



# Katie Wardisiani

## 21st CCLC Best Practices *Program Structure*



Montana Office Of Public Instruction  
21<sup>st</sup> Century Program Specialist



Clinton School District  
21<sup>st</sup> CCLC Site Coordinator  
GT Program Coordinator  
Instructional Coach



# 21<sup>st</sup> CCLC *Program Structure* Success

- Students
- Programming Staff
- School Administration
- School Day Staff
- Parents & Families
- Community Members
- Partnerships
- Stakeholders



# Create A Success Story To Share Near & Far

- **Design A Vision & Mission Statement**
  - Inspire & Motivate Others
  - Communication Direction & Values
- **Define Your Purpose**
  - What is Your “WHY”?
- **Set Weekly, Monthly, & Quarterly Goals**
  - Let Your Action Plan Drive You!
- **Formulate A Plan To Share Out**
  - Joys/Celebrations
  - Challenges
  - Glows & Grows
- **Circle Back**
  - Staff Meetings Quarterly
  - Monthly Check In Emails
  - Ask For Regular Feedback



# Communicate & Collaborate For Success

- **Students**
  - Voice and Choice
  - Mentorship Opportunities
- **Programming Staff**
  - Expectations & Reminders
  - Calendars & Schedules
  - Professional Development
- **School**
  - Administration
  - School Board
- **School Day Staff**
  - Academic Enrichment Ideas
  - Weekly Newsletters
  - Academic/Behavioral/SEL Supports
  - STEM

- Parents/Families/Caregivers
- Community Members
- Partnerships
- Stakeholders
- Advisory Board



# Implementing Successful *Program Structure & Management @ Clinton Part1*

- Clear, concise and organized
- Great communication with staff, administration, families, and community members through multiple platforms
- Create opportunities to share dynamic moments to shine



- *Every 8-9 Weeks*
- Staff Members
- Programming Schedule
- Student Sign Ups
- Data Entry- Cayen/TransAct
- Program Student Rosters
- Student Attendance Lists
- Student Safety Pickup/Drop Off
- Safety Drills/Routines
- Programming Calendar
- Staff Calendar
- Site Coordinator Calendar
- **VISION BOARD**

## Implementing Successful *Program Structure & Management @ Clinton Part2*



☺ ASP Vision Board Session 2 ☺

Subs Needed

Dream BIG  
Sparkle MORE  
Shine BRIGHT

TUES JAN 9th KIDS (1)  
TUES JAN 16th KIDS (1)  
TUES DEC 19th POTTERY  
WED DEC 20th POTTERY



Mondays

41 + 1

Kids Club

- \* Ariel
- Cheri
- Angel

25 + 3

Games and Game Design

- \* Cole
- Rod / Timber

25

Cheer and Dance Club

- \* Melissa
- Sarah

Tuesdays

35 + 2

Kids Club

- \* Cheri
- Braden
- Lindsey / Danielle / Timber

13

Readers Theater

- \* Angel

25 + 8

Pottery Club

- \* Shannon
- Cindy

Wednesdays

36 + 3

Kids Club

- \* Sarah
- Arial
- Taylor

25 + 8

Pottery Club

- \* Shannon
- Cheri

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# The Data Story: Analyze It, Share It, Celebrate It

- *Data informs decisions always*
- **Utilize Multiple Data Sources**
  - Self Assessments
  - Surveys
  - Program Observations
  - Program Policies
- **Share Out Data Success**
  - Staff
  - Administration
  - Families
  - School Board
  - Regional Conferences/Consortiums





# Additional Ways To Support A Successful *Program Structure*

- Professional Development
- Family & Community Engagement
- Collaborative Partnerships
- Planning for Continuous Quality Improvement
- Design & Implement Your Action Plan
- Continually Addressing Your Sustainability Plan



# Extend Professional Development Opportunities



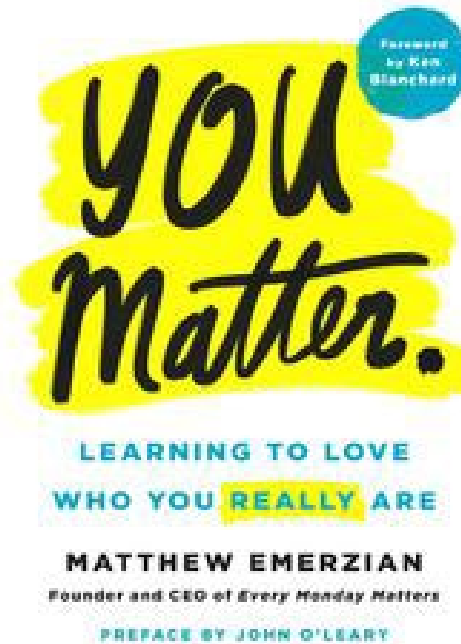
- *Providing PD Supports Personal & Professional Growth*
- Offer To Programming Staff & School Day Staff (Bonus!)
- Year Long Opportunities
  - STEM
  - SEL
  - Active Participation
  - Family Engagement
- Allow Chances To Participate Individually Or Small Groups
- Solicit Feedback On Needs

## Harmony Pre-K – 6<sup>th</sup> Grade Teacher Toolkits

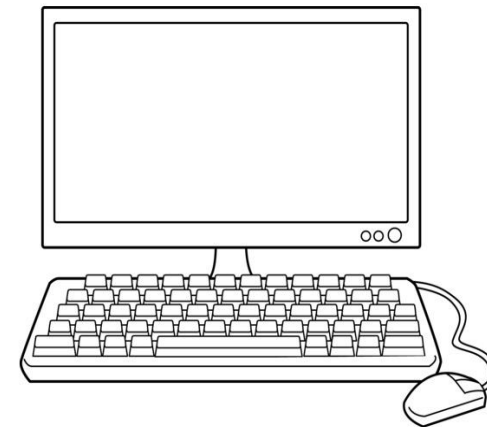


# Provide Family & Community Connections

- **Weekly Program Family Interactions**
  - (+ & -)
- **Monthly Parent Resources**
  - Every Monday Matters
  - Power Up Fitness
- **Monthly Program Updates:**
  - Social Media
  - Class Dojo
  - School Newsletters
  - School Board Meeting Reports
  - Local Community Outlets
- **Quarterly Family Engagement Events**
  - Gallery Walk Presentation

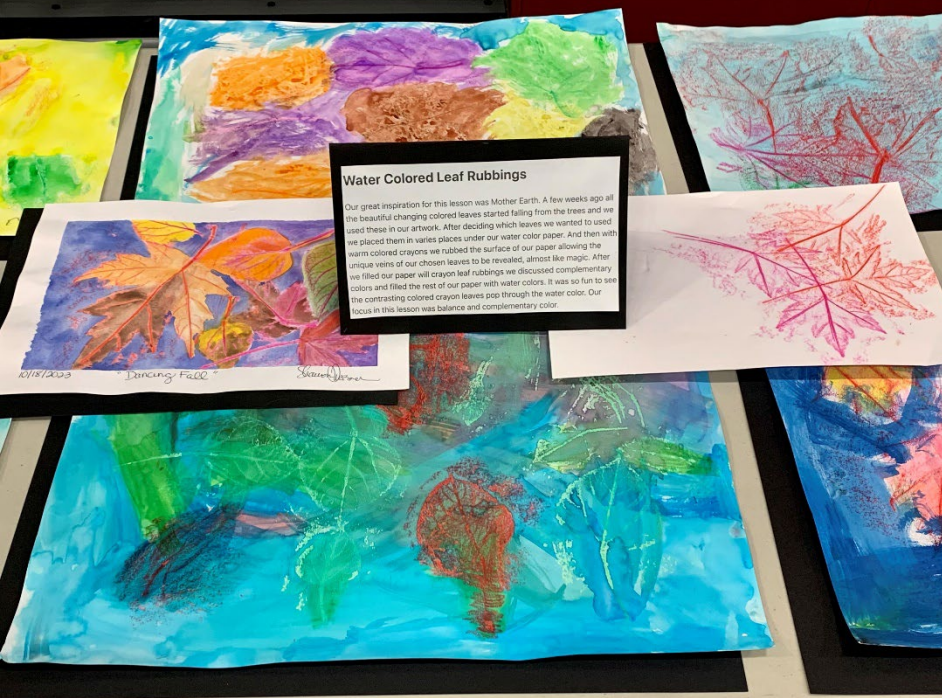


**ClassDojo**





# After School Program Family Engagement Night *Fall Gallery Walk*



# Maintain Collaborative Partnerships

- *Montana Natural History Center*
- *Missoula Butterfly & Insectarium*
- *Lolo Peak Traveler's Rest State Park*
- Summer Camp
- School Site Visits
- Connect organizations with regular school day staff, curriculum and enrichment



# Plan For Continuous Quality Improvement

- *Use all your tools and strategies to execute a program structure of excellence*
- **Assess Program Quality**
  - Collect Data
- **Plan**
  - Program Data Reflection
  - Design & Implement Action Plan
  - Utilize Resources For Areas Of Improvement
  - Provide Professional Development
- **Improve Program Quality**
  - Strive To Meet Your Goals
  - Re-Assess Progress
  - Adjust Action Plan Accordingly



- **Target Priority Area (Goal)**
  - *Improving Parental Engagement Activities*
  - *Providing Student STEM Opportunities*
  - *Creating Community Awareness*
  - *Professional Development*
- **Description**
- **Changes Needed**
- **Data Showing Need**
- **Obstacles Encountered**
- **Measure Your Progress For Success**
- **Track Your Action Items**
  - *People Responsible*
  - *Priority Level*
  - *Timeframe*
  - *Resources Needed*

# Design & Implement Your Action Plan: *Assess, Plan, Improve*



# Plan For Sustainability

- **Have A Vision**
  - Communication Your Voice & Your Message
- **Build Collaboration With Others**
  - Strategically Secure Resources
- **Devise A Plan For Staffing**
  - Rally Your Troops- Current & New
- **Advocate For Support**
  - Administration, Families, Community Members, Partnerships, School Board
- **Find Funding**
  - Local, Community, Families, Other Donors
- **Take Action**
  - Implement Your Great Ideas
- **Maintain Momentum**
  - Have A Plan For Resolving Conflict
  - Celebrate Your Success!





thank you

A photograph featuring the words "thank you" spelled out using ten light-colored wooden blocks. The blocks are arranged in a single row on a textured, light-brown surface. The background is a soft-focus bokeh of warm, golden-yellow lights, creating a warm and appreciative atmosphere.