

## Quality Out-of-School Time Program Checklist

### Look and Listen:

- ✓ Does the program seem clean, safe and organized?
- ✓ Do children and youth appear to be happy in the program?
- ✓ Do staff seem to work well together?
- ✓ Are staff respectful to each other?
- ✓ Are the children busy with activities?
- ✓ Do the children help each other and cooperate?
- ✓ Do you hear happy sounds in the program?
- ✓ Are staff engaged in activities and conversation with the children and youth?
- ✓ Are there adequate materials and space for a variety of activities?
- ✓ Are there quiet, soft spaces for reading, quiet games and relaxing as well as space for active play?
- ✓ Do the materials and program space reflect diversity?
- ✓ Does the space reflect the work and interests of the children and youth in the program?
- ✓ Does the program provide a rich learning atmosphere that supports children's education?
- ✓ Is the playground area safe? Is it fenced in?
- ✓ Does the bathroom look and smell clean?

### Ask the Children:

- ✓ Do you like coming here?
- ✓ Are you able to choose what activities you want to do and with whom?
- ✓ Do you help plan activities?
- ✓ Do the children here get along well with each other?
- ✓ Do you feel safe here?

### Ask the Director:

- ✓ What is the program's mission and philosophy?
- ✓ How does the program support children's growth and development?
- ✓ Have all staff members been trained in CPR and first aid?
- ✓ What is the staff to child/youth ratio?
- ✓ Are you aware of national quality standards? [www.coafterschool.org](http://www.coafterschool.org), [www.naaweb.org](http://www.naaweb.org)
- ✓ What is your fee schedule?
- ✓ Do you offer any financial assistance?
- ✓ How are families involved in the program?
- ✓ Do you serve children with special needs?
- ✓ May I have a copy of your policies?
- ✓ Do you have a list of family references I can contact?

### Ask the Staff:

- ✓ What is your system for knowing where my child is at all times?
- ✓ What is your procedure for handling emergencies?
- ✓ How do you involve the children/youth in planning and leading activities?
- ✓ What is your behavior guidance philosophy?

**Final Step – Discuss the information you've learned with your child!**