

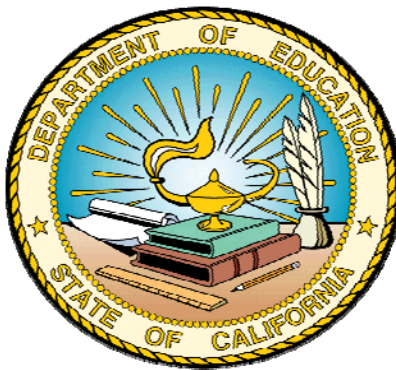
AFTER SCHOOL EDUCATION AND SAFETY (ASES)

PROGRAM PLAN GUIDE

**For
Grantees**

Prepared by:

After Schools Programs Office
California Department of Education
1430 N Street, Suite 6408
Sacramento, CA 95814-5901
916-319-0923



August 2008

AFTER SCHOOL PROGRAM PLAN

Name of Grantee / Local Educational Agency (LEA)

LEA Program Administrator (district person with program responsibility)

Name and Title _____

Phone _____ E-mail _____

LEA Fiscal Agent / Administrator

Name and Title _____

Phone _____ E-mail _____

Program Administrator for Collaborating Agency (if applicable)

Agency / Community Based Organization (CBO)

Name and Title _____

Phone _____ E-mail _____

Name(s) of After School Program Site(s)
(These may be listed on an additional page.)

Site Name	Projected Daily Attendance

What target population(s) is (are) served by this program?

What steps are taken to recruit and select students from the target population(s)?

After School Education and Safety Program Plan for Grantees

Purpose

The purpose of the program plan is to create an operational design of an after school program within the framework of the requirements defined in the California *Education Code (EC)*. The program plan is considered a “living” document that is periodically reviewed and adjusted to reflect the needs of the community and to provide continuous improvement in the development of an effective after school program.

The after school grantee is responsible for creating, reviewing, and updating the program plan. The grantee must work collaboratively with after school partners and staff to develop and review the program plan. If the grantee subcontracts with an outside provider to operate the after school program, the grantee is ultimately responsible for the plan. The grantee should include the subcontractor in the development and review of the plan and provide a copy of the document to the subcontractor.

The program plan must be reviewed every three years and maintained for a minimum of five years (*EC* Section 8482.4[g][1]). It is recommended that the plan be reviewed annually.

Instructions

To create the program plan, provide a narrative description in response to the prompts listed under each program plan section. Add additional prompts as necessary to refine your plan. In addition to the narrative response, it may be useful to include tables, charts or other visual representations that contribute to the understanding of the before and after school program.

I. Program Goals and Requirements

- Describe how you assessed the needs of the community, students, parents, and school. (Use data from multiple sources to address the needs such as: California Academic Performance Index (API) score, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.)
- Who was included in the assessment?
- Identify and describe the program goals developed from the results of the needs assessment.
- How will you recruit and retain students to achieve and maintain attendance requirements of the program?
- How will data be collected on student subgroups to address closing the achievement gap? (Note: *Closing the Achievement Gap Report of Superintendent Jack O'Connell's California P-16 Council* can be found on the Closing the Achievement Gap Web page at: http://www.closingtheachievementgap.org/downloads/p16_ctag_report.pdf.)

II. Program Content/Quality

- Describe the educational and literacy element and educational enrichment element of the after school program.
- Describe how the after school program is aligned with the regular school day.
- Describe how the program identifies and selects nutritious snacks.

III. Collaboration and Partnerships

- Describe the collaborative process used to plan, implement and update the after school program.
- List and describe the collaborative members, including any specific duties/responsibilities or contributions.
- Identify any potential collaboration and partnerships that would be of benefit to the after school program and describe your efforts to include them.
- List the projected meeting schedule.

IV. Staffing

- What are the school districts' minimum requirements for an instructional aide?
- How will staff be recruited and retained?
- Provide descriptions of the services provided by sub-contractors, if applicable. An organizational chart is recommended. How will the administrators ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide?
- What professional development activities will be provided to staff and how will those activities be determined?

V. Program Administration

- Describe the system in place to address the fiscal accounting and reporting requirements of the grant.
- Describe the process of obtaining in-kind local matching funds (at least one-third of the total grant amount) for After School Education and Safety (ASES) grants, and list those entities and the value of the contributions.
- Describe how attendance is recorded, including the sign-in and sign-out procedures. Attach the early release (if applicable) and late arrival policies.
- Describe the process and time frames for periodic review of the program plan.

VI. Outcome Measures and Evaluation

- How will you evaluate the program's effectiveness?
- What required outcome measure(s) pursuant to *EC 8484(a)(2)* have been selected to demonstrate program success?
- Describe the results of the selected outcome measures.
- What methods will you use to correct or improve the program based on the results of the outcome measures?