

**21st Century Community Learning Centers
On-Site Observation Guide (Grades K-6)**

Organization Information

Date/Time of Observ. _____

Organization _____ PD _____

Site _____ Site Coord. _____

Offering _____ Staff _____ No. of Students _____

Offering _____ Staff _____ No. of Students _____

Offering _____ Staff _____ No. of Students _____

I. Safe Environment

<input type="checkbox"/> A. Psychological and emotional safety is promoted.
<input type="checkbox"/> B. The physical environment is safe and free of health hazards.
<input type="checkbox"/> C. Appropriate emergency procedures and supplies are present
<input type="checkbox"/> D. Program space and furniture accommodate the activities offered.
<input type="checkbox"/> E. Healthy food and drinks are provided.

II. Supportive Environment

<input type="checkbox"/> F. Staff provide a welcoming atmosphere.
<input type="checkbox"/> G. Session flow is planned, presented, and paced for youth.
<input type="checkbox"/> H. Activities support active engagement.
<input type="checkbox"/> I. Staff support youth in building new skills.
<input type="checkbox"/> J. Staff support youth with encouragement.
<input type="checkbox"/> K. The physical environment is flexible and child-centered.
<input type="checkbox"/> L. Materials are plentiful, appropriate, and accessible.

III. Interaction

<input type="checkbox"/> M. Children have opportunities to develop a sense of belonging.
<input type="checkbox"/> N. Adults engage with children in positive ways.
<input type="checkbox"/> O. Children have opportunities to practice leadership skills.
<input type="checkbox"/> P. Adults encourage children to manage feelings and resolve conflicts appropriately.

IV. Engagement

<input type="checkbox"/> Q. Children have opportunities to set goals and make plans.
<input type="checkbox"/> R. Children have opportunities to make choices based on their interests.
<input type="checkbox"/> S. Children are encouraged to take on responsibilities.
<input type="checkbox"/> T. Children have opportunities to reflect.

**21st Century Community Learning Centers
On-Site Observation Guide (Grades 4-12)**

Organization Information

Date/Time of Observ. _____

Organization _____ PD _____
Site _____ Site Coord. _____
Offering _____ Staff _____ No. of Students _____
Offering _____ Staff _____ No. of Students _____
Offering _____ Staff _____ No. of Students _____

I. Safe Environment

<input type="checkbox"/> A. Psychological and emotional safety is promoted.
<input type="checkbox"/> B. The physical environment is safe and free of health hazards.
<input type="checkbox"/> C. Appropriate emergency procedures and supplies are present
<input type="checkbox"/> D. Program space and furniture accommodate the activities offered.
<input type="checkbox"/> E. Healthy food and drinks are provided.

II. Supportive Environment

<input type="checkbox"/> F. Staff provide a welcoming atmosphere.
<input type="checkbox"/> G. Session flow is planned, presented, and paced for youth.
<input type="checkbox"/> H. Activities support active engagement.
<input type="checkbox"/> I. Staff support youth in building new skills.
<input type="checkbox"/> J. Staff support youth with encouragement.
<input type="checkbox"/> K. Staff use youth-centered approaches to reframe conflict.

III. Interaction

<input type="checkbox"/> L. Youth have opportunities to develop a sense of belonging.
<input type="checkbox"/> M. Youth have opportunities to participate in small groups.
<input type="checkbox"/> N. Youth have opportunities to act as group facilitators and mentors.
<input type="checkbox"/> O. Youth have opportunities to partner with adults.

IV. Engagement

<input type="checkbox"/> P. Youth have opportunities to set goals and make plans.
<input type="checkbox"/> Q. Youth have opportunities to make choices based on their interests.
<input type="checkbox"/> R. Youth have opportunities to reflect.