



New Site Director Training and Networking

School Year 2023- 2024



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Agenda

1	Introductions and Ways to Engage
2	Qualities and Role of an OST Site Director
3	School Partnership
4	Program Liaison vs. Contact Specialist
5	Program Start-Up Items
6	Structured Activities
7	Family Engagement Discussion
8	What to expect from your Program Liaison
9	Scenario's
10	Q & A





Ways to Engage Today



Please stay **muted** unless directly prompted to unmute yourself

If you have **questions**, please submit them in the chat box

- **“Question: ...”**
- **Camera On**
- **This is an interactive training/network (No crickets are allowed)**



Introductions and your WHY?



In the chat, tell us:

- Name
- Agency (Are you new to OST Funding?)
- What inspired you to become an OCF-OST Site Director?

(Participants Share Out)





What does your **SHOW-UP** look like?

Qualities of an OST Site Director



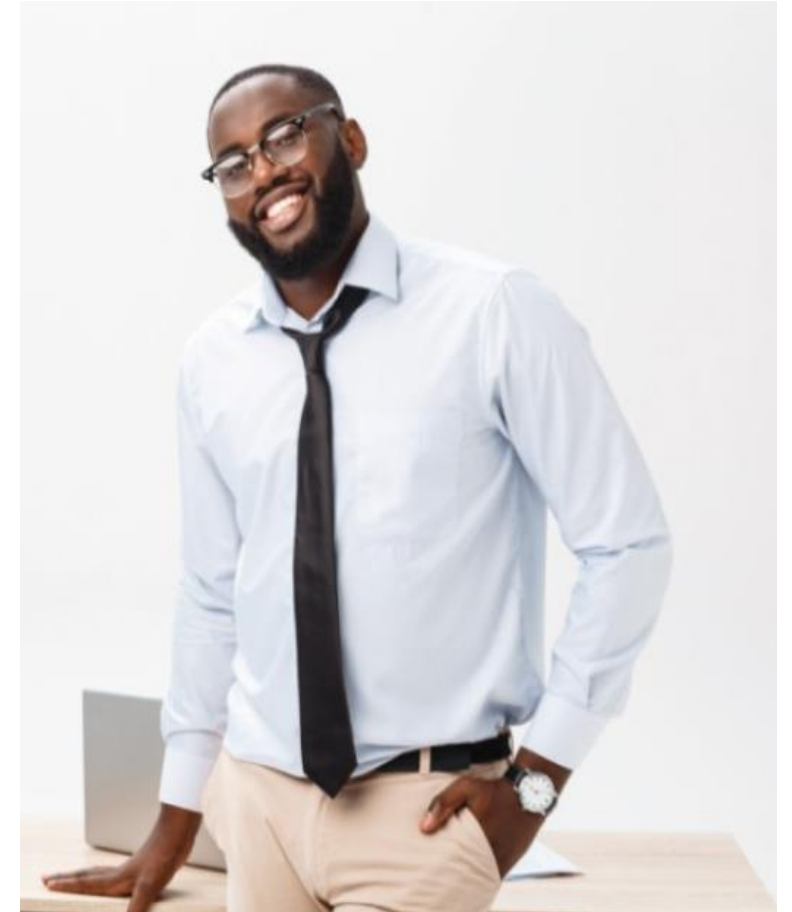
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SY23-24

Site Director (Leader) Qualities

- Background in Youth Development
- Clear understanding of OCF-OST Mission / Goals
- Integrity
- Good Communicator
- Networking and Partnership
- Management of Staff and Youth (Empowerment)
- Creativity
- Confidence
- Dependability
- Passionate about the work
- Always willing to learn



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Qualified Site Director Hired

What's Next?



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October 2022

Out-of-School Time



Quality

- All programs build on **national best practices** that increase quality
- A team of Liaisons works with each individual provider to **set and meet quality improvement goals**
- OST workforce is **well-prepared, well-compensated**, and **trained** throughout the program year

Programming Content

All programs must infuse the below activity categories:

- STEM
- Creative and Performing Arts
- Athletics and Health
- Literacy
- Social Emotional Learning

School District Alignment

Programs are also aligned to School District Goals and Guardrails, by grade level:

- Elementary: *Early literacy practices*
- Middle: *High School transition and career awareness*
- High: *Career preparation*

Programs seek to engage and retain students who attend school more regularly and thrive socially and academically





Understanding OCF-OST Mission

Out-of-School Time (OST) is the time that a child or youth spends in after-school or summer programming. In Philadelphia, OST programs are provided for young people in grades K through 12.

OST is important because it:

- Supports working parents and caregivers.
- Benefits a child's academic, social, and personal development.
- Helps children stay safe and avoid high-risk behaviors.

Programs are available throughout the city with a variety of activities to choose from, including:

- Creative and Performing Arts
- Athletics and Health
- Science, Technology, Engineering and Math (STEM)



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Role of OST Provider (Site Director Managed)

Programming will require many individuals to provide support in order to ensure a robust, meaningful, and safe learning environment for all students. Each school-based site in which a provider operates will need one (1) Site Director.

OST Staff will be responsible for the following:

- Share OST Program Flyers with school administration and ask for student recommendations
- Provide programming for students after the conclusion of the academic day until 6:00 pm
- Facilitate transitions to program and dismissal using the sign-in sheet process
- Daily outreach to parents to ensure regular attendance
 - o As needed, support with conflict resolution and problem-solving for students
- Communicate with teachers of enrolled students to share any social and emotional needs and provide proactive and responsive supports
- Utilize youth development expertise and content to support the implementation of enrichment activities in the afternoon
- Prepare and plan afternoon activities for various weather conditions indoor and outdoor
- Facilitate digital enrichment activities in the case of closure
 - o Ensure all health and safety protocols are followed





School and Community Partnerships



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Develop a Partnership with the School (SB Programs)

- **Get to know school leadership** *(CBO sites should get familiar with schools in the area of your OST Program)*
- **Conduct a Collaboration Plan Meeting with the Principal at the program startup** *(SDP and Non-SDP Sites)*
 - Collaboration Plan is an opportunity for school staff and OST partners to establish a shared vision for the partnership and clarify partner and school expectations. Copies of the Collaboration Plan should be kept on-site and revisited regularly throughout the program's duration to ensure that your program and the school continue to be on the same page. The Collaboration Plan may be updated at any time by mutual agreement. (Include your OCF Program Liaison in these meetings)
- Scheduled monthly meetings with the principal to give program updates
- Allow the principal and leadership school staff to recommend students for the program
- Get to know teachers and school counselors
- Be around during the day for assemblies, lunchtimes, etc.

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Develop a Partnership within your Community

(All Programs)

- **Set goals for desired outcomes**
 - Know what you're looking for
 - Potential partnership goals and mission
- **Look within your own community to build partnerships**
 - Are there organizations in the community that complement my OST Program mission and are both organization's goals harmonious.
 - What are types of partnerships to look for in the community? (Open Dis.)
- **Determine the parameters of partnership**
 - Share resources and capacities
 - Start slow (Building relationships takes time)
- **Evaluate the partnership regularly**
 - Collect Data to make sure the partnership is beneficial
 - Adjust and Enhance

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OCF-OST Collaboration

OST Coach (Program Liaison) Contract Specialist



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Contract Specialist vs Program Liaison

Each site will have an assigned Office of Children and Families Program Liaison and a PHMC Contract Specialist. Program Liaisons are the main point of contact for provider program challenges. Program Liaisons provide technical assistance and coaching to providers to achieve quality programming. Contract Specialists work closely with executive directors and the fiscal part of the OCF-OST contract.

Contract Specialist

- Handles program funding/ contract
- Handles attendance compliance
- Issue warnings when slot utilization numbers are low
- Approves special event for trips outside of OST hours

OST Coach - Program Liaison

- Assist and coach with school partnerships
- Group and individual coaching on key performance indicators and programming needs
- Support progress toward OCF-OST goals
- Conduct Pre/Post NIOST APT-O
- Review and give feedback on program implementation including activity lesson plans, M3 program goals, schedules, etc.
- Convening provider community practice
- Share access to resources and professional development opportunities

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Program Start-Up Items

MUST HAVES



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Program Flyers

Looking for an after-school activity that your kids will love?

SCORE SOME POINTS BY ENROLLING THEM IN THE D JAY ACADEMY'S AFTER-SCHOOL PROGRAM.

Our after-school programming is designed for ages 10+. For younger DJs, we recommend private lessons. Sessions meet once a week for 6 weeks. Student enrolled in our after-school program will learn:

- SONG STRUCTURE
- MUSIC THEORY
- BEAT-MATCHING
- BASIC AND INTERMEDIATE SCRATCHING TECHNIQUES
- TRICK MIXING
- DIGITAL DJING TECHNOLOGY

Each term will conclude with an evaluation of the student and customized curriculum for the next term.

**Make Sure
your flyers
STAND OUT
and have
detailed
Information
about the
program**

Positive Ally Learning Center

WE ARE AN AFTERSCHOOL LEADERSHIP PROGRAM WITH 3 AREAS OF EMPHASIS:

- ACADEMIC REINFORCEMENT**
Certified teachers create monthly individualized academic plans and reinforce each student's school day with homework assistance. The outcome is a student eager to learn... mentored by caring adults.
- ORGANIZED SPORTS:**
Basketball, soccer, baseball, aerobics, and yoga are taught by qualified coaches with the aim to help each student achieve their true potential.
- EXTRA-CURRICULAR ACTIVITIES:**
Can leadership & life skills be taught or learned?
We believe they can both be taught and learned. It is a simple formula that couples a nurturing environment with challenging activities. This allows the student to push the boundaries of his intellectual and emotional capabilities. Some examples are:
Science Experiments • Theater
Public Speaking • S.O.L.V.E. • Art

POSITIVE ALLY mentors K-5th grade elementary school students, after school, to help them become well-rounded individuals.

We provide the environment and the encouragement to confront situations that teach the following:

- CRITICAL THINKING & DECISION-MAKING SKILLS
- COMMUNICATION & SOCIAL SKILLS
- COPING & SELF-MANAGEMENT SKILLS
- HEALTH & WELLNESS

PICKUP FROM LOCAL SCHOOLS

AFTERNOON SNACK IS PROVIDED

(425) 449-2530

Redmond, Sammamish, Issaquah, Snoqualmie

positiveally.com

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What are some **MUST HAVES** to prepare for the first day of programming?



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MUST HAVE Items for Program Start Up

- Completed Enrollment Packet for Each Participant
- Program Schedule (Posted)
- Intentional Lesson Plans for the Week
- Sign In and Sign Out Sheets **(IMPORTANT)**
- Emergency contact binder or folder for each group
- Asthma and Allergy List
- Staff List
- First Aid Kits (Each Group)
- Fire Drill and Shelter in Place Procedures
- Enough staff for you slot level





Program Environment & Scheduling



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“Set the Stage to Engage”



What can you take from Dave and Busters when it comes to structuring and setting the tone for your OST Program?

"You only get ONE TIME to make a first impression"





Creating your OST Program Culture

- Community Agreement
- Clear Expectations
- Intentional / Fun Learning Environment
- Routines
- Posted Schedules
- Community Helping Environment (Jobs and Roles)
- Building Positive Relationships





**Let the schedule be the boss –
Rituals and Routines keep students
engaged and on track**

Welcome youth input when creating your schedule



INTENTIONALITY IN PROGRAMMING

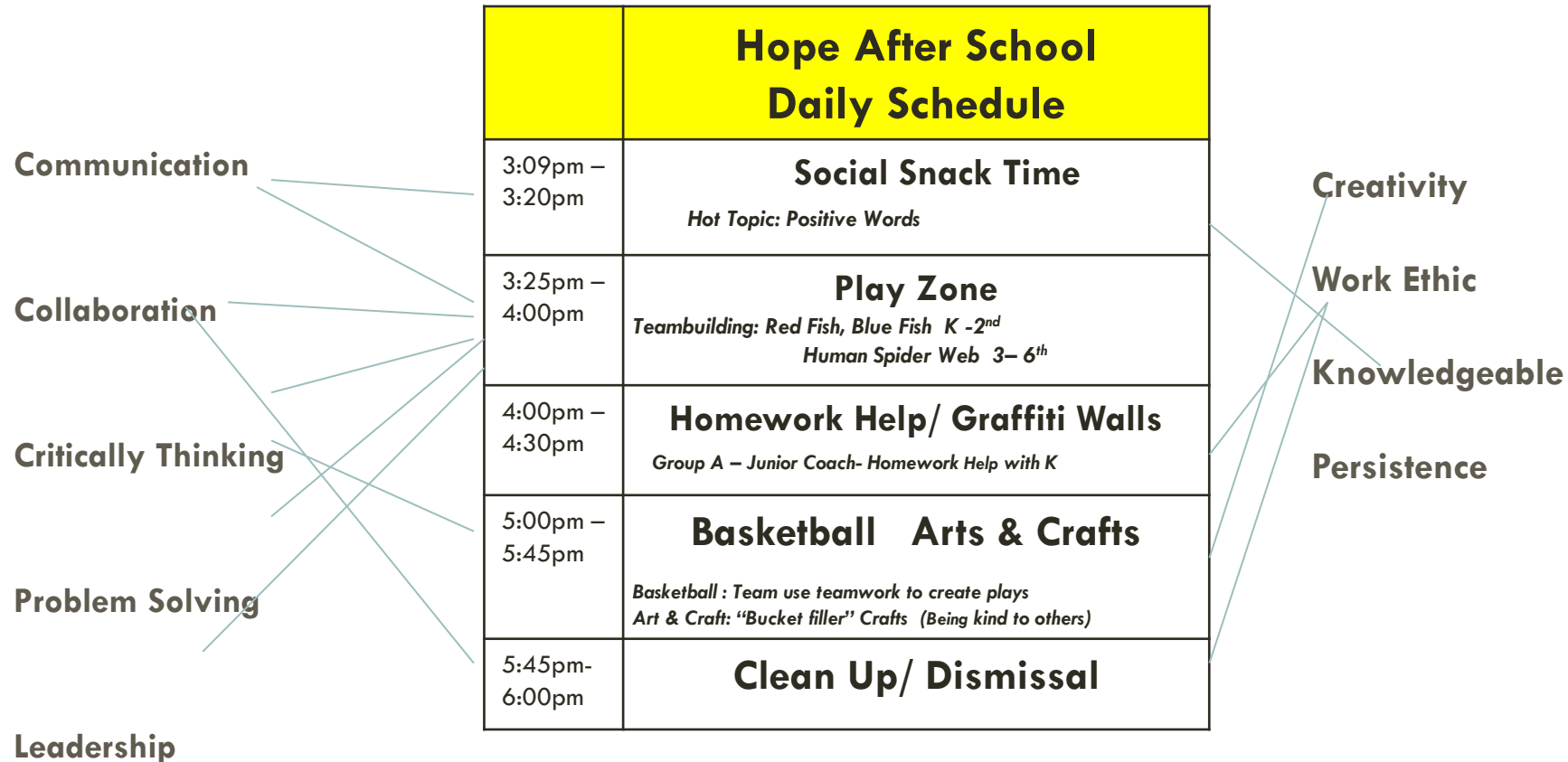
	Hope After School Daily Schedule
3:09pm – 3:30pm	Snack & Bathroom
3:30pm – 4:00pm	Homework
4:00pm – 5:00pm	Basketball / Arts & Crafts
5:00pm – 5:30pm	Clean Up / Dismissal




	Hope After School Daily Schedule
3:09pm – 3:20pm	Social Snack Time <i>Hot Topic: Positive Words</i>
3:25pm – 4:00pm	Play Zone <i>Teambuilding: Red Fish, Blue Fish K -2nd</i> <i>Human Spider Web 3– 6th</i>
4:00pm – 4:30pm	Homework Help/ Graffiti Walls
5:00pm – 5:45pm	<i>Group A – Junior Coach- Homework Help with K</i> Basketball Arts & Crafts
5:45pm- 6:00pm	<i>Basketball : Team use teamwork to create plays</i> <i>Art & Craft: "Bucket filler" Crafts (Being kind to others)</i> Clean Up/ Dismissal



INTENTIONAL SCHEDULING





In your breakout rooms, create a schedule for the first 2 days of programming for a 3rd Grade with 30 students.

1. How many staff for this group?
2. Make sure that these content areas are embedded in your schedule:
 - Literacy
 - Social Emotional Learning
 - Physical Activity

Choose someone from your team to present.

(15 Minute Breakroom then Share Out)

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Structured Activities

Intentional Learning Opportunities



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WHAT ARE STRUCTURED ACTIVITIES?



Structured Activities are intentionally designed activities that are sequential and have a starting point and stopping point that culminates in a skill share, celebratory moment or performance. Structured activities require planning and preparation.

WHY STRUCTURED ACTIVITIES?

Intentional

Hands-on

Skill building

Cultivate creativity

Youth driven

Fun

Keeps youth engaged

- For you
 - DHS requires that youth spend 2 hours of their programming time on an enrichment activity in a structured way
 - By using structured activities, you will be able to easily plan activities and create a program schedule
- For the Students
 - Using structured activities allows students to be invested
 - Structured Activities prepare students to experience and learn in an exciting way as they obtain 21st century skills

You must take time to prep!!! The youth can tell the difference!!!



prep
time

WHAT COUNTS?

- Activities that contain intentionally designed lesson plans that result in a culminating event
- Projects: Project based learning activities, experiential learning, service-learning
- Clubs with lesson plans
- Partnerships (such as ASAP, Girls Who Code, PRC, etc.)
- Purchased curricula
- Contracted content experts

CULMINATING

- What is the culminating activity/event?
 - What are you presenting as the student's activity?
 - How can you show what the students' learned?
 - Exhibition
 - Showcase
 - Fair
- Promote
 - Make it Big!
 - Invite Family Members
 - Invite Community Members





Family Engagement

Discussion: What are some ways to engage families in OST ?



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Monthly Visit from your OST Coach



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OST Coach's are here to support...

We are NOT the police...





What to expect from your Program Liaison

- 1-2 times a month meetings (1 has to be In-Person)
- Reminder emails on deadlines
- Reviewing Attendance, TMI, and KPI numbers
- Requesting program schedules and lessons plans (hold SD accountable)
- Providing coaching in challenging programming areas
- Support partnership with the schools
- Your personal OCF-OST Cheerleader (We want your program to thrive)

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Scenario Discussion

Things that may happen in your OST
environment



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Scenario 1

A 2nd grade student comes to the program on the first day with an application that is not fully filled out. The parent is not available for pick up until 6 pm.

1. What will you do?
2. What could you have done to prevent this from happening?

)

*





Scenario 2

Teachers are told to drop OST students in the lunchroom at the end of the day. You have 60 students K-5th running all over the place.

1. What will you do?
2. What could you have done to prevent this from happening?

)

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Scenario 3

A teacher complained to the principal that their classroom was a mess the next morning. OST students and staff were the only people in there last. The teacher is reluctant to allow her space to be used after-school.

1. What will you do?
2. What could you have done to prevent this from happening?

)

*





Scenario 4

A student comes to the program not her usual self. She is very withdrawn from her group of friends and doesn't want to participate in any activities

1. What will you do?

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Q & A