

## California Department of Education

### Before and After School Programs

#### 2015–16 Program Instrument

##### I. Involvement

I-BASP 01: Collaboration with Schools
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I-BASP 1. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency actively collaborates, during both initial program development and ongoing program implementation, with the schools the students attend. (20 United States Code (U.S.C.) § 7174 (b)(2)(D); *California Education Code (EC)* §§ 8482.5(b), 8422(b), 8483.3(c)(6), 8484.6(a).)

1.1. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency plans collaboratively with parents, youth, representatives of participating public schools (e.g., school site principals and staff), governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. (*EC* §§ 8422(b), 8482.5(b), 8483.3(c)(6).)

1. 2. (ASES, 21st CCLC, ASSETs) The program was developed and will be carried out in active collaboration with the schools the students attend and integrated with the regular school day and other extended learning opportunities. (20 U.S.C. § 7174 (b)(2)(D).), *EC* § 8483.3(c)(5).)

1. 3. (ASES, 21st CCLC) Offsite programs align the educational and literacy/academic assistance element of the program with participating students' regular school programs. (*EC* § 8484.6(a).)

#### Evidence

##### BASP partners' meetings agendas and minutes\*

Upload regular day-After School program meeting agendas, minutes, emails with school principals and site staff; partner meetings agendas and minutes. Scan all documents as one file.

##### BASP surveys

Upload community, parent, student, school staff, etc. surveys that show collaboration with these groups. Scan all documents as one file.

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#### I. Involvement

I-BASP 02: On-going Consultation with Private Schools
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I-BASP 2. (21st CCLC, ASSETs) The LEA/grantee agency consulted with appropriate private school officials during the development of the program concerning:

- (a) Identification of students' needs. (20 United States Code (U.S.C.) §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)
- (b) What services will be offered. (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)
- (c) Service delivery options, including services through a contract with a third-party provider and the method or sources of data used to determine the number of low income children in the participating school attendance areas who attend private schools. (20 U.S.C. §§ 6320 (b)(1)(C)(F)(G), 7881(c)(1)(C).)
- (d) Assessment and improvement of services. (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)
- (e) The size and scope of services to be provided to the private school and the proportion of funds allocated. (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4).)
- (g) Written reason for not using a contractor preferred by private school officials. (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)

#### **Evidence**

Affirmation signed by participating private schools\*

Upload documents which demonstrate outreach efforts for private school consultation. This includes dated e-mails or letters to private schools to participate in the after school program.

BASP meetings with private schools\*

Upload agendas and minutes of meetings with private schools which demonstrates outreach efforts for private school consultation. Scan all documents as one file.

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#### II. Governance and Administration

II-BASP 03: Serves Eligible Pupils in Appropriate Grade Levels
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II-BASP 3. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency serves eligible pupils in appropriate grade levels at participating schools. (20 U.S.C. § 7173 (a)(3)(A)(i)(iii); EC §§ 8421(a), 8482.3(a), 8484.8(e)(1).)

3.1 (ASES) The LEA/grantee agency serves eligible students in kindergarten and grades one through nine, inclusive, at participating public and charter schools. (EC § 8482.3(a).)

3.2 (21st CCLC) The LEA/grantee agency serves eligible students in elementary and middle grades of eligible public and/or private schools. (20 U.S.C. § 7173 (a)(3)(A)(ii); EC § 8484.8(e)(1).)

3.3 (ASSETs) The LEA/grantee agency serves eligible students in grades nine through twelve, inclusive, of eligible public and/or private schools. (20 U.S.C. § 7173 (a)(3)(A)(ii); EC § 8421(a).)

#### Evidence

##### BASP flyers/brochures\*

Upload documents which demonstrate the grades served by your program.

##### BASP Web page

Provide Web link to program specific information indicating grade levels served.

#### II. Governance and Administration

II-BASP 04: Operates Program Required Hours and Days
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II-BASP 4. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency operates its program the required number of hours per day and days per week on every regular school day. (EC §§ 8483, 8483.1(a)(1), 8483.2, 8421(c).)

4.1 (ASES, 21st CCLC) The after school program component commences immediately upon the conclusion of the regular school day and operates a

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minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (*EC* § 8483)

4.2 (ASES, 21st CCLC) Before school programs operate for no less than one and one-half hours each regular school day. (*EC* § 8483.1(a)(1).)

4.3 (ASES, 21st CCLC) The LEA/grantee agency that operates both a before and after school program during summer, intersession, or vacation periods operates these programs a minimum of four and one-half hours per day. (*EC* § 8483.2)

4.4 (ASSETs) The LEA/grantee agency operates a minimum of 15 hours per week, which may include after school only or after school and during any combination of before school, weekends, summer, intersession, and vacation. (*EC* §§ 8421(c), 8422(d) (1),(2).)

#### Evidence

##### BASP Hours and days of operation\*

Upload flyers, brochures, program schedules, and enrollment applications showing program hours and days of operations, clearly stating the program is open until 6 p.m. during regular school days.

##### BASP Web page\*

If available, upload a Web link that demonstrates program hours and days of operations, including that the program is open until 6 p.m. during regular school days.

## II. Governance and Administration

II-BASP 05: Early Release and Late Arrival Policies
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II-BASP 5. (ASES, 21st CCLC) The LEA/grantee agency has established policies for reasonable early release of pupils in the after school program and reasonable late daily arrival of pupils in the before school program. (*EC* §§ 8483(a)(1), 8483.1(a)(1).)

#### Evidence

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#### BASP early release/late arrival policies\*

Upload a copy of the early release/late arrival policy which indicates the allowable reasons for student early release and late arrival, and procedures for how staff capture this information.

#### BASP rolling sign-in/out sheets\*

Upload a copy of early release policy and late arrival policy. Upload one week of attendance reports (names redacted) to show how the LEA implements its early release and late arrival policies.

## II. Governance and Administration

II-BASP 06: Daily Nutritious Snack and/or meal, or Breakfast
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II-BASP 6. (ASES, 21st CCLC, ASSETs) The program provides a daily nutritious snack and/or meal, or /breakfast for attending students. (*EC* §§ 8423(c)(3), 8483.3(c)(8), 8483.1(c).)

6.1 (ASES, 21st CCLC, ASSETs) The nutritious snack conforms to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with Education Code Section 49430 (*EC* § 8482.3(d).)

6.2 (ASES, 21st CCLC) The before school program offers a breakfast meal for attending students as described by Education Code Section 49553. (*EC* § 8483.1(c).)

### Evidence

#### BASP menus\*

Upload one week of menus within the current most current or previous FPM review year.

#### BASP nutrition facts label\*

Upload nutrition information for every item served for your daily snack, or other meal for two days of menus from the uploaded menu period.

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#### II. Governance and Administration

II-BASP 07: Physical Activity Element
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II-BASP 7. (ASES, 21st CCLC) The program provides opportunities for physical activity. (EC § 8483.3(c)(7).)

7.1 (ASSETS) The program provides a physical activity element ((EC § 8423(c)(3).)

#### Evidence

BASP flyers/brochures\*

Upload a flyer or brochure that demonstrate opportunities for physical activities you provide at the selected FPM school site(s).

BASP lesson plans and activities\*

Upload one month of scheduled activities and lesson plans that document opportunities for physical activities for students enrolled in your after school program.

#### II. Governance and Administration

II-BASP 08: Submits Data and Maintains Records
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II-BASP 8. (ASES, 21st CCLC) The LEA/grantee agency submits data and reports and maintains records as required. (EC §§ 8482.3(f)(5), 8482.3(f)(10)(A)-(B), 8484.8(b)(3).)

8.1 (ASES, 21st CCLC) The LEA/grantee agency maintains documentation of the after school program plan for a minimum of five years. (EC § 8482.3(g)(1)(F).)

8.2 (ASES, 21st CCLC, ASSETS) The LEA/grantee agency submits program attendance data semiannually and regular school day attendance data annually (applies to the ASES program only). (EC §§ 8482.3(f)(10)(A)-(B), 8483.55(c)(4), 8484.8(e)(6), 8426(d), 8421(f)(8)(C)(i)(ii).)

#### Evidence

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#### BASP operation policies\*

Upload documents to demonstrate policy and administrative procedures exists for collection and retention of fiscal, attendance, and other operational data for the program for a minimum of 5 years.

## II. Governance and Administration

### II-BASP 09: Effective Use of Public Resources

II-BASP 9. (21st CCLC, ASSETs) The LEA/grantee agency coordinates with other federal, state, and local programs to make the most effective use of public resources. (*EC* §§ 8421(f)(5), *EC* §§ 8484.8(e)(5).)

#### Evidence

##### SPSA or LCAP

Upload the SPSA or LCAP if appropriate, identifying the specific page(s) which reference commitment or use of resources from these sources for the afterschool program.

## II. Governance and Administration

### II-BASP 10: Inventory

II-BASP 10. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date

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(f) Cost

(g) Location

(h) Current condition

(i) Transfer, replacement, or disposition of obsolete or unusable equipment (*EC* § 35168; 5 *California Code of Regulations (CCR)* § 3946.)

#### Evidence

BASP inventory record\*

Summit a spreadsheet for items  $\geq$  \$500 with columns for items (a) through (i) in BASP 10.

## II. Governance and Administration

II-BASP 11: Program Plan Review
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II-BASP 11. (ASES, 21st CCLC) The LEA/grantee agency reviews its after school program plan every three years including, but not limited to, program goals, program content, outcome measures, and other information requested by CDE. (*EC* § 8482.3(g)(1).)

#### Evidence

BASP program plan\*

Upload the most current version of your After School Program Plan.

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#### III. Funding

III-BASP 12: Funding Direct Services to Pupils
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III-BASP 12. (ASES, 21st CCLC) The LEA/grantee agency allocates no less than 85 percent of total grant amount to school sites for direct services to pupils. (EC § 8483.9(c).)

12.1 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency spends no more than 15 percent of the amount of the grant for administrative costs, which includes any indirect costs. (EC § 8426(c)(1), EC §§ 8483.9(b).)

12.2 (ASSETs) The LEA/grantee agency spends no more than the greater of 6 percent of the grant amount or seven thousand five hundred dollars (\$7,500) to collect outcome data for evaluation and for reports as required by the CDE. (EC § 8426(g)(2).)

#### Evidence

##### BASP contracts\*

Upload subcontract budgets with other entities paid for in part or whole with afterschool funds. Indicate the percentage allowed for direct services vs percentage allowed for administrative services.

##### BASP duty statements\*

Upload duty statements (in one document) for ALL after school LEA and subcontractor staff who are paid for with afterschool funds. This should correlate with records in your general ledger.

##### BASP expenditure reports for LEA and subcontractor staff.\*

Upload a detailed position control/labor distribution report for the previous fiscal year or current year. General ledger for Resource 4124/6010. Include name, title, FTE, RC and Salary and Benefits.

##### BASP time sheets, including time accounting methods\*

Upload for a month of time sheets (in one document) for selected payroll general ledger expenditures for personnel charged to the afterschool funds.

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#### III. Funding

III-BASP 13: Fiscal and Auditing Standards
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III-BASP 13. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency follows all fiscal and auditing standards required by the CDE. (*EC* §§ 8482.3(f)(5), 8484.8(b)(3),(4), 8421(f)(8)(B).)

13.1 (ASES, 21st CCLC) The LEA/grantee agency submits annual budget reports and quarterly expenditure reports. (*EC* §§ 8482.3(f)(5), 8484.8(b)(3),(4).)

13.2 (21st CCLC) The LEA/grantee agency conducts an annual fiscal audit. (*EC* § 8484.8(b)(3).)

#### **Evidence**

##### Independent Annual Audit\*

Upload recent independent audit report. If there are audit findings in the report, indicate the page numbers where the findings can be found.

#### III. Funding

III-BASP 14: Local Contribution of Cash or In-Kind
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III-BASP 14. (ASES) The LEA/grantee agency operating an ASES program has obtained a local contribution of cash or in-kind local funds equal to not less than one-third of the total grant amount. Facilities or space usage may fulfill not more than 25 percent of the required local match. (*EC* §§ 8483.7(a)(7); 8483.75(a)(4).)

#### **Evidence**

##### BASP Local cash and/or in-kind contributions\*

Upload a spreadsheet of all local cash or in-kind contributions for the previous fiscal year, include a description of the contribution, source, amount, and how the amount was derived.

##### BASP Memorandum of Understanding (MOU)

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Upload MOUs that show cash or in-kind donations of goods or services to the afterschool program.

### III. Funding

III-BASP 15: Supplement not Supplant
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III-BASP 15. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency uses categorical funds only to supplement, and not supplant, state and local funds.

(EC § 8483.5(e); 20 U.S.C. § 7174 (b)(2)(G).)

#### Evidence

##### BASP duty statements\*

Upload duty statements for after school staff and subcontractors (if applicable), paid for by after school funds.

##### BASP equipment inventory/placements/use\*

Upload an equipment inventory, indicating placements and use.

##### BASP LEA fiscal records\*

Upload a detailed general ledger or Financial Activity Report for all expenditures for paid for with after school funds. Include a description of the expenditure, date, vendor, and resource code.

### IV. Standards, Assessment, and Accountability

IV-BASP 16: Evaluation Requirements
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IV-BASP 16. (21st CCLC, ASSETs) The program developed by the LEA/grantee agency meets evaluation requirements and principles of effectiveness:

(a) Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in schools and communities;

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- (b) Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment activities;
- (c) Program is based upon scientifically based research that will help the students meet state and local academic achievement standards (if appropriate);
- (d) Program undergoes a periodic evaluation to assess progress toward providing high-quality opportunities for academic enrichment;
- (e) The results of evaluations are used to refine, improve, and strengthen the program or activity and to refine performance; and
- (f) The results of evaluations are made available to the public upon request with public notice of such availability provided. (20 U.S.C. § 7175 (b)(1)-(2).)

### **Evidence**

BASP evaluation plan\*

Upload the evaluation plan.

BASP evaluation reports\*

Upload the most recent evaluation report.

BASP evaluation results used to refine, improve, and strengthen program\*

Upload documents that show how evaluation information was used to improve the program.

BASP notice of public availability of evaluation results\*

Upload a copy of the notice of public availability, which includes when and how the notice was posted and how the evaluation results can be obtained.

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#### IV. Standards, Assessment, and Accountability

IV-BASP 17: Annual Evaluation Data
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IV-BASP 17. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency submits required annual outcome-based data for evaluation. (*EC* §§ 8427(a), 8484.)

#### **Evidence**

BASP State Evaluation Report\*

Upload a copy of the most recent email communication from ASPEVAL stating that your State Evaluation Report has been received and cleared.

#### V. Staffing and Professional Development

V-BASP 18: Provides Staff Training
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V-BASP 18. (ASES, 21st CCLC) The LEA/grantee agency provides staff training and development. (*EC* § 8483.3(c)(4).)

#### **Evidence**

BASP professional development/training records\*

Upload staff professional development and/or training agendas, conferences which your staff attended.

BASP training schedule\*

Upload annual Professional Development and/or training schedule

BASP training sign-in sheets\*

Upload sign-in sheets indicating who attended the training you provided for your staff. This should correlate with your professional development/training records.

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#### V. Staffing and Professional Development

##### V-BASP 19: Student-to-Staff Ratio

V-BASP 19. (ASES and 21st CCLC) The LEA/grantee agency ensures that programs maintain a student-to-staff ratio of no more than 20 to 1. (EC § 8483.4.)

#### **Evidence**

BASP daily attendance roster\*

Upload student attendance sheets (names redacted) for the previous month.

BASP staff assignments\*

Upload staff assignment sheets and attendance records for the previous month.

#### V. Staffing and Professional Development

##### V-BASP 20: Staff Minimum Qualifications

V-BASP 20. (ASES, 21st CCLC) The LEA/grantee agency ensures that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide according to the policies of the school district. (EC § 8483.4.)

#### **Evidence**

BASP district policy\*

Upload district policy for minimum qualifications for instructional aid for staff who directly supervise students.

BASP instructional aide minimum qualifications documentation\*

Upload personnel records reflecting staff meet minimum qualifications, including copies of transcripts, degrees, or district administered test.

BASP recruitment and training materials\*

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Upload recruitment materials that indicate minimum requirements for positions in the afterschool program. Upload only for schools listed on review schedule.

## VI. Opportunity and Equal Educational Access

VI-BASP 21: Safe Access to Facilities
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VI-BASP 21. (ASES, 21st CCLC) The LEA/grantee agency provides services in a safe and easily accessible facility that ensures students travel safely to and from the program site and home. (20 U.S.C. § 7174(2)(A)(i)(ii).)

21.1 (21st CCLC, ASSETS) If the program is located in a facility other than an elementary or secondary school, the LEA/grantee agency has ensured that the program will be at least as available and accessible to the students to be served as if the program were located in an elementary or secondary school. (20 U.S.C. § 7174 (c).)

21.2 (ASES) If an LEA/grantee agency locates a program off school grounds, safe transportation is provided to the pupils enrolled in the program. (EC § 8421(d)(1), 8484.6(a).)

21.3 (ASSETS) If an entity operates programs on multiple sites, safe transportation is available to transport participating pupils if necessary. (EC § 8421(d)(1).)

### Evidence

BASP district policy and/or program policy\*

Upload District and/or Program policy related to safe travel to and from program site(s) including policy for students served in a facility not on the school site.

BASP parent notifications\*

Upload document(s) that demonstrates parents have been informed of the program's safe travel policies. This includes pickup and release policies.

BASP School Safety Plan and safety drills\*

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BASP Upload the School Safety Plan which includes reference to after school programs, and records of all safety drills conducted during after school time.

## VI. Opportunity and Equal Educational Access

### VI-BASP 22: Information in Parents' Languages

VI-BASP 22. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency provides parents with information on school and parent programs, meetings, and activities in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318 (e)(5).)

22.1 When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (EC § 48985.)

#### Evidence

School language census data\*

Upload a copy of your most recent school language census data

BASP translated parent notifications\*

Based on your school language census data, upload examples of parent information sent in the appropriate language for any sub-population that is greater than or equal to 15% (whole number, rounded).

## VII. Teaching and Learning

### VII-BASP 23: Provides Academic Enrichment

VII-BASP 23. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency shall provide opportunities for:

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23.1 (ASES and 21st CCLC) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, math, history and social science, computer training, or science. (EC § 8482.3(c)(1)(A))

23.2 (ASES and 21st CCLC) An educational enrichment element that may include, but is not limited to: fine arts, career technical education, recreation, physical fitness, and prevention activities. (EC § 8482.3(c)(1)(B))

23.3 (21st CCLC, ASSETs) a) Academic enrichment to help students that is coordinated to meet state and local academic standards in core academic subjects such as reading and mathematics. b) Educational enrichment services, programs, and activities that are coordinated to reinforce and complement the regular academic program of participating students. 20 U.S.C. § 7171 (a)(1)(2).

### **Evidence**

#### **BASP academic achievement results**

Upload examples of local program Academic Enrichment assessments.

#### **BASP curriculum materials\***

Upload examples to demonstrate inclusion of physical activities in ASSETs programs.

#### **BASP flyers/brochures and outreach materials\***

Upload flyers/brochures/outreach materials that provide evidence of your academic enrichment activities.

#### **BASP lesson plans and activities\***

Upload academic enrichment lesson plans and an academic enrichment activity schedule for the most recent month of the current school year.

#### **BASP coordinated academic enrichment activities\***

Upload evidence that academic enrichment activities are coordinated with the students regular academic programs.

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#### VII. Teaching and Learning

VII-BASP 24: Provides Literacy Education for Family
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VII-BASP 24. (21st CCLC, ASSETs) The LEA/grantee agency offers opportunities for literacy and related educational development for families of students served. (20 U.S.C. § 7171 (a)(3).)

#### **Evidence**

##### **BASP outreach materials\***

Upload family literacy outreach materials such as flyers and/or brochures.

##### **BASP parent training materials\***

Upload samples of parent materials you use in your family literacy work.

##### **BASP program schedules\***

Upload family literacy meeting schedules, meeting agendas, sign-in sheets.