

# Quality Out-of-School Time Program Check List

Prepared by the Arizona Center for Afterschool Excellence  
[www.azafterschool.org](http://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?



## 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?



## 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?



## Endorses Equity and Inclusion

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



## 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?



## 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)



### Arizona Center for Afterschool Excellence

3205 South Rural Road  
Tempe, AZ 85282  
480.730.7126  
[www.azafterschool.org](http://www.azafterschool.org)