

Guide to 2008-2009 Annual Alignment Initiative Report (Excel Chart)

Overview

This three-page Excel chart is intended to provide Seattle Public Schools and Learning Partners a once-a-year snapshot of children and youth served through the Alignment Initiative and best practices in school-based care programs.

It is NOT a test. There are no right and wrong answers. It is a picture of activity in March 2009. All site responses will be compiled into a summary report to answer the basic questions of who is being served and what is happening at alignment sites to support student learning and development. It is one step toward capturing some outcomes of the Alignment Initiative.

This form has been designed for programs serving children from pre-school through high school. Not every question will apply to every program. (Example: children on subsidy will not apply to CLCs). Leave blank if it does not apply to your program.

Please include program name and school name on each sheet. Please submit final report to Susan Hall (slhall@seattleschools.org) by **Thursday, 4/30/09**. Please also contact Susan or Lisa Taylor (lmtaylor@seattleschools.org) with any questions.

Middle School and High School Afterschool Programs, complete pages two and three only. Please skip page 1 since that data will be collected through the levy office.

Additional Instructions for:

Page 1-Children Enrolled and Participating in March 2009- We have separated the responses for the “number of children who are enrolled five days per week” and their participation rates from children who are enrolled “less than five days per week”. Please keep those responses separate.

Page 1- Home Languages other than English-Please specify each language on separate rows (add rows as needed) and the number of families served by your program who speak each language.

Page 1-Children with Special Needs Explanations:

IEP-Individualized Education Plan-educational program designed for child’s needs

IFSP-Individualized Family Service Plan-Birth to Three System

504 Plan-Accommodation Plan for children with disabilities whose disabilities do not interfere with their ability to make progress in general education.

Special Health Needs-no IEP-example: Allergies/asthma, etc with no IEP.

Page 2- Alignment and Best Practices: Please complete separate sheets for each age group.

Page 2-Program Curriculum/Learning Strategies: Since afterschool programs have some choice-based activities, your number of hours of activities will exceed program hours.

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Page 2-Please estimate **either average weekly or average monthly hours** for each activity-this is your choice, based on whichever works better for your internal systems. If you choose “average weekly”, multiply by 52 weeks for year-round program or 40 weeks for a school-year-only program. If it is a school-year-only program, complete 9 month total; if it is year-round, complete a 12 month total. If it is a learning strategy used only during the school year in a year-round program (example-homework support), multiply by 40 weeks in the homework support line.

Page 2-Family Engagement: We ask you not to include pickup/drop-off interactions with parents because we can calculate that on average across programs. This line asks you to estimate parent calls and meetings in addition to pickup and drop-off.

Page 2-Partnership with School: Meetings can include quick, five-minute interactions with principals and teachers (because that is often the case in schools).

Page 3- Program Staff-Please include the program director. Please also include multi-site directors/supervisors in ONE program site. For full time staff who split their time between age groups, please list as full time and choose the one age group where they spend more of their time.

Page 3- Staff Maximum Education Levels-Please indicate the **highest** education level of each staff person.