



## **Start of Year Checklist for Afterschool Program Directors**

1.  Instructional materials are counted and prepared for distribution the first day.
2.  Employee work areas are cleaned and orderly.
3.  Student learning areas are prepared with name tags and system for seating.
4.  Student management rules are prepared and ready for review. It is advised to allow students some input into the development of rules.
5.  Procedures are established for restroom, sharpening pencils, asking questions, talking during instructional time, establishing personal space, etc.
6.  Handwashing expectations are reviewed and enforced and signage displayed.
7.  Outdoor play rules and expectations reviewed with students the first day.
8.  Emergency evacuation routes are posted in classrooms and procedures explained to students and adults (including volunteers) the first day.
9.  Student-Parent handbooks are explained to students and sent home and signed forms from parents are kept on file.
10.  Students, volunteers, and guests are greeted at each class and supervised between classes.
11.  Student attendance procedures are reviewed and followed.
12.  Homework assignments are verified with regular school staff and reviewed before the start of the afterschool program.
13.  Staff duties are reviewed and expectations of what to do are clear.
14.  Daily schedule is established and posted.
15.  Students with IEPs and/or 504 plans or other special needs are identified and staff is aware of how to support their needs.
16.  All instructional equipment, computers, etc. are checked, operational, and ready for use.
17.  Schedule for using the library and computer lab is arranged with appropriate staff. Parents are welcomed to visit and learn about technology.
18.  Student folders are prepared, paperwork complete, and filed.
19.  Field trip procedures are reviewed.
20.  Location of staff forms, supplies, etc. is known to staff member.
21.  Mailbox/email is checked twice daily.
22.  Afterschool staff meetings schedules are known by each individual.
23.  Parent communications are prepared, copied, and office given a copy.
24.  Dress code expectations and guidelines are reviewed with students and adults.
25.  Special activities and goals for the year are reviewed. Students encouraged to develop goals for the year.
26.  Student assessment and progress reporting procedures are reviewed.
27.  Snack and meal procedures are explained to students and parents.
28.  Personnel forms and staff trainings are up-to-date.
29.  Location of and storage of supplies is known.
30.  State test results from the previous year are reviewed and students requiring intervention are targeted for assistance.

31. \_\_\_\_\_ File cabinets are cleaned and organized, out-dated information is discarded.
32. \_\_\_\_\_ Knowledge of pertinent job assignments is known by all.
33. \_\_\_\_\_ Staff handbook is reviewed, and questions or concerns are raised.
34. \_\_\_\_\_ All state licensing forms are posted and current for parents to review.
35. \_\_\_\_\_ Family events are scheduled, invitations, and communications prepared for parents.
36. \_\_\_\_\_ Procedures for intervention are reviewed and the principal is consulted for informal conference prior to making child referrals.
37. \_\_\_\_\_ Job descriptions are reviewed.
38. \_\_\_\_\_ Procedures for making at least one positive phone call/postcard to parents per week are in place.
39. \_\_\_\_\_ Staff work expectations reviewed.
40. \_\_\_\_\_ Student behavioral concerns identified, discussed with supervisors, and shared as appropriate with staff.
41. \_\_\_\_\_ Student health concerns identified, discussed with supervisors, and shared as appropriate with staff.
42. \_\_\_\_\_ Schedule for sending students to the office for medication is established and a part of daily plans.
43. \_\_\_\_\_ First aid kit is prepared for classroom/s, available for all field trips, and location of student emergency medical forms known to staff.
44. \_\_\_\_\_ Licensure and/or certification requirements are reviewed.
45. \_\_\_\_\_ Plans for volunteers are prepared.
46. \_\_\_\_\_ Bulletin boards are attractively decorated and schedules developed for updating.
47. \_\_\_\_\_ Public relations planning is shared among the entire staff with specific tasks assigned.
48. \_\_\_\_\_ Afterschool program website is current and functional.
49. \_\_\_\_\_ Time for YOU is built into your schedule to support your physical and emotional well-being.
50. \_\_\_\_\_ Commitment is made to be the most positive and enthusiastic person you can be.



*The National AfterSchool Association is the leading voice of the afterschool profession dedicated to development, education, and care of children and youth during their out-of-school hours.*