

WHAT I WISH I HAD KNOWN

BY

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21ST CCLC CHECK LIST

Where

When

What

How

Who

Students

Read the Grant...read the grant

WHERE

LOCATION...LOCATION...LOCATION

- Classrooms
- Spaces for parent dinner
- Cafeteria
- Gym
- Hallways
- Outdoors
- Indoors
- Location for physical, sport and enrichment activities
- Locations of field trips
- Emergency exits
- Waiting/pick-up/car/bus area
- Storage room or area for supplies (MUST BE LABELED with Marsha Granderson's labels)

WHEN

Calendar

Start dates

End dates

Holidays

Winter break

Spring break

Summer break

Hours of operation

Snow day make up

Parent/Family hours

Field trip hours

Academic hours

Enrichment hours

WHAT

- Measurable goals
- Measurable objectives
- Accomplishment
- Assessments
- Selections
- Rubrics
- Curriculum
- Accountability
- Structure
- Relevancy
- Accommodations/needs
- Criteria
- requirement

WHO

Contact people

- Admin (support, buy-in, advocate, help with the planning and implementation process)
- Parents (support, recommendation, buy-in, inform, invite in the planning process)
- Counselors/Social worker/Psychologist (recommending program to students and family members)
- Teachers (working in the program and recommending students)
- Transportation department (buses, routes, schedules, walkers, car riders)
- Food services (snacks, reports, storage, allergies, nutritious)
- District level people in students learning/data department/grant office/accountability/finance
- Omega personnel (reimbursement procedures, when and how they are submitted)
- Bookkeeper (when and how to process payrolls and purchases)
- The translator services (help with phone calls, translating booklets, brochures and letters)
- PTSO/Advisory Council/Team leads/Chairperson/office personnel/school board members
- Community leaders and advocates (local businesses, former parents, private schools, real estate agents)
- Custodian (classrooms, spaces, cafeteria, gym, hallways, outdoors, indoors)
- Security Personnel (Fire drill, tornado drills, AED defibrillator, CPR, elevator training, first aid kits, ice)

COMMUNICATION

- Brochures
- Letters
- “All call” using the automated phone system to call the parents
- Websites
- School electronic message board in front & outside of school
- Emails
- Remind101 (text system)
- Flyers
- Pictures
- Presentations (PowerPoint, face-to-face, family nights, school board)
- School and community events(church, town halls, back-to-school, new student orientation, parent-teacher conferences, elementary schools information nights, grade level team meetings)

DATA COLLECTION PROCEDURE

- Keep box from day one
- Drop off evidence and forms as you go...daily...weekly...bi-weekly...monthly
- Make it part of a routine or an habitual activity
- Put a structure in place...cut and the paste the list and descriptions of the #42 descriptors (use to be #37) to the hanging folder and the box cover
- Have an attendance forms for each events
 - Students
 - Teachers
 - Parent and family members (add a column for the total number of family members for each students)
 - PD
 - Meeting with staff, parents, partners, admin, teacher, 21st committee, stakeholders, etc...

TOOLS

Handbook

- Parents
- Teachers
- Students
- Administration
- Partners
- Community members
- Do's and Don't
- Rules and regulations
- Emergency plans
- Forms (payroll, contract, progress report, attendance forms,

THE MEASURABLE OBJECTIVES

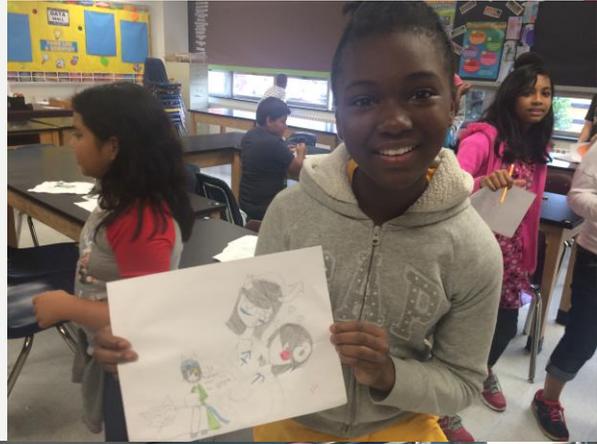
HAVE A PLAN B FOR PLAN A AND A PLAN C FOR PLAN B...

- Rain plans
- Substitute teachers
- Volunteers (background check)
- Alternative setting if your regular space is unavailable
- Make up snow days
- Provide alternative settings
- Deal with resistance or behavior issues
- Send constant reminders
- Be consistent
- ALWAYS CHECK if you are unsure with the RIGHT course of action
- Give yourself a break and LEARN from your mistakes!!!

MRS. WELSH

- Data coordinator
- Right hand person
- Support system
- Sound board
- Voice of reason & shoulder to cry on
- Fact checker
- Math Wiz
- Excel Queen
- 21st CCLC survivor...victor...extractor...motivator!

WHY



HAVE FUN!!!

