### Quality Out-of-School Time Program Check List

Prepared by the Arizona Center for Afterschool Excellence
www.azafterschool.org

**Provides Safe and Healthy Environments**
- What is the staff to child/youth ratio?
- Does the facility appear clean, safe and organized?
- Are there quiet, soft spaces for reading, homework, quiet games and those times when a child or youth might want to be away from the larger group?
- Is the outdoor space safe and large enough to host a range of recreation and physical activities?
- What is the procedure for handling emergencies?

**Endorses Equity and Inclusion**
- Does the program serve children and youth with special needs?
- What is the program fee? Is there financial assistance available?

**Fosters Positive Relationships**
- Does the staff greet each child’s arrival in a warm and friendly manner?
- Is staff actively engaged in activities and conversations with the children and youth?
- How are children and youth encouraged to resolve differences among themselves?
- Is staff respectful to each other, the children, youth and the parents?

**Engages Family, School and Community**
- How are families involved in the program?
- Does the program provide a rich, informal learning atmosphere that expands on and reinforces concepts learned in the classroom?
- Does the program have an orientation and policy manual for new families?
- Is homework assistance provided?
- Does the staff give meaningful and frequent feedback to parents about their child’s growth and development?

**Provides Intentional Programming and Activities**
- Is there adequate space and materials for a variety of activities?
- Are children and youth encouraged to try new activities and build new skills that may be unfamiliar to them and out of their comfort zone?
- Do the children and youth have a role in planning program activities, content and schedule?
- Is creativity fostered and encouraged through music, art, dance, theatre?
- Is problem solving and critical thinking fostered and encouraged through hands-on experiments, Lego’s, blocks, Keva planks, gardens, etc.?
- Are the children and youth happy, having fun and actively engaged in the program?
- Is physical activity an important component of the program?
- Is technology available and what meaningful role does it play (beyond the playing of video games)?
- Is the programming sufficiently varied or change with some frequency so as not to become boring and repetitive?

**Ask About Program Management**
- What is the program’s mission and philosophy?

**Ask About Program Evaluation and Data**
- Is the program licensed? Is it license-exempt?

This checklist was developed in accordance with the Arizona Quality Standards for Out-of-School Time Programs. Download a complete copy of the standards at [www.azafterschool.org](http://www.azafterschool.org)

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