



# MASTER PLAN

## Before and After School Child Care (BASCC)

### Component I & Component II

2019

**Chief:** Leslie Brown, Portfolio Services Office

**Director:** Deborah Gavilan, Before and After School Child Care

**Contact:** Michael Berg and Cynthia Robinson-Medlock

**Course Group Number:** 39001554

## **Purpose**

The BASCC Component I and Component II Master Plan defines quality outcomes and measures fidelity of implementation in reaching those outcomes by way of unannounced quality needs program assessments.

The BASCC Component I and Component II Master Plan:

- Clarifies expectations about the role and responsibility of a specific position or job
- Educates participants upon the expectations of the services they are required to provide
- Provides data for 29 quality needs assessment standards from the National School-Age Care Alliance
- Provides guidance for self-assessment
- Identifies concrete actions for individuals
- Supports the development of short-term and long-term benchmarks
- Provides a basis for professional learning and development in the areas of professionalism, indoor activities, safety, creative arts/drama, special needs students, academic games, behaviors and outdoor activities
- Classifies program performance of six critical components within the Quality Needs Assessment Tool: Human Relationships (8 areas), Indoor Environment (1 area), Outdoor Environment (1 area), Activities (4 areas), Safety, Health & Nutrition (8 areas), and Administration (7 areas)

## **Needs Assessment**

Personnel complete pre- and post-tests before and after participating in professional learning activities. The average pre-test score is 70.9%. The goal of the workshop series is for participants to achieve a score of 90% or greater on the post test.

Table 1  
Component Training Pre- and Post-Test Results

<u>Date</u>	<u>Ppts (pre)</u>	<u>Pre-Test Mean</u>	<u>Date</u>	<u>Ppts (post)</u>	<u>Post-Test Mean</u>	<u>Change (%)</u>
01/31/15	68	78.5%	2/27/15	59	90.8%	12.2%
03/07/15	60	75.6%	04/15/15	48	91.8%	16.2%
04/25/15	57	66.8%	05/16/15	46	89.2%	22.5%
06/08/15	61	64.8%	06/11/15	53	91.2%	26.4%
09/19/15	70	72.1%	10/10/15	47	90.9%	18.7%
10/17/15	33	67.3%	11/14/15	27	92.2%	25.0%
11/21/15	65	68.3%	01/09/16	56	87.6%	19.3%

The tables on the following pages describe the Desired Outcomes for professional learning in support of each role associated with this Master Plan.

## Desired Outcomes and Performance Indicators

<b>1.0 BASCC Personnel</b>			
1.1 Implement effective strategies to provide the highest quality level of care for all before and after school students, evidenced by the quality needs assessment standards.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consistently meet the requirements of a quality BASCC program according to the 29 Quality Needs Assessment Standards.	Frequently meet the requirements of a quality BASCC program according to the 29 Quality Needs Assessment Standards.	Sometimes meet the requirements of a quality BASCC program according to the 29 Quality Needs Assessment Standards.	Rarely meet the requirements of a quality BASCC program according to the 29 Quality Needs Assessment Standards.
Consistently conduct themselves in a highly professional manner when interacting with students and colleagues.	Frequently conduct themselves in a highly professional manner when interacting with students and colleagues.	Sometimes conduct themselves in a highly professional manner when interacting with students and colleagues.	Rarely conduct themselves in a highly professional manner when interacting with students and colleagues.
Consistently provide teachable moments with students adhering to established behavior plan.	Frequently provide teachable moments with students adhering to established behavior plan.	Sometimes provide teachable moments with students adhering to established behavior plan.	Rarely provide teachable moments with students adhering to established behavior plan.
Consistently provide a safe and nurturing environment to reinforce students' success.	Frequently provide a safe and nurturing environment to reinforce students' success.	Sometimes provide a safe and nurturing environment to reinforce students' success.	Rarely provide a safe and nurturing environment to reinforce students' success.

<b>Data Collection Plan: BASCC Personnel</b>			
Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
1. Participants' Reactions	Workshop Attendance, Feedback Forms	1x/workshop series	Workshop Facilitator
2. Participants' Learning	Component Training Pre-/Post-Test	1x/workshop	Workshop Facilitator
3. Organizational Supports	Site Observations using 29 Standards	Daily	Supervisors
4. Participants' Practice	Annual Safety Check Visit Quality Needs Assessment Tool	1x/year 1x/year	Supervisors
5. Student Outcomes	Incident and Accident Reports Student and Parent Surveys	Ongoing 1x/year	BASCC Staff

<b>2.0 BASCC Supervisors</b>			
2.1 Provide good customer service to students, parents and the community. Implement and manage the highest quality level of care for all before and after care students, as evidenced by the quality needs assessment standards. Consistently develop personnel to ensure they effectively adhere to the highest level of care outlined within the Quality Needs Assessment Tool.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consistently offers feedback to parents regarding meeting the needs of their children.	Frequently offers feedback to parents regarding meeting the needs of their children.	Sometimes offers feedback to parents regarding meeting the needs of their children.	Rarely offers feedback to parents regarding the needs of their children.
Consistently inform parent(s) of policy and procedures regarding program finances.	Frequently inform parent(s) of policy and procedures regarding program finances.	Sometimes inform parent(s) of policy and procedures regarding program finances.	Rarely inform parent(s) of policy and procedures regarding program finances.
Consistently communicate behavior expectations for students to ensure safety and well-being.	Frequently communicate behavior expectations for students to ensure safety and well-being.	Sometimes communicate behavior expectations for students to ensure safety and well-being.	Rarely communicate behavior expectations for students to ensure safety or well-being.
Consistently available to meet with the parents to effectively communicate.	Are frequently available to meet with the parents to effectively communicate.	Are sometimes available to meet with the parents to effectively communicate.	Are rarely available to meet with the parents to communicate.
Consistently ensures that staff effectively adhere to the highest level of care outlined within the Quality Needs Assessment Tool.	Frequently ensure that staff effectively adhere to the highest level of care outlined within the Quality Needs Assessment Tool.	Sometimes ensure that staff effectively adhere to the highest level of care outlined within the Quality Needs Assessment Tool.	Rarely ensure that staff adhere to the level of care outlined within the Quality Needs Assessment Tool.
2.2 Demonstrates effective professional practices in financial management.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consistently manages financial payments properly within the Program Data Management System.	Usually manages financial payments properly within the Program Data Management System.	Inconsistently manages financial payments within the Program Data Management System.	Rarely or do not yet manage financial payments properly within the Program Data Management System.

2.3 Practices and adheres to health, safety and nutrition guidelines.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consistently use accident/incident reports to properly record and maintain medical, allergy, and accidents/incidents.	Usually use accident/incident reports to properly record and maintain medical, allergy, and accidents/incidents.	Inconsistently use accident/incident reports to properly record and maintain medical, allergy, and accidents/incidents.	Rarely or do not yet use accident/incident reports to record or maintain medical, allergy, or accidents/incidents.

Data Collection Plan: BASCC Supervisors			
Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
1. Participants' Reactions	Attendance and feedback forms	1x/workshop	Workshop Facilitators
2. Participants' Learning	Annual Safety Check Visit	1x/year	BASCC Program Administrator
3. Organizational Supports	District records of meetings with school/program administrators	1x/month	BASCC Program Administrators
	Quarterly Site Meetings	4x/year	
4. Participants' Practice	Quality Needs Assessment Tool	1x/year	BASCC Program Administrators
	Performance Review Monitoring	1x/year	
	Program Financial Records	1x/year	
5. Student Outcomes	Incident and Accident Reports	Ongoing	BASCC Administrators Site Administrators
	Student and Parent Surveys	1x/year	

## Evaluation Plan

<b>Level 1. Participant Reactions</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
BASCC Personnel	Workshop Attendance Feedback Forms	Summary of Workshop Attendance and Feedback Forms from PD Management System
BASCC Supervisors		
<b>Level 2. Participant Learning</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
BASCC Personnel	Pre-/Post-Tests of Personnel	Mean, Change in Pre-/Post-Test Results
BASCC Supervisors	Pre-/Post-Tests of Supervisors	Mean, Change in Pre-/Post-Test Results
<b>Level 3. Organizational Support</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
BASCC Personnel	Site Observations	Percentage of Sites Observed
BASCC Supervisors	District records of meetings with school/program administrators Quarterly Site Meetings	Percentage of Sites that Complete Administrator and Quarterly Meetings
<b>Level 4. Participants' Use of New Knowledge and Skills</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
BASCC Personnel	Quality Needs Assessment Tool	Annual Safety Check Visit
BASCC Supervisors	Quality Needs Assessment Tool Performance Review Monitoring	Annual Safety Check Visit Annual Review of Financial Records
<b>Level 5. Student Learning Outcomes</b>		
<u>Level of Impact</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
BASCC Personnel	Incident and Accident Reports Student and Parent Surveys	Review of Incident/Accident Reports Survey Report
BASCC Supervisors		