# **General Instructions**

This workbook contains five worksheets, including this instruction page. The following four sheets must be completed by filling in the requested information in the yellow cells.

Specific instructions are included on each page of the following worksheets.

Please do NOT print this workbook and send it to your ERES. It must be emailed to your ERES no later than February 1, 2018.

Please include the name of your subgrantee and date of completion in the file name when it is saved.

### Student Attendance

<u>Directions:</u> Please list each of the program's official, approved 21st CCLC sites for FY18. Please place a 'N/A' in any column that does not apply (e.g., the site does not operate before school). The number of students enrolled is the total number of students who have registered for the program. Please use data from the first day of operation during the 2017-2018 program year to the last date that data was available when the report was completed.

2017-2018 Program Year								
Site Name(s)	Date of First Day of 2017- 2018 Operation	I lact Date	Total Days of Operation	Total Number of Students Registered	Total Number of Private School Students	Average Daily Attendance - Afterschool	Average Daily Attendance - Before School	Average Daily Attendance - Weekends/ Holidays/Other
Rabun County Primary School	9/5/2017	12/18/2017	59	152	0	111	N/A	N/A
Rabun County Elementary School	9/5/2017	12/18/2017	59	198	0	140	N/A	N/A
Rabun County Middle School	9/5/2017	12/18/2017	59	39	0	25	N/A	N/A

#### **Program Operation**

Directions: Please list the operational times for each site in the spaces below. If you have two or more sites that have the same exact hours of operation, please just use one box for those sites and list each of those sites in the 'Site Name(s)' cell. Please place a 'N/A' in the cells that do not apply (e.g., if a site does not operate before school). Please be sure to scroll down on this page to see the 'Description of Activities' section. Please contact the program's assigned Education Research and Evaluation Specialist if additional space is needed to complete this sheet.

Site Name(s)	Rabun County Primary School					
Before School Hours of Operation						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 7:00AM)	N/A	N/A	N/A	N/A	N/A	
End Time (e.g., 8:00AM)	N/A	N/A	N/A	N/A	N/A	
After School Hours of Operation						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 3:00PM)	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	
End Time (e.g., 6:00PM)	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM	
Weekends/Holidays/Other						
	Weekend	Holiday	Other			
Start Time (e.g, 8:00AM)	N/A	N/A	N/A			
End Time (e.g., 4:00PM	N/A	N/A	N/A			

Site Name(s)	Rabun County Middle School					
Before School Hours of Operation						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 7:00AM)	N/A	N/A	N/A	N/A	N/A	
End Time (e.g., 8:00AM)	N/A	N/A	N/A	N/A	N/A	
After School Hours of Operation						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 3:00PM)	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	
End Time (e.g., 6:00PM)	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM	
Weekends/Holidays/Other						
	Weekend	Holiday	Other			
Start Time (e.g, 8:00AM)	N/A	N/A	N/A			
End Time (e.g., 4:00PM	N/A	N/A	N/A			

ed to complete this sheet.						
Site Name(s)	Rabun County Elementary School					
В	Before School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 7:00AM)	N/A	N/A	N/A	N/A	N/A	
End Time (e.g., 8:00AM)	N/A	N/A	N/A	N/A	N/A	
After School Hours of Operation						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 3:00PM)	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	
End Time (e.g., 6:00PM)	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM	
Weekends/Holidays/Other						
	Weekend	Holiday	Other			
Start Time (e.g, 8:00AM)	N/A	N/A	N/A			
End Time (e.g., 4:00PM	N/A	N/A	N/A			

Site Name(s)						
В	Before School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 7:00AM)						
End Time (e.g., 8:00AM)						
After School Hours of Operation						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Start Time (e.g., 3:00PM)						
End Time (e.g., 6:00PM)						
Weekends/Holidays/Other						
	Weekend	Holiday	Other			
Start Time (e.g, 8:00AM)						
End Time (e.g., 4:00PM						

#### **Description of Activities**

Please provide description of the activities and services offered by your program including new programming and supports being implemented this year. This can include academic, student enrichment and parent/guardian activities as well as field trips or outstanding one time activities, etc.

Rabun County 21st CCLC offers a variety of academic and enrichment activities for all sites. Students are always given time to complete homework or reading assignments. Math and ELA lessons are given multiple times throughout the week. Enrichment activities include: STEM Programming, Reader's Theater, Dancing, Art, Cooking, Pottery, Music, Agriculture, PE, Pickle Ball, Engineering, and more. Students utilize technology such as: iXL, USA Test Prep, AR, Epic Reader, Quizlet, etc. Parent activities included: Literay Night, Open House, Lights On For Afterschool, and Meet The Teacher. The students who had good grades, attendance and behavior at Rabun County Elementary School went on a field trip on 12/6 and 12/7/17 to Hillside Orchard Farms in Tiger, Georgia.

## **Objective Status**

<u>Directions</u>: List each of your program's approved, official 21st CCLC objectives in Column A. Please write the objectives exactly as written in the original, approved application or approved program amendment. In Column B, please select the category from the dropdown menu that best categorizes the objective's focus area - please select 'Other' for objectives outside of these categories. In Column C, select the appropriate status of each objective from the dropdown menu. In Column D, please describe why you selected that specific option in Column C (i.e., review of report card grades indicates improvement in reading/math, attendance records of adult family member events indicate a high number of attendees, etc).

Objective	Category	Status	Reason for Status
1.1)85% of PreK-8 regularly participating students (attending at least 30 or more	eutoge. y	Status	275 out of 318 students with classroom
operational days) in the after school program will maintain a grade of 75 or higher			grades maintained a 75 or higher. 86.5%
in Reading/Language Arts classroom grades.	A2. Academic - Reading/ELA	1. Met the stated objective	grades maintained a 75 of migner. 66.576
1.2)Decrease the number of regularly participating students (attending at least 30		4. Unable to measure progress on	Georgia Milestones administered in April
or more operational days) in grades 3-8 scoring at the Beginner Level on the Milestone EOG in English/Language Arts by 3%.	A2. Academic - Reading/ELA	the stated objective	2018. Window opens on 4/23/18.
1.3)85% of PreK-8 regularly participating students (attending at least 30 or more	AZ. Academic - Reading/LLA	the stated objective	2010. Willdow opens on 4/25/10.
operational days) in the after school program will maintain a grade of 75 or higher		2. Did not meet but progressed	266 out of 318 students with classroom
in Math classroom grades	A1. Academic - Math	toward the stated objective	grades maintained a 75 or higher. 83.6%
1.4) Decrease the number of regularly participating students (attending at least $30$		4. Unable to magging progress on	Coordin Milestones administered in April
or more operational days) in grades 3-8 scoring at the Beginner Level on the	A1. Academic - Math	4. Unable to measure progress on	Georgia Milestones administered in April
Milestone EOG in Math by 3%.	A1. Academic - Math	the stated objective	2018. Window opens on 4/23/18.
2.1)75% of regularly participating students (attending at least 30 or more		A Hashis to manage and manage and	End of Year surveys will determine a
operational days) in the after school program will show improvement in homework completion and classwork participation.		4. Unable to measure progress on	percentage for homework completion based on teacher results.
nomework completion and classwork participation.	O1. Other	the stated objective	- 1111
2.2)75% of regularly participating students (attending at least 30 or more			End of Year surveys will determine a
operational days) in the after school program will show improvement in behavior.	B2. Behavior Discipline	4. Unable to measure progress on	percentage for a show in improvement for
		the stated objective	behavior.
3.1)250 parents or guardians will participate in annual family-centered activities.	D4 D	2. Did not meet but progressed	219 parents have attended family-centered
2.23400	P1. Parent Engagement - Participation		activities.
3.2)100 parents or guardians will participate in annual education	D4 D	2. Did not meet but progressed	98 parents have attended education
activities.	P1. Parent Engagement - Participation		activities.
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# **Program Recommendations**

<u>Directions</u>: Please provide program recommendations in Column A based upon the results of this Formative Assessment. These recommendations can come from within the program, the external evaluator, or other program stakeholders. In Column B, please describe specific steps for implementation that the program will follow to ensure the recommended actions occur.

that the program will follow	to ensure the recommended actions occur.
Recommendations	Steps for Implementation
Example: The program has made progress but has not met the	Example: Leadership Teams at each site will review student data and grades.
academic objectives for math and English Language Arts. It is	Based upon data analysis, the program will use the following interventions to
recommended to review student data to identify students who are	revise the program and activities. 1) The program will develop a portfolio for each
not showing improvement as well as determine possible	student that includes student goals and progress. 2) The program will use project
interventions and assistance. Individual targeted assistance and	based learning to facilitate connections between learning and the real-world. 3)
tutoring sessions might be helpful based on information provided by	The program will provide families with appropriate activities to use with their child
regular-school day teachers. It is recommended to communicate	at home. 4) The program will schedule time for conferences with the 21st CCLC
consistently with the regular school day teachers to coordinate	staff and regular school day teachers.
support and share progress.	
Middle school attendance has increased from last year, but may drop	Continue marketing the program to day teachers and parents, especially those
off due to Spring events and other options for students. Numbers	with at-risk students. 1. The program will email teachers and parents, reminding
have already decreased in January.	them of services.