

Accreditation Assessment Sheet

Program..... School

Address City/Zip

Program Contact Name Position

Phone Number Email Address

Evaluator Name Observation Date



Standard I. Safe and Healthy Environment

1 2 3 4

- 1.1 | All staff and volunteers submit to background checks and fingerprint clearance
- 1.2 | Staff implements policies, procedures and supervision to maintain safety for all youth
- 1.3 | Written health and safety policies are provided to families and understood by youth
- 1.4 | Healthy lifestyles and behaviors are promoted
- 1.5 | Snacks and meals provided are well balanced and nutritious
- 1.6 | Youth, families and staff experience a welcoming and supporting environment
- 1.7 | Indoor and outdoor space provides an environment of comfort, ownership, and respect
- 1.8 | The physical space reflects the interests of and displays the work of youth



Standard II. Positive Relationships

1 2 3 4

- 2.1 | All interactions reflect a culture of mutual respect, support and belonging
- 2.2 | Verbal and physical interactions amongst youth are positive and respectful
- 2.3 | Youth work together and support one another's success
- 2.4 | Staff and volunteers model cooperation, conflict resolution and positive relationships with each other
- 2.5 | The relationships between staff, volunteers, youth and families are consistent, supportive, nurturing, and recognize individual needs
- 2.6 | Staff and volunteers treat youth with respect and listen to what they say



Standard III. Intentional Programming and Activities

1 2 3 4

- 3.1 | Youth actively engage in learning activities that promote critical and creative thinking skills
- 3.2 | Youth assume leadership roles and contribute to program planning, development, implementation and evaluation
- 3.3 | Activities are intentional and are aligned with the program's mission
- 3.4 | Youth interests and strengths are reflected in program activities
- 3.5 | Program is explicit about the specific physical, social and emotional skills it seeks to develop and what program activities support these goals
- 3.6 | Materials and activities are developmentally appropriate and accessible to youth



Standard IV. Equity and Inclusion

1 2 3 4

- 4.1 | Youth represent the full diversity of the community, as it applies to the program's mission
- 4.2 | Youth are exposed to culturally responsive programming and the program promotes the development of positive identities, respect for differences and cross-cultural understanding among all youth
- 4.3 | Program commits to understand, value and respect the backgrounds and experiences of program youth and their families
- 4.4 | The needs of diverse youth that come from varying family experiences and backgrounds are included and emphasized in the professional development of staff, helping staff become culturally competent and responsive



Standard V. Family, School and Community Engagement

1 2 3 4

- 5.1 | Program develops and nurtures family, school and community partnerships to leverage resources and support for the youth and families served
- 5.2 | Program engages in family, school and community collaborations to plan and implement intentionally designed activities based on youth needs and interests
- 5.3 | Out-of-school time academic components and activities complement and enrich school standards and curriculum
- 5.4 | Family relationships and involvement are fostered by the program's meaningful communication with families
- 5.5 | The involvement and support of families, community organizations and schools are sought as a means to enhance diverse and engaging programming and activities



Standard VI. Program Management

1 2 3 4

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.1 Program embraces a clear mission statement and philosophy that is widely understood and shared among youth, staff, families and the community |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.2 Program policies and procedures are reflective and responsive to the needs of all youth and families |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.3 Program policies and practices meet ethical and legal standards |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.4 Program administrators ensure effective fiscal management of the program's budget and available resources |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.5 Staff and volunteer qualifications and roles are clearly defined |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.6 Program administrators recruit, hire, and develop staff and volunteers that reflect the diversity and culture(s) of the community |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.7 Program administrators hold regular staff meetings and opportunities for formal and informal communication among staff and volunteers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.8 Program administrators, staff and volunteers participate in relevant and ongoing professional development that supports their own growth and builds more effective program practice |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.9 Program administrators conduct frequent and consistent evaluations of program staff and volunteers |



Standard VII. Program Evaluation and Data

1 2 3 4

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.1 Written measurable goals are aligned to the program's mission statement and purpose |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.2 Regular assessments of program activities, staff performance, and youth and family satisfaction are relied upon for program planning and continuous improvement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.3 Quality improvement is an established part of the organizational culture, engaging youth, staff, volunteers, families and leadership in the process |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.4 Program uses assessment tools that are valid, reliable and aligned with quality and desired youth outcomes |