

**Kentucky State Department of Education
21st Century Community Learning Centers Compliance Monitoring Tool
2012-2013**

(Revised 8-28-11)

Program Name: Mustang Round Up Academy	Fiscal Agency: Livingston Co BOE	School(s) Served: South Livingston Elementary
Address: 850 Cutoff Road, Smithland, KY 42081		
Contact Person/Program Director: Mary Dunning, District Coordinator Tina A. Scheer, Site Coordinator	Telephone: 270-928-3500	Date of Site Visit/Monitoring: March 12, 2013
Participating KDE Monitor/Staff: Betty Elkins, 21 st CCLC Monitor, EKU		

LEAD PROGRAM STAFF INTERVIEWED

SCHOOL/DISTRICT/CBO/FBO STAFF INTERVIEWED

Name: Tina Scheer, Site Coordinator	Name: Jennifer Cosby, Principal
Name: Mary Dunning, District Coordinator	Name: Cindy Kennedy, Special Needs Teacher
Name: Pam Whetstone, Program Asst., Data Entry	Name:
Name: Joe Moneymaker (Robotics) 5 & 6 (Social Studies & Science)	Name: Stephanie Henson, FRYSC
Name: Elisha Harp (Kindergarten and 1 st Math Mania)	Name:

CO-APPLICANT/PARTNERS/COLLABORATING AGENCY STAFF INTERVIEWED

Name: Co-Applicant – UK Extension Office – Deitra Coley	Name:
Name:	Name:
Name:	Name:
Name:	Name:

PARENTS, STUDENTS, OTHERS INTERVIEWED

Name:	Name:
Name:	Name:

DIRECTIONS: Prior to the on-site visit, review each item on the following pages to determine whether or not documentation exists to support it.
District/Agency personnel should be prepared to provide supporting documentation during the on-site visit.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
I.	Program Development			
1.	Documentation exists on the criteria used to determine if a student is eligible for the program/services.	<input checked="" type="checkbox"/> Student Eligibility Criteria <input checked="" type="checkbox"/> Teacher Referral Form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All South Livingston Elementary students K-4 are encouraged to attend Mustang Round Up 21 st CCLC. Teachers are encouraged to refer students with low academic performance. Students that exhibit academic needs and/or low socio economic status are given preference and encouraged to attend.
2.	Documentation exists that shows how program accommodate children with special needs and encourage their participation in the program.	<input checked="" type="checkbox"/> Special accommodation information <input checked="" type="checkbox"/> Special staff needs <input type="checkbox"/> Program/financial reports <input checked="" type="checkbox"/> APR <input checked="" type="checkbox"/> Special Ed. Staff correspondence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	IEP's on file and available for review. There is a Special Ed teacher on staff with Mustang Round Up Special Ed Teachers and regular school day staff work with students on daily basis in the after school program. Staff are in constant contact with the Resource Teacher to monitor daily assignments and assist in homework help and tutoring sessions.
3.	Documentation exists of participation of youth/family member's involvement in program planning.	<input checked="" type="checkbox"/> Parent surveys/student surveys <input checked="" type="checkbox"/> Parents serving on Advisory Council <input type="checkbox"/> Students serving on Council	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Student surveys were reviewed. Students are surveyed at the beginning of the summer program and at the end to assess interests/needs. Teacher surveys are also conducted annually.
4.	Documentation exists that the management structure of the program supports the achievement of the approved objectives within the approved timelines and budget.	<input checked="" type="checkbox"/> Program schedule <input checked="" type="checkbox"/> Grant application <input checked="" type="checkbox"/> Quarterly reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Upon review of the Grant Application and observation of the 21 st CCLC program North Star Academy – the activities observed are the same as described in the Grant Application. The 21 st CCLC programming is responsive to the goals and objectives outlined and described in the Grant Application.

				Quarterly Reports reflect data that verifies student progress and attention to youth academic needs.
II.	Program Design (As described in the approved grant application)			
5.	Documentation exists that academic activities, including reading, are currently being implemented designed to increase student performance on state test(s). What curriculum is being used?	<input checked="" type="checkbox"/> Staff lesson plan/course outlines <input type="checkbox"/> Student test/grades data <input checked="" type="checkbox"/> Curricula materials <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Kids College – Online digital learning with focus on Reading and Math. A/R Accelerated Reader Robotics (reading/following directions) Center Stage Lake Shore Reading materials Observed A to Z Mysteries The Missing Mummy
6.	Documentation exists that STEM (Science, Technology, Engineering & Math) activities are being provided.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input type="checkbox"/> Student registration forms <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Discovery Activities iPads Robotics STEM Training/ Kits Center Stage Nutrition (UK Extension Office) Co-applicant Engineering Day
7.	Documentation exists that activities in creative/enrichment activities such as arts and music are being provided.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input type="checkbox"/> Student registration forms <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Market House Theater – Velveteen Rabbit Children present play Oil Painting Sessions (Mallory) Piano lessons Arts/Crafts
8.	Also indicate any recreational activities offered in the program including health and wellness.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input checked="" type="checkbox"/> Student registration forms <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Deitra Coley (EFNEP) provides Health and Nutrition bi-monthly. PACS Now has provided Health and Wellness programming. Fit Club Energy Academy (Recess)
9.	Documentation that describes activities planned or has occurred that bring after-school and regular school staff together. In particular, how does the program link to the school day?	<input checked="" type="checkbox"/> Faculty meetings. Minutes <input checked="" type="checkbox"/> Staff Correspondence <input checked="" type="checkbox"/> Staff Surveys <input checked="" type="checkbox"/> Advisory Council membership roster <input type="checkbox"/> Comprehensive School Improvement Plan (CSIP) <input checked="" type="checkbox"/> Description of Program activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	School day staff work in the Mustang Round Up Academy and others are in constant contact with classroom teachers (Phone/Face-to-Face email). Excellent communication with School Principal and Teachers.

		<input type="checkbox"/> Curriculum - Reading <input type="checkbox"/> Curriculum - Math		Open avenue to communicate any problems and/or concerns students maybe having. Individualized homework is provided by teachers.
10.	Documentation exists that activities relating to college and career readiness are being provided.	<input type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input type="checkbox"/> Student registration forms <input checked="" type="checkbox"/> Individual Learning Plans (ILP) <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	123 Which Career is for Me? School Guidance Counselor is an instructor with Mustang Round Up Academy and incorporates college and career readiness into students ILP's and into lesson activities. Operation Preparation (6 th grade) Summer Programming addresses College and Careers
11.	Documentation exists that shows collaborative partners have provided programs and services in accordance with the application.	<input checked="" type="checkbox"/> Partners agreements/contracts <input checked="" type="checkbox"/> Program activity schedule <input checked="" type="checkbox"/> Grant application <input type="checkbox"/> MUNIS/financial reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	UK Extension Office Various activities denoted on program schedule MSU – Outreach Fit Club Local Church Groups
12.	Documentation exists that shows center activities that have built program visibility. What is the most recent?	<input checked="" type="checkbox"/> Newspaper articles/Newsletters <input type="checkbox"/> Special events/programs <input checked="" type="checkbox"/> Bulletin boards <input type="checkbox"/> Public service announcements <input checked="" type="checkbox"/> Lights On event <input type="checkbox"/> Community presentations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Dome Theatre (School wide family night) District wide monthly newsletters. Monthly “Good News” Family Fun Nights Newspaper Articles Bulleting Boards Board Meeting Presentations The South Sun (School Newspaper) MRA Journalism Summer Kits

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
III	Program Operations			
13.	Provide documentation of how many students are currently enrolled in program.	<input checked="" type="checkbox"/> Master list of students enrolled. <input checked="" type="checkbox"/> A+/Cayen data is current	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	152 registered / 84 active Data is current
14.	Documentation exists of activities that have taken place to ensure student retention. Is there a waiting list?	<input type="checkbox"/> Student waiting list <input type="checkbox"/> Program retention plan <input checked="" type="checkbox"/> Student attendance / retention rates	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Waiting list – low performing students are given preference and enrolled ASAP Field Trips and special activities are utilized as reward for regular attendance /participation.
15.	Documentation exists of the staff-to-student ratio?	<input checked="" type="checkbox"/> Student daily attendance roster <input checked="" type="checkbox"/> Staff daily attendance roster <input type="checkbox"/> Student meetings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Observed 1:11 ratio
16.	Documentation of the process used to evaluate program staff and long-term volunteers.	<input checked="" type="checkbox"/> Evaluation instrument	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Classified Personnel Evaluation YPQA
17.	Documentation for vehicles used for transportation has been inspected for safety on a regular basis. If transportation is not provided, explain	<input checked="" type="checkbox"/> Vehicle & inspection Logs <input type="checkbox"/> Transportation is provided by another entity - (Vehicle inspection documentation attached.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Only Livingston County School buses are used for student transportation. All buses are inspected monthly
18.	Documentation that the program provides nutritional snacks during program operation.	<input checked="" type="checkbox"/> Description of snacks <input checked="" type="checkbox"/> Utilizing USDA snack program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Milk, Natural fruit juices and various prepackaged snacks/crackers and cereal bars, PB & J etc. Today's snack: Scooby snacks/ milk
19.	Documentation that the program has emergency contact information for students and staff is maintained in a central location.	<input checked="" type="checkbox"/> Staff emergency contact information <input checked="" type="checkbox"/> Student emergency contact information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Registration forms that contain ER contact information are kept on a clipboard. Staff ER information is kept on file Access to Infinite Campus and 21 st CCLC registration forms available in hard copy.
20.	Documentation that the program has established procedures for authorized student pick-ups and communicated these to staff and families.	<input checked="" type="checkbox"/> Parental release forms <input checked="" type="checkbox"/> Sign-in/Sign out forms <input type="checkbox"/> Other, please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Parent Release Forms ID Pick up tags Office Sign in/out forms Buzzer system / radios.
21.	Documentation that the staff, students,	<input checked="" type="checkbox"/> Emergency Exit Plan	<input checked="" type="checkbox"/> Yes	Ongoing automated One call

and parents are informed of the program emergency readiness plan.	<input checked="" type="checkbox"/> Snow Closing Plan <input type="checkbox"/> Staff meeting minutes <input checked="" type="checkbox"/> Correspondence <input type="checkbox"/> Handouts	<input type="checkbox"/> No <input type="checkbox"/> In Progress	Handouts / notes home to parents Emergency exits posted in doorways
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	Area of Compliance	Supporting Documentation	Compliance Status	Comments
IV.	Program Finance			
22.	Documentation exists for separate accounting of funds for 21 st Century.	<input checked="" type="checkbox"/> MUNIS/Budget reports <input checked="" type="checkbox"/> Monthly financial summary reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There IS a separate accounting for 21 st CCLC funds. District Coordinator and Site coordinator monitor expenditures for proper accounting to specific 21 st CCLC grant since there are multiple grants in Livingston County.
23.	Documentation verifies that the district draws and expends 21 st Century funds appropriately. Federal funds may not be maintained as "cash on hand".	<input checked="" type="checkbox"/> Financial records <input checked="" type="checkbox"/> MUNIS/Budget reports <input checked="" type="checkbox"/> Budget amendments <input checked="" type="checkbox"/> Reimbursement request	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All funds/fees collected are placed in an In-School Activity Fund. Fees: \$1 Free Lunch \$2 Reduced Lunch \$3 Full pay Also scholarships available
24.	Documentation exists, such as inventories and invoices, for materials and equipment purchased with 21 st Century funds.	<input checked="" type="checkbox"/> PO's/Invoices <input checked="" type="checkbox"/> Inventory list <input checked="" type="checkbox"/> Grant application	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Inventory records kept for all 21 st CCLC property. Invoices and PO's are kept for all purchases of CCLC property.
25.	Documentation exists that supplies, materials and equipment purchased with 21 st Century funds are used for the intended purposes.	<input checked="" type="checkbox"/> Invoices of purchases <input checked="" type="checkbox"/> Grant Program plan of activities <input checked="" type="checkbox"/> Teacher Lesson/Activity Plans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All funds spent for 21 st CCLC supplies/materials and equipment are used for 21 st CCLC after school activities only. No money is spent for daytime school expenses. For examples: 30 Ipads purchased with 21 st CCLC funds are used ONLY in 21 st CCLC activities.
26.	Documentation exists, such as time and effort schedules, for employees of the grant program.	<input checked="" type="checkbox"/> Staff timesheets <input checked="" type="checkbox"/> Program Schedules	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Time sheets for 21 st CCLC staff are reviewed by District Coordinator and checked for accuracy.

27.	Documentation exists that the district utilized 21 st Century funds to supplement rather than to supplant funds from non-federal sources.	<input checked="" type="checkbox"/> Various financial/program documents	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	No incidents of supplanted funds have been reported. No evidence or indication any exists.
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	Area of Compliance	Supporting Documentation	Compliance Status	Comments
V.	Advisory Councils			
28.	Documentation exists of an advisory council, youth/adult. Provide the dates of the last meeting and minutes if you have them.	<input checked="" type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Advisory Council member roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There is one Advisory Council for all county 21 st CCLC programs and it consists of parents/ school staff and community partners. Minutes and sign in sheets were viewed (Feb 22, 2013) Meetings are held quarterly and the location of the meeting is rotated amongst school sites.
VI.	Partnerships			
29.	Documentation verifies that partner/contractors have been provided the 21st CCLC program goals. How?	<input checked="" type="checkbox"/> Program handbook <input type="checkbox"/> Program brochure <input checked="" type="checkbox"/> Agreements/contracts <input checked="" type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Other meetings (Interagency)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There is an impressive 21 st CCLC Afterschool Program Parent & Student Handbook that outlines program goals. Partner agreements reviewed and discussed. Copy of Grant Application is given to partners 21 st CCLC goals are also noted on District's Afterschool website 2012 Livingston Co School & Community Summer Events Catalogue
30.	Documentation exists that shows activities that center staff has been involved in within the last month to develop and enhance relationships with community partners.	<input checked="" type="checkbox"/> Program schedule <input type="checkbox"/> Program correspondence <input checked="" type="checkbox"/> Meeting minutes/agendas <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Extension Office (weekly Monday night meetings MSU Outreach Program -Fit Club (Bi-wkly every other Tues) Church volunteers and donations
31.	Documentation exists that shows the Co-applicant is an active partner.	<input type="checkbox"/> Program schedule <input checked="" type="checkbox"/> Program correspondence <input type="checkbox"/> Meeting minutes/agendas Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	The Co-applicant is an extremely active partner as evidenced by program activities, photos, interviews with co-applicant and others. Last Monday. All about Fruits, Vegetables and Healthy eating.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
VII.	Parent and Family Involvement			
32.	Documentation exists of opportunities provided for parental/sibling involvement activities that bring entire families into the program.	<input checked="" type="checkbox"/> Parent letters/correspondence <input type="checkbox"/> Parent handbook <input type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> APR <input checked="" type="checkbox"/> Newspaper/publicity <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	P/T conferences Dome Theater Back to School Fair Open House Lights On Event Family Fun Nights – School wide At least 3x /year Parent Academy
33.	Also provide documentation that exists demonstrating parent education opportunities offered.	<input checked="" type="checkbox"/> Parent correspondence <input checked="" type="checkbox"/> Program Training Agenda <input type="checkbox"/> Training/activity attendance logs <input type="checkbox"/> Activity/Training evaluations <input type="checkbox"/> Program handouts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Adult Education – GED Flyers Various handouts provided at interagency meetings Parent Academy at HS (FRYSC)
34.	Provide documentation on how parents of participating students are notified of experiences, achievement and behaviors in the program.	<input checked="" type="checkbox"/> Correspondence <input type="checkbox"/> Parent Meetings <input checked="" type="checkbox"/> Other: One Call	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Hand outs Letters Face to face contact Family Night Showcase
35.	Documentation exist that shows how program staff link with parents in the past week/month.	<input checked="" type="checkbox"/> Parent correspondence <input checked="" type="checkbox"/> Parent Meeting minutes <input checked="" type="checkbox"/> Parent contact log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	One Calls Contact logs Office – Nightly during sign in/out times

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
VIII.	Professional Development			
36.	Documentation exists of the plans for staff development and staff input. Give a description of the staff training that has already taken place. Provide staff roster or agenda of the training.	<input checked="" type="checkbox"/> Training Agenda <input checked="" type="checkbox"/> Professional Dev. Plan <input checked="" type="checkbox"/> Staff attendance roster <input checked="" type="checkbox"/> Handouts/Materials	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Level I Training Orientation Meeting – Livingston Ipad Training Regional meetings Quad State Summer Institute YPQA Fall Institute Multi State Conference A+ Training Spring Institute On line training (PD-360)
37.	Documentation exists that volunteers are recruited and trained to work in the program.	<input checked="" type="checkbox"/> Volunteer sign in/timesheets <input checked="" type="checkbox"/> Advertisement/PR <input checked="" type="checkbox"/> Volunteer training agendas/plan <input checked="" type="checkbox"/> Volunteer Handbook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Approved Volunteer lists are coordinated with FRC Parent Handbook Approved volunteer list provided by FRYSC Coordinator (Stephanie Henson)
38.	Documentation supports that staff development for all staff (and volunteers) is held on a regular basis and covers safety concerns outlined in the National Afterschool Association (NAA) standards.	<input checked="" type="checkbox"/> Professional Development Plan <input checked="" type="checkbox"/> Training Agenda's/materials <input type="checkbox"/> Participants attendance roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Accomplished through District Professional Development

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
IX.	Program Evaluation & Monitoring			
39.	Documentation exists that evaluation measures have been collected related to the accomplished goals, objectives, and outcomes.	<input checked="" type="checkbox"/> APR <input checked="" type="checkbox"/> Student records <input type="checkbox"/> Data collection system <input checked="" type="checkbox"/> Surveys <input type="checkbox"/> Other (ie: Study Island)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Progress Reports – Student grades Test Scores Kids College Data Discipline reports Attendance data
40.	Documentation exists that the Youth Program Quality Assessment (YPQA) Tool has been completed with a current plan for program improvement.	<input checked="" type="checkbox"/> YPQA Assessment Tool <input checked="" type="checkbox"/> YPQA Improvement Plan (To be reviewed w/monitor)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Staff have participated in YPQA trainings (Basic and Training with Data)
41.	Describe how the annual progress report or other report outcomes or data have resulted in changes to the program design to better address student needs.	<input type="checkbox"/> Program amendments <input checked="" type="checkbox"/> Program Activities plan <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In Progress	Program schedule is flexible. Activities are designed to meet student academic needs. YPQA recommended more student led activities and more student input is being solicited.
X.	Program Sustainability			
42.	Documentation exists of contributions (in-kind or resources) that partnering agencies have made within the last six to nine months.	<input checked="" type="checkbox"/> In-Kind Contribution List <input checked="" type="checkbox"/> Partner agreements <input checked="" type="checkbox"/> Program schedule and/ or calendar	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Local Churches MSU Outreach Program Private Donation are tracked on In Kind list. Donations are accounted through the District
43.	Documentation exists that supports a plan for sustaining the program after the funding ends. A written sustainability plan is in place.	<input checked="" type="checkbox"/> Updated Sustainability plan - Attach copy <input type="checkbox"/> Advisory council minutes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Sustainability Plan is outlined on the Continuation Progress Report Page 16 V. Sustainability Plan

Afterschool Safety assessment (*National Afterschool Association Standards)

1. *The safety and security of children and youth are protected.

- There are no observable hazards in the program space.
- Systems are in place to protect the children from harm, especially when they move from one place to another or use the restroom.
- Equipment for active play is safe.
- A system is in place to keep unauthorized people from taking children from the program.

2. *The program provides an environment that protects and enhances the health of children and youth.

- The indoor and outdoor facilities are clean.
- There are no observable health hazards in the indoor or outdoor space.
- There are adequate supplies and facilities for hand washing.
- The heat, ventilation, noise level, and light in the indoor space are comfortable.

3. *The children and youth are supervised all times to maintain safety.

- Children's arrivals are supervised.
- Children's departures are supervised.
- Staff has a system for knowing where the children are at all times.
- Staff has a plan for different levels of supervision according to the level of risk involved in an activity.

4. *Program policies and procedures are in place to protect the safety of the children and youth.

- Staff and children know what to do in case of general emergency.
- The program has established procedures to prevent accidents and manage emergencies.
- The program has established policies to transport children safely; it complies with all legal requirements for vehicles and drivers.

5. *Staff development for all staff (an volunteers) is held on a regular basis and covers such safety concerns as:

- Understanding youth development principles.
- Afterschool safety plan preparation, including first aid and other critical medical skills.
- Reaching students before gangs do.
- Providing a drug-free after school environment.
- Crisis management/intervention techniques, particularly as it relates to "bullying".

Areas of non-compliance: / Concern

There were no areas of non-compliance and/or concerns found.

Strengths/ Highlights:

1. The 21st CCLC Staff were observed to have a genuine interest in the students at South Livingston Elementary School and particularly those in the Mustang Round Up. They called students by name and were knowledgeable of their academic status and needs. There is strong support from the principal (communication and school space) to the District level Administration. The space allotted for 21st CCLC office and inventory is commendable and shows strong support from the principal. It allows that the property (equipment, supplies, curricula) to be organized and accessible.
2. The co-applicant (UK Extension Office) has strong ties to Mustang Round Up and provides frequent programming to students on health, fitness, nutrition, etc. In addition to the Co-applicant, MSU Outreach Program (another community partner), provides kid friendly activities (Fit Club). Area churches are strong supporters of the MRA. They provide food supplies, refreshments and volunteers to staff family events.
3. The Mustang Round Up Academy (MRS) has accumulated a large inventory of equipment, curricula and supplies to take this program into leaner funded years. The materials purchased are of high quality; research based and designed to help students reach their maximum potential. The MRA has sufficient space which allows for organized and accessible storage.
4. In addition to various curricula, field trips and speakers are incorporated into the program which helps bring the real world perspective to students. Students are also provided special interest activities designed to broaden exposure to the arts such as oil painting and piano lessons.
5. MRA Journalism Club members provide a school-wide monthly newsletter called the “South Sun”. Current information pertaining to MRA is in a section of each newsletter.
6. The Livingston County School District maintains an impressive website for their afterschool programs. This allows parents and community supporters to have access and be apprised of updates.
7. STEM related activities are offered frequently in weekly activities such as robotics, iPad labs and The Journalism Club.
8. Staff have attended many trainings and professional developments opportunities. Please continue to explore and expound on any applicable training opportunities.

9. 21st CCLC programming is now available to all schools in Livingston County. This provides a continuous support for all students, K-12, attending Livingston County Schools.

Recommendations:

1. There is a waiting list of nearly 40 students and it is commendable that MRA will give an immediate preference to low performing students that have the need for tutoring. Hopefully there will be additional options considered to lower this number even more.
2. Staff will continue to participate in professional development opportunities and perhaps record Best Practices activities for distribution for other 21st CCLC.