



## Self-Assessment for Quality Out-of-School Programs

United Way Youth Development Coalition

		YES	N/I*	NO	PLAN FOR IMPROVEMENT
<b>ADMINISTRATION</b>					
<b>MISSION &amp; GOALS</b>	Does your program/organization have a mission statement?				
	Has the mission statement been shared/discussed with all staff?				
	Is this mission statement clear?				
	Do all staff know and understand the goals of your efforts?				
	Can all your staff clearly explain the mission and goals to others?				
<b>POLICIES</b>	Do you have a written policy to ensure fairness/equal treatment of all children and staff regardless of race, ethnicity, age, gender, disability, etc.?				
	Do you have a written policy for emergency situations?				
<i>*Needs Improvement</i>					

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STAFF/STAFF TRAINING					
	Is all your staff trained appropriately for the work they do (e.g., curriculum, management of environment, child/youth development, safety procedures)?				
	Do you regularly assess staff understanding of child/youth development (e.g., ages and stages)?				
	What is your staff/youth ratio? Is this ratio adequate for the type of programs you have?				
	Is this ratio consistent with the ratios recommended by your national accrediting body?				
	Does your program set specific program goals to achieve outcomes for the children?				
	Do you have planned activities that relate to these goals and outcomes?				
	Does your staff consistently use the program goals to guide their work and to plan activities?				
	Does your staff provide appropriate, consistent discipline? (i.e., Are there established, clear rules and boundaries?)				

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RESOURCES	Are there ample materials available for all participants in your programs?				
	Do you feel your program is adequately funded?				
	Do you partner with other community resources on a regular and frequent basis? Are these well-established and supportive relationships or are they superficial and short-lived?				
PROGRAM IMPROVEMENT	Do you have mechanisms in place to get parental input?				
	Do you regularly and systematically assess your program's effectiveness?				
	Are the results of any assessments shared with staff, parents, funders and the community?				

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<b>HEALTH &amp; SAFETY</b>					
	Do you have established (written, posted, trained and practiced) safety and emergency procedures?				
	Are your participants in a safe and age-appropriate environment BOTH indoors and out?				
	Does your program provide an environment that promotes good nutrition (e.g., include nutritional snacks, if served)?				
	Does all of your staff regularly encourage good personal hygiene (e.g., hand washing)?				
	Is your staff aware of other health & safety information and community resources?				

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PROGRAM & YOUTH	<b>RELATIONSHIPS</b>				
	Does all staff establish individual relationships with each youth?				
	Does all staff model non-discriminatory behavior?				
	Does all staff maintain high expectations in a supportive and caring environment?				
	Does staff identify and foster healthy interactions?				
	Does all staff encourage youth to communicate key information to parents and caregivers?				
	YOUTH & YOUTH	Does your program promote respectful interactions between and among youth?			
Does your program promote team-building?					
Does your program establish appropriate boundaries?					

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<b>PARENTS &amp; PROGRAM</b>					
	Does your program provide regular information to parents regarding the program?				
	Does your program encourage open communication?				
<b>SOCIAL DEVELOPMENT</b>					
	<b>PROGRAMMING</b>				
	Does your program and staff promote team building/sportsmanship through group activities?				
	Do your program staff model caring relationships?				
	Does your program staff use positive reinforcement?				
	Does your staff actively promote non-violence?				
	Does your program and staff actively promote positive social values (e.g., rule following, expectations, obligations)?				

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COMMUNITY CONNECTIONS	Is your staff aware/familiar with the home institution?				
	Do you regularly invite community leaders to observe your program?				
	Do you provide multicultural and intergenerational opportunities for your participants?				
	Does your program promote civic engagement?				
	Do youth visit public/community services (e.g., libraries, parks, neighborhood centers, festivals) as part of your program?				

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YOUTH DECISION MAKING	Can youth use decision-making within their program activities?				
	Do youth have the opportunity to actively participate in interest-driven, youth initiated, and youth executed projects?				
	Does your program provide a wide variety of programming options and choices?				
	Do youth get real-world experience through your program?				
	Are youth actively participating in governance and rule making?				