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Leadership: Is the program being implemented as designed? Does the site coordinator attend advisory committee and staff meetings regularly? Does the site coordinator relate well to students and staff? Is the site coordinator respected by, and respectful to, students and staff? Does the site coordinator appropriately utilize evaluation data to make improvements to the program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Staff: Is the program fully staffed? Is the staff reliable? Are they knowledgeable about, and buy-into, the program's philosophy? Are staff respected by, and respectful to, students and site coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CATEGORY	Strength 4	3	2	Opportunity 1	N/A	Comments/Recommendations [1 or 2 Rating]:
Program Tutors: Are there certified teachers at each grade level (if specified in grant)? Are the tutors reliable? Are they knowledgeable about, and buy-into, the program's philosophy? Are staff respected by, and respectful to, students and site coordinator? Are tutors using their time appropriately, not only assisting with homework but utilizing instructional materials that support academic skill-building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with School Day Teachers/Staff: Is there an adequate number of teachers/staff involved in the program as either tutors or enrichment facilitators? Is there strong buy-in and support from school day teachers/staff of the afterschool program? Is there a mechanism to foster regular and ongoing communications between the site coordinator/tutors and school day teachers regarding the academic and behavioral needs of student participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Needs Assessment Survey/Other Needs Data
Tutoring Services: Are tutoring services offered to all students <u>daily</u> ? Are there certified teachers at each grade level? Are the tutors implementing instructional materials that support academic skill-building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enrichment Activities: Are enrichments of high quality and incorporate hands-on, project-based activities? Do the activities meet the program's objectives? Is there a variety of enrichment activities being offered, covering all 8 primary 21 st Century categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linkages to School Day Curriculum: Do the tutoring and enrichment activities support and complement the school day curriculum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Partner Agencies: Are the partner agencies providing enrichment activities as contracted? Are enrichments of high quality and incorporate hands-on, project-based activities? Do the facilitators relate well to the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Behavior: Are there behavior plans in place? Do the behavior plans include incentives for positive behavior? Do program staff/tutors use positive behavior management techniques? Have the behavior plans been communicated to both students and parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CATEGORY	Strength 4	3	2	Opportunity 1	N/A	Comments/Recommendations [1 or 2 Rating]:
Program Promotion/Communications: Are the program and its activities appropriately promoted and communicated to parents, teachers, students, and the community at large through various methods, including newsletter, district website, parent-teacher conferences, open houses, curriculum nights, etc.? Are proper protocols in place to reach parents due to emergencies, program cancelations, or improper student behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Site Advisory Meetings/Staff Communications: Is there a communication method (i.e., staff meetings, advisory committee) to allow site coordinators and/or staff to know program goals, objectives, evaluation methods, and findings? Is the site coordinator and/or staff provided the opportunity to give feedback about the program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Family Engagement: Do the family engagement activities offered to meet the program's objective for content and/or frequency)? Monthly family/community events Program volunteer opportunities Parents/guardians and community members serving on the Advisory Councils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent Education/Literacy: Are family literacy programs offered to parents that meet the program's objective for content and/or frequency? Is there a mechanism in place to measure knowledge gained if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Director: Does the program director hold quarterly advisory committee meetings? Does the program director have a strong handle on the site's operations and happenings, and does he/she provide sufficient support and guidance to the site coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administration: Does the site's principal attend quarterly advisory committee meetings regularly? Is the principal knowledgeable about the site's operations and happenings, and does he/she provide sufficient support and guidance to the site coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Site Coordinator Feedback

What challenges are you facing this program year?	
Teacher Surveys – Comments/Input for improvements increasing response #'s:	
Parent Surveys – Comments/Input for increasing response #'s:	
Student Surveys – Comments/Input for increasing response #'s:	
OTHER	

Evaluator Notes and Evaluation Findings to Support/Inform Recommendations:

Back-Up Documentation Collected:

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Current Programming and Operation Schedule (traditional/remote, days of week, hours)

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Evaluation Findings to Inform Programming:

When completing the checklist for submission to Program Director, insert evaluation findings (current or previous program year) to inform programming, or support recommendations proposed [e.g., parent survey topics of interest to inform parent education events, student survey top areas of interest to inform enrichments, academic outcomes, etc.]