Addendum D: Elements of Exemplary Programs

Exemplary Programs serve as a model for other out-of-school time programs across the state and actively mentor other programs, where appropriate and requested. Each Exemplary Program has areas in which they are especially effective and these are the areas in which they are most likely to provide mentoring. The following list is not exhaustive but includes the major areas in which Exemplary Programs can be exceptional and from which other programs can learn and be inspired. These elements are listed alphabetically by general category; there is no priority order to this list.

1. Community/District Support
   - An active local Community Council.
   - Strong and sustaining community partners.
   - Diverse funding sources.
   - Collaboration with other district/state programs (e.g., Title I, Special Education, etc.).
   - Effective use of district and state resources.
   - Strong connections to the school-day program, with the 21st Century Community Learning Centers (CCLC) program considered to be an extension of the school day/year.
   - Support from school and district level administrators.
   - Established system of effective program practices including management and oversight of program implementation.

2. Effective Use of Data
   - Data informed decision making, leading to continuous program improvement that address student needs.
   - System in place for collecting and submitting data in a timely way.
   - Demonstrates high and consistent attendance levels.
   - Demonstrates effectiveness in reaching the targeted student populations of this grant (students considered high need).

3. Engaging Academics with a Clear Purpose
   - Creative and innovative programming that provides students with the opportunity to demonstrate their knowledge.
   - Project based, hands-on, student centered programming that supports and contributes to academic achievement and youth development for all students.
   - Activities connect and support selected Survey of Academic Youth Outcomes.
   - Cohesive programming with high expectations for all students.
   - Effective programming for students with disabilities, students who are limited English proficient, students who receive free and reduced lunch, and students from other at-risk populations.
   - Contributes to students’ social and emotional competencies.
   - Supports College and Career Readiness.
   - Demonstrates youth ownership/voice (programming is relevant, connects to student interests and needs, and provides leadership opportunities).

4. Family Engagement
   - Efforts include capacity building so as to engage families in meaningful ways to better support student learning and development.
   - Demonstrates ongoing and/or sustained participation by the adult family member(s) of participants in the 21st CCLC program.
5. **Qualified Staff**
   - Instructors have the requisite skills to implement project/activity.
   - Appropriate student: staff ratios.
   - Has a system for providing ongoing professional development and technical assistance to 21st CCLC staff that addresses student needs.
   - Staff participate in state sponsored professional development.
   - Holds regular staff meetings.
   - Provides staff with planning time.

6. **Service as a Resource/Mentor for Other 21st CCLC and OST Programs**
   - Hosts site visits for staff from other programs.
   - Conducts Assessment of After School Program Practices (APT) visits to other sites upon request, and providing feedback.
   - Serves as an ongoing mentor for one or more particular districts or sites.
   - Provides curriculum examples or materials.
   - Conducts trainings.
   - Facilitates regional networking/learning opportunities.
   - Presents at state and/or national conferences.

7. **A Welcoming Environment that Supports Students Learning**
   - Has access to appropriate space and resources needed to offer high quality programming.
   - Promotes positive relationships between students and instructors.
   - Promotes positive relationships amongst peers.
   - Program environment stimulates curiosity and learning.
   - Provides space to exhibit students’ work and projects.