



OST Quality Standards for Nevada Programs

I. Human and Community Relationships

A quality program fosters relationships by developing them intentionally and carefully. Relationships build the positive foundation for healthy social and emotional development.

A. Quality programs develop, nurture and maintain positive relationships and interactions among staff, participants, parents and community.

1. Staff respects and communicates with one another and models positive adult relationships.
2. Staff interacts with families in a comfortable and welcoming manner.
3. Staff communicates with families concerning the wellbeing of the children and youth.
4. Staff partner with schools and other agencies that benefit children & youth.
5. Staff interacts and responds appropriately to the individual needs of the children & youth with acceptance and appreciation.
6. Staff uses positive guidance techniques with children & youth.
7. Staff creates an environment where children & youth feel emotionally and physically safe and are able to receive support from a caring adult if needed.
8. Staff is engaged with children & youth.
9. Staff makes children & youth feel welcome and comfortable.

B. Quality programs provide opportunities for children & youth to actively participate in positive relationship development.

1. Children & youth are treated with respect and listened to what they are saying.
2. Children & youth are encouraged to interact with each other in positive ways.
3. Children & youth are encouraged and guided to take leadership roles without staff taking control.
4. Children & youth are supported and guided to take their own initiative to make informed and appropriate choices.

C. Quality programs establish strong partnerships with families and communities to fully support children and youth.

1. Program utilizes school and community resources.
2. Program provides families with information about community resources.
3. Program provides opportunities for interactions with families and school to fully support children & youth.
4. Program has policies to ensure family involvement and communication.

II. Health, Safety and Security

A quality program focuses on the health, safety and security of the children and youth. Quality programs ensure that children, youth and families feel comfortable and safe within the program structure.

A. Quality programs have written policies and procedures that are provided to staff and families that promote the health and well being of staff, families, children and youth.

1. Provides a welcoming environment that safeguards and promotes the health and safety of children and youth.
2. Program has a policy that promotes healthy snacks/meals and water is easily accessible to children and youth. If serving snacks/meals the programs must meet the guidelines for United States Department of Agriculture Standards, as well as, local & state guidelines for food preparation and service.
3. Program has policies and procedures that staff is trained on to ensure the cleanliness of the environments that youth come in contact with.
4. Program has a health policy to include but not limited to medication distribution, immunizations, dietary restrictions, allergies or other health concerns, and also regulations that prevent the spread of illness (including hand washing).
5. Program has a wellness policy that promotes good nutrition, nutrition education, and physical activities.
6. The program encourages a schedule that has a balance of activities that may include active and quiet activities, large group, small group and individualized activities.

B. Quality programs have written policies and procedures that are provided to staff and families that ensure the safety and well being of staff, families, children and youth.

1. Program has procedures in place for emergency preparedness including drills and safety plans.
2. Maintains accurate and accessible records of children and youth. Staff is made aware of any special health needs of children.
3. Internet safety procedures are in place if appropriate.
4. Staff is trained in first aid and CPR; safety equipment is accessible.
5. Program has training and procedures for recognizing and reporting suspicion of child abuse/neglect, bullying, and suicide prevention.
6. Staff supervises children and youth according to their abilities, ages, and needs.
7. Staff makes daily inspections of grounds, facility, and equipment for potential hazards, and safety hazards are corrected.
8. Program has policies to address safety issues both on and off-site relative to programming.
9. Program has health permits as required by local State, and or County agencies.
10. Medicines and hazardous materials are identified as such and kept in a secured and locked place away from children/youth.

C. Quality programs have written policies and procedures that are provided to staff and families that ensure the security of staff, families, children and youth.

1. Program has procedures in place to manage arrival, dismissal, and pick-up procedures including written parent acknowledge and permission.
2. Program has policy that addresses security and safety procedures for both on and off-site, including transportation. (First aid kits, emergency contacts and release information.)
3. Procedures are in place for staff to track participant's movements from one location to another.
4. Staff supervise and are identifiable to children and youth at all times.

III. Program Management

A quality program has a vision/mission and a plan for increasing capacity that supports continuing growth.

A. Quality programs have a defined infrastructure that supports intentional planning and ensures smooth program operations. The program procedures include the following items:

1. Program has a system for the collection of attendance data.
2. Program has clear participant behavioral and performance expectations.
3. Program maintains are required documents.
4. Program has complete enrollment information on all children and youth.
5. Program has necessary insurance, licenses and complies with all government mandates.
6. Program has sound fiscal management including a budget and fiscal tracking system.
7. Program maintains a posted activity schedule.
8. Program has goals and objectives.
9. Program has written policies and procedures that are provided to participants, staff, and parents.
10. Program planning involves staff, families and participants.
11. Program has a system for program evaluation that includes all stakeholders.
12. Programs determine staff levels of responsibility that includes: program designated staff to administer the program, oversee its daily operations, and to supervise children and youth.

B. Quality programs provide positive working conditions for staff and supervision, support and feedback. The program procedures include the following items:

1. Administration has systems and procedures in place to communicate regularly with staff.
2. Administration has determined salary structure and benefits for their program staff.
3. Administration recruits, hires and retains program staff who reflect the diversity and culture of the community in which the program operates.
4. Administration has sufficient staff to maintain required staff/participant ratios to meet the needs of children and youth.
5. Administration ensures that all staff is professionally qualified to work with children and youth.
6. Administration ensures that staff has received a comprehensive orientation, written policies and procedures, are trained on program procedures and are encouraged to seek support.
7. Administration supports regular staff meetings.
8. Administration provides continuous supervision and feedback including written periodic performance evaluation, which may include a self-assessment tool.

IV. Diversity and Inclusion

A quality program respects and supports the diversity of the children, youth and families. A quality program seeks opportunities to be a part of the larger community and to embrace the strengths of all of the participants.

A. Quality programs have written policies and procedures provided to staff and families, that ensure the inclusion of children and youth regardless of developmental needs or cultural background.

1. Program has program related materials that are culturally sensitive and anti-bias.
2. Program policies and services are inclusive to all populations based on reasonable accommodations.
3. Program has materials that are usable by children with a wide range of abilities or special needs.
4. Families and other stakeholders participate in creating program's policy.

B. Quality program have written policies and procedures provided to staff and families that promote opportunities for acceptance, celebration and inclusion of all families, children and youth in the program.

1. Program and staff are sensitive and responsive to the special needs, culture and language of families and participants.
2. Staff provides opportunities for children and youth to express their ideas, concerns and opinions.
3. Staff demonstrates sensitivity to cultural and individual values in family systems.
4. Program environment, both indoors and outdoors when applicable, is accessible to all children and youth served.

V. Professional Development

A quality program has staff with both the academic and experiential knowledge that is needed to successfully do their job. On going recruitment and development plans ensure that staff has the required credentials and knowledge to meet the needs of the children and youth in their programs.

A. Quality programs have written policies and procedure provided to staff and families that promote and support ongoing staff professional development.

1. Program has a plan for staff development. Staff will receive ongoing supervision and feedback as related to training and professional development implementation.
2. Program complies with applicable state training regulations.
3. Staff is encouraged to become members of a professional development organization.
4. Administration provides staff with training relevant to their job to include but not limited to: child health and safety, child abuse and neglect, bullying, First Aid/CPR, conflict mediation, guidance and discipline, age appropriate expectations, Americans with Disabilities Act Compliance, employee rights, and employee safety.
5. Supervisors and administrators receive training in program management, staff supervision, and employee evaluation.
6. Staff receives ongoing supervision and feedback that includes written performance reviews on a timely basis. Staff receives ongoing feedback as related to training and professional development implementation.
7. Regularly scheduled staff meetings are held to review policies and procedures and provide updates as needed.

VI. Environment and Curriculum

A quality program provides a wide range of activities and experiences that support all stages of physical, social and cognitive growth and development.

A. Quality programs support staff efforts to plan and implement intentional program activities.

1. Staff is provided with adequate resources and time for planning.
2. Staff supports the program and individual goals.
3. Staff has adequate space to implement planned activities.
4. Program has a plan to align academic goals with Common Core State Standards and District Improvement Plans.

B. Quality afterschool programs provide an environment and curriculum for children and youth that support their physical, social and cognitive growth.

1. Program offers activities that are developmentally appropriate and support a broad range of skill, enrichment, and recreational and academic development.
2. Program has access to program space that allows for a wide variety of activities with equipment that is appropriate for the age of the participants.
3. Program provides ongoing assessment of the progress of program, children and youths goals.

C. Quality programs provide an environment and curriculum that engages all children and youth regardless of their language, culture, and ability.

1. Children and youth are encouraged to take ownership of the program space.
2. Children and youth have opportunities to participate in quiet and active activities each day.
3. Children and youth are given opportunities to problem solve and negotiate difficult situations with peers.