

Staff Survey

1. Staff relate to all children & youth in positive ways. (Power standard)	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff treat children/youth with respect and listen to what they say.					
b. Staff create a welcoming and comfortable environment for children/youth.					
c. Staff respond to children/youth with acceptance and appreciation.					
d. Staff make allowances for a special needs child's style of interacting and learning.					

2. Staff respond appropriately to the individual needs of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff respond to the special interests and talents of each child					
b. Staff recognize the range of children's abilities.					
c. Staff can relate to a child's culture and home language.					
d. Staff respond to the range of children's/youth's feelings and temperaments.					
e. Staff respond appropriately to children/youth with special needs					

3. Staff encourage all children & youth to make choices & to become more responsible.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff offer assistance in a way that supports a child's/youth's initiative.					
b. Staff assist children/youth without taking control, and encourage children/youth to take leadership roles.					
c. Staff give children/youth many chances to choose what they will do, how they will do it, and with whom.					
d. Staff help children/youth make informed and responsible choices.					

4. Staff interact with all children & youth to help them learn.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff ask questions that encourage children/youth to think for themselves.					
b. Staff share skills and resources to help children/youth gain information					
c. Staff vary the approaches they use to help children/youth learn.					
d. Staff help children/youth use language skills through frequent conversations.					

5. Staff use positive techniques to guide the behavior of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff encourage children/youth to cooperate, share, care for materials, or join in activities.					
b. Staff set appropriate limits for children/youth.					
c. Staff use positive behavior management methods.					
d. Staff encourage children/youth to resolve their own conflicts whenever possible.					

6. Children and youth generally interact with one another in positive ways.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Children/youth appear relaxed and involved with each other.					
b. Children/youth show respect for each other.					
c. Children/youth cooperate and work well together.					
d. When problems occur, children/youth discuss their differences and work out a solution.					

7. Staff work well together to meet the needs of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff communicate with each other while the program is in session to ensure the program flows smoothly.					
b. Staff are cooperative with each other.					
c. Staff are respectful of each other.					
d. Staff serve as role models for positive adult relationships.					

8. Staff support families' involvement in the program. (Power standard)	Not Met	Approaching	Meets	Exceeds	Don't Know
a. There is a policy that allows family members to visit.					
b. Staff offer orientation sessions for new families.					
c. Staff keep families informed about the program.					
d. Staff encourage families to give input and to get involved in program events.					

9. Staff and families interact with each other in positive ways.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff create a welcoming and comfortable environment for families.					
b. Staff and families treat each other with respect.					
c. Staff share the languages and cultures of the families they serve, and the communities they live in.					
d. Staff and families work together to make arrivals and departures to and from the afterschool program go smoothly.					

10. The program's indoor space meets the needs of all children, youth and staff.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The space is arranged well for a range of activities: physical games and sports, creative arts, dramatic play, quiet games, enrichment offerings, eating, and socializing.					
b. The space is arranged so that various activities take place at the same time with minimal disruption.					
c. There is adequate and convenient storage space for equipment, materials, and personal possessions of children/youth and staff.					
d. The space is accessible to children/youth and families with disabilities.					
e. There is a quiet area for children who need it.					
f. Written guidelines are in place regarding the use and maintenance of the program facility.					
g. The space meets or exceeds Indiana health and safety codes.					

11. The indoor space allows all children and youth to take initiative and explore their interests.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. There is enough room for all program activities.					
b. Children/youth can get appropriate materials out and put them away by themselves with ease.					
c. Children/youth can arrange materials and equipment to suit their activities.					
d. The indoor space reflects the work and interests of the children/youth.					
e. Some areas have soft, comfortable furniture on which children can relax.					

12. The outdoor play area meets the needs of all children and youth, and the equipment allows them to be independent and creative.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The outdoor space is suitable for a wide variety of activities.					
b. Each child/youth has a chance to play outdoors for at least 30 minutes out of every three-hour block of time at the program, weather permitting.					
c. Children/youth can use a variety of outdoor equipment and games for both active and quiet play.					
d. Permanent playground equipment is suitable for the sizes and abilities of all children/youth.					
e. The space meets or exceeds Indiana health and safety codes there is a policy in place for regularly checking the safety and maintenance of the outdoor play space.					
f. The space is accessible to children, youth, and families with disabilities.					

13. Programs are intentional about supporting and accelerating student learning. (Power standard)	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Programs have scheduled times and quiet places for academic support and homework completion.					
b. Programs establish connections with schools and parents about individual student academic needs and learning goals.					
c. Programs provide tools and resources for parents to reinforce and/or expand on the learning opportunities provided at the program.					
d. Connections between learning activities and real life applications are made relevant and clear to children/youth, parents and staff.					
e. Programs help inspire and prepare children/youth for success in school, higher education, careers and life.					
f. Programs consider Indiana Academic Standards and Common Core Standards when planning program activities.					

14. Activities and the curriculum reflect the mission of the program and promote the development of all children and youth in the program.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Activities and the curriculum are in line with the styles, abilities, and interests of the individuals in the program.					
b. Activities and the curriculum are well suited to the age range of children in the program.					
c. Activities and the curriculum reflect the languages and cultures of the families served.					

d. Activities and the curriculum reflect best practices in the field of youth development and youth programs.					
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15. Staff, children, youth and families work together to plan and implement suitable activities, which are consistent with the program's philosophy.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff ask children/youth to share their ideas for planning and engage them in the program planning process, when age appropriate, so that activities will reflect children's interests.					
b. Staff request feedback and participation from families regarding program planning.					
c. The program's daily activities are in line with its mission and philosophy.					
d. Staff keep on file their records of activity planning.					

16. Children and youth can choose from a wide variety of activities.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. There are regular opportunities for active, physical play.					
b. There are regular opportunities for creative arts and dramatic play.					
c. There are regular opportunities for quiet activities and socializing.					
d. There are regular opportunities for academic enrichment activities that promote basic skills and higher-level thinking.					

17. The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all children and youth.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The routine provides stability without being rigid.					
b. Children meet their physical needs in a relaxed way.					
c. Individual children/youth move smoothly from one activity to another, usually at their own pace.					
d. When it is necessary for children/youth to move as a group, the transition is smooth.					

18. There are sufficient materials to support program activities.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Materials are complete and in good repair.					
b. There are enough materials for the number of children in the program.					
c. Materials are developmentally appropriate for the age range of the children in the program.					
d. Materials promote the program's mission.					

19. The safety and security of all children and youth are protected. (Power standard)	Not Met	Approaching	Meets	Exceeds	Don't Know
a. There are no observable safety hazards in the program space.					
b. Systems are in place to protect the children from harm, especially when they move from one place to another or use the restroom.					
c. Equipment for active play is safe.					
d. A system is in place to keep unauthorized people from taking children from the program.					

20. Children and youth are carefully supervised to maintain safety.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff note when children arrive, when they leave, and with whom they leave.					
b. Staff have a system for knowing where the children are at all times.					
c. Staff supervise children/youth appropriately according to children's ages, abilities, and needs.					
d. Staff plan for different levels of supervision according to the level of risk involved in an activity.					

21. The program provides an environment that protects and enhances the health of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The indoor and outdoor facilities are clean.					
b. There are no observable health hazards in the indoor or outdoor space.					
c. There are adequate supplies and facilities for hand washing.					
d. The heat, ventilation, noise level, and light in the indoor space are comfortable.					

22. The staff work to protect and enhance the health of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff are responsive to the individual health needs of the children.					
b. Staff protect children from communicable disease by separating children who become ill during the program.					
c. Staff protect children from potential hazards such as the following: caustic or toxic art materials and cleaning agents, medications, and hot liquids; overexposure to heat or cold.					
d. Staff and children wash hands frequently, especially after using the toilet or before preparing food.					
e. Food allergy information is posted to be readily available to staff along with action steps to address food allergy reactions.					

23. The program serves foods and drinks that meet the needs of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The programs serve healthy and nutritious foods.					
b. Drinking water is readily available at all times.					
c. The amount and type of food offered is appropriate for the ages and sizes of children/youth.					
d. Snacks and meals are timed appropriately for children/youth.					
e. All food is kept in sealed containers and stored in closed cabinets or storage closets.					

24. The process of administering medication to children is clearly outlined and rigorously followed.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Medication is secured in locked cabinets out of the reach of children.					
b. Medication dispensement is recorded daily as to dose, time, and by whom administered.					
c. Records are kept current and easily accessible to staff.					
d. Directions for dispensing medication are current and on file.					
e. Consent form is on file permitting staff to administer medications.					

25. Program policies and procedures are responsive to the needs of all children, youth, and families in the community.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. A written mission statement sets forth the program's philosophy and goals.					
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy.					
c. The program's hours of operation are based on families' needs and agency's capacity.					
d. It is the program's policy to enroll children with special needs.					

26. The administration provides sound management of the program.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The financial management of the program supports the program's goals.					
b. The administration oversees the recruitment and retention of program staff.					
c. The director involves staff, board, families, and children in both long-term planning and daily decision-making.					
d. Administrators assist with ongoing evaluation. They aim for improvement in all areas of the program.					

27. The program develops and implements a system for promoting continuous quality improvement. (Power standard)

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The program creates a culture that promotes excellence and continual improvement, and focuses on promoting satisfaction and positive outcomes.					
b. The program sets forth desired goals and outcomes that are aligned with its mission and merit ongoing monitoring.					
c. The program works with key stakeholders, including personnel, children and youth, families, and the community, to collect and analyze data relevant to desired goals and outcomes.					
d. The program communicates findings and recommendations to key audiences and stakeholders, and makes any needed improvements.					

28. Program policies and procedures are in place to protect the safety of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff and children/youth know what to do in case of general emergency.					
b. The program has established procedures to prevent accidents and manage emergencies.					
c. The program has established policies to transport children safely; it complies with all legal requirements for vehicles and drivers.					
d. A system is in place to prevent unauthorized people from taking children from the program.					

29. Program policies exist to protect and enhance the health of all children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. There is current documentation showing that the program has met the state and/or local health and safety guidelines and/or regulations.					
b. There are written policies and procedures to ensure the health and safety of children/youth.					
c. No smoking is allowed in the program.					
d. The staff are always prepared to respond to accidents and emergencies.					
e. There are written policies and procedures to address the health issues of sick children.					
f. Written policies exist and regular drills are scheduled and implemented to prepare for potential accidents and emergencies.					

30. Staff are professionally qualified to work with all children and youth. (Power standard)	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff meet the state requirements for working with school-age children in recreational settings.					
b. Staff have the appropriate education and experience to work with school-age children.					
c. Qualified staff are hired in all areas: to administer the program, to oversee its daily operations, and to supervise children.					
d. All staff and volunteers have passed the criminal background checks.					

31. Staff (paid, volunteer, and substitute) are given an orientation to the job before working with children and youth.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. A written job description that outlines responsibilities to children/youth, families, and the program is reviewed with each staff member.					
b. Written personnel policies are reviewed with staff.					
c. Written program policies and procedures, including emergency procedures and confidentiality policies, are reviewed with staff.					
d. New staff are given a comprehensive orientation to the program philosophy, routines, and practices. They are personally introduced to the people with whom they will be working.					

32. The training needs of the staff are assessed, and training is relevant to the responsibilities.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff receive training appropriate to their position and responsibilities regarding working with families and relating to children in ways that promote positive development.					
b. Program directors and administrators receive training in program management and staff supervision.					
c. Staff receive training in arranging program space and designing activities to support program goals.					
d. Staff receive training in the promotion of safety, health, and nutrition to children.					

33. Staff receive appropriate support to make their work experience positive.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The program has a plan in place to offer the best possible wages and working conditions in an effort to retain quality staff.					
b. Full-time staff receive benefits, including health insurance and paid leaves of absence. Staff are also given paid breaks and preparation time.					
c. Staff are given ample time to discuss their concerns regarding the program with the appropriate supervisor(s).					
d. Staff receive continuous supervision and feedback that promote personnel development and positive outcomes, including written performance reviews on a regular basis.					

34. The program maintains personnel records of all staff.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Personnel records are kept up to date and contain hiring documents, emergency contact information, job description, records of training and certification(s), performance evaluations, and health information, when applicable.					
b. Access to personnel records is limited to authorized personnel on a need-to-know basis, and personnel records remain confidential.					
c. Personnel may review, add, and correct information contained in their records, in accordance with applicable law.					
d. Personnel files are maintained and disposed of in a manner that protects privacy and confidentiality.					

35. Files of children and youth contain accurate and sufficient information and are properly maintained.	Not Met	Approaching	Meets	Exceeds	Don't Know
a. The program maintains files for all children and youth by authorized personnel.					
b. Files of children and youth comply with all legal requirements and contain essential information, including registration forms; emergency contact information; information about special needs, including medical needs, copies of all signed permission or consent forms, including medication permission forms and authorizations for pick up, and accident report forms.					
c. Files of children and youth are maintained and disposed of in a manner that protects privacy and confidentiality.					
d. Access to confidential files meets legal requirements.					

36. Staff/child ratios and group sizes permit the staff to meet the needs of children and youth.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff/child ratios vary according to the ages and abilities of children/youth					
b. There is a plan to provide adequate staff coverage in case of emergencies.					
c. Substitute staff are used to maintain ratios when regular staff are absent.					

37. Staff, families, and schools share important information to support the well-being of children and youth.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Program policies require that staff and family members communicate about the child's/youth's well-being and share information about how to support the child's development.					
b. Staff, families, and schools work together as a team to set goals for each child; they work with outside specialists when necessary.					
c. Staff and families join together to communicate and work with the schools.					
d. Staff follow policies regarding confidentiality and sharing appropriate information.					

38. The program supports links to the community for children, youth and their families.

	Not Met	Approaching	Meets	Exceeds	Don't Know
a. Staff provide information about community resources to children/youth and their families.					
b. The program develops a list of community resources to expand program offerings and community referrals.					
c. The staff plan activities to enrich children's/youth's experiences and knowledge of the larger community.					
d. The program provides service-learning opportunities, especially with older children/youth.					