# Quality Advising Summary Report (K-8 Version)

Grantee _____ School Principal: _____

Site: _____ Site Coordinator: _____

Director: _____ Quality Advisor: _____

Observation Team Members (Those who participated in the APT-O):

1. _____ 3. _____

2. _____ 4. _____

Schedule (Days/Times): Grades served:

Target number of youth: Number of youth present:

Is Program Fee Based? ☐ Yes ☐ No (If yes, please attach brochure with fee schedule)

Date of observation: _____

Report completed by: _____ Date: _____

## III. HOMEWORK TIME

☐ Observed ☐ Partially Observed ☐ Not Observed

| *A.Homework Organization Items* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.There is appropriate physical space for youth to comfortably do homework. | | | | | 0.0 | | |
| 2.Homework time is free from interruptions/distractions. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

| *B. Youth Participation in Homework Time* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Youth are engaged, on-task and focused on their homework, (or if finished with homework, some other activity). | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

| *C. Staff Effectively Manage Homework Time* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Staff consistently use a neutral (or positive) tone of voice. | | | | | 0.0 | | |
| 2.Staff treat youth respectfully, and assume best intentions. | | | | | 0.0 | | |
| 3.When youth behavior is inappropriate, staff use simple reminders to redirect behavior. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

| *B. Youth Items* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Youth are busy and engaged in conversation or activities. | | | | | 0.0 | | |
| 2.Youth follow program rules and behavioral expectations. | | | | | 0.0 | | |
| 3.Youth appear calm and in control of themselves. | | | | | 0.0 | | |
| 4. Peer interactions have a positive affective tone; youth appear to enjoy each other's company. | | | | | 0.0 | | |
| 5.Youth listen to each other. | | | | | 0.0 | | |
| 6.Youth cooperate with each other. | | | | | 0.0 | | |
| 7.Youth are kind and respectful of each other. | | | | | 0.0 | | |
| 8.When minor conflicts occur, youth are able to problem solve together to resolve conflicts without adult intervention. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

## V. ACTIVITY TIME

☐ Observed ☐ Partially Observed ☐ Not Observed

**Activity Name & Brief Description**

| *A. Organization of activity* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Activities begin promptly. | | | | | 0.0 | | |
| 2.There are enough materials and supplies for the number of youth participating. | | | | | 0.0 | | |
| 3.Activity time is free from interruptions/distractions. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

| *D. Staff Positively Guide Youth Behavior* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Staff closely supervise youth and activities. | | | | | 0.0 | | |
| 2.Staff consistently use a neutral (or positive) tone of voice. | | | | | 0.0 | | |
| 3.Staff treat youth respectfully, and assume best intentions. | | | | | 0.0 | | |
| 4. Staff are able to quickly and positively gain youth's attention and cooperation when needed. | | | | | 0.0 | | |
| 5.Staff are flexible in their management of youth. | | | | | 0.0 | | |
| 6. When youth behavior is inappropriate, staff use simple reminders to redirect behavior. | | | | | 0.0 | | |
| 7. When addressing behavioral issues, staff use time-out, loss of privileges and other consequences sparingly. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

| *E. Staff Build Relationships & Support Individual Youth* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Staff engage in friendly verbal exchanges with youth. | | | | | 0.0 | | |
| 2.Staff encourage individual youth. | | | | | 0.0 | | |
| 3.Staff exhibit appropriate, professional conduct around youth. | | | | | 0.0 | | |
| 4. Staff listen actively, attentively and patiently to youth. | | | | | 0.0 | | |
| 5. When youth ask for help, staff provide individualized assistance to youth. | | | | | 0.0 | | |
| 6. When an individual youth is having a problem or is upset, staff pay attention to try to help him/her. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

| *H. Peer Relations* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Peer interactions have a positive affective tone; youth appear to enjoy each other's company. | | | | | 0.0 | | |
| 2.Youth listen to each other. | | | | | 0.0 | | |
| 3. Youth cooperate with each other. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

## VI. PICK UP TIME

☐ Observed ☐ Partially Observed ☐ Not Observed

| *A.Pick Up Time Items* | Rater 1 | Rater 2 | Rater 3 | Rater 4 | Average | Areas of Strength | Recommendations |
|---|---|---|---|---|---|---|---|
| 1.Staff greet/acknowledge family members when they come to pick up children/youth. | | | | | 0.0 | | |
| 2.Staff engage in friendly verbal exchanges (i.e. chat) with family members who come to pick up youth. | | | | | 0.0 | | |
| 3.Staff acknowledge youth when they leave. | | | | | 0.0 | | |
| | | | | Total average: | 0.0 | | |

# Action Plan

| APT Section to Improve (*i.e. Arrival Time, Transition Time, Activity Time etc.*) | Key Action Steps (strategies most likely to succeed) | Who will do it? (assign tasks) | What resources will be needed? | When will we do this? (timetable) | Outcomes desired (what will change as a result of these measures) |
|---|---|---|---|---|---|
| | | | | | |