



# MASTER PLAN

## Before and After School Child Care (BASCC)

2022-2023

**Executive Director:** Dr. Lori Canning, Family & Community Engagement

**Director:** Erik Anderson, Before and After School Child Care

**Contact:** Hazel Schrouder

**Course Group Number:** 39121454

## **Purpose**

The Before and After School Child Care (BASCC) Master Plan defines quality outcomes and measures fidelity. The method of implementation in reaching those outcomes is acquired through unannounced quality needs evaluation visits.

The BASCC 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 the standards on the BASCC Quality Standards Needs Assessment Tool. and Program Safety Visits
- 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 critical components within the BASCC Quality Standards Needs Assessment Tool.

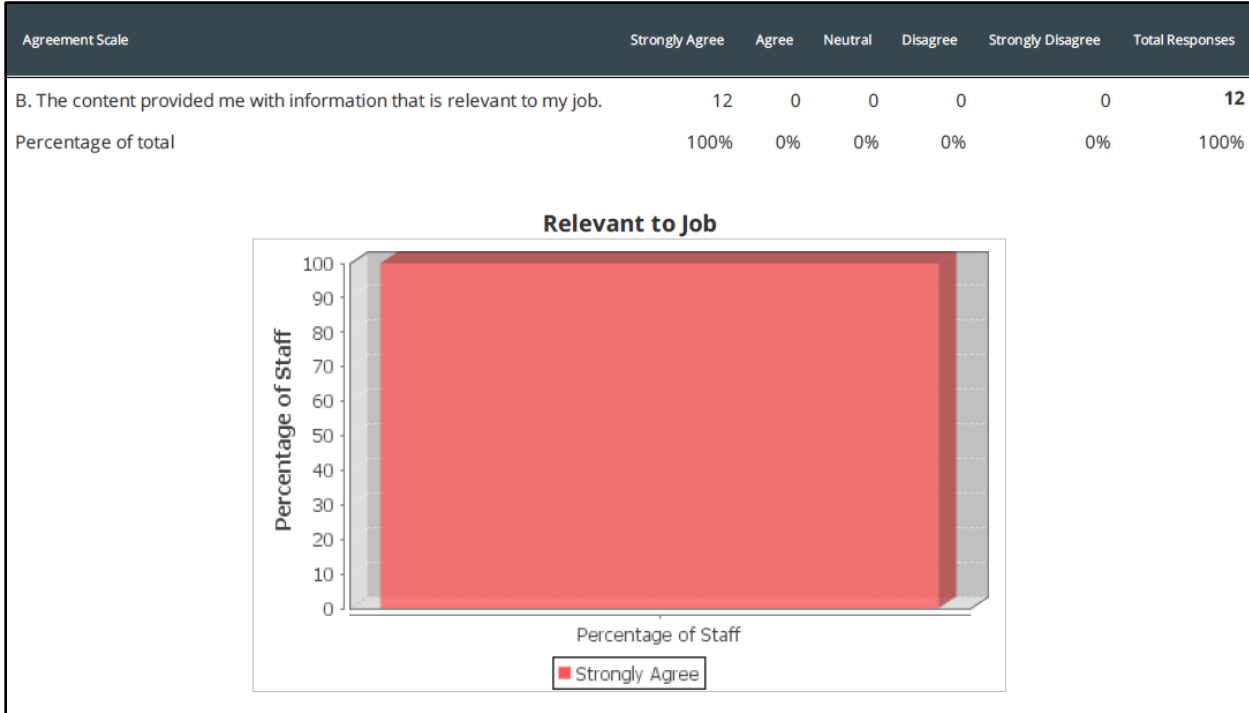
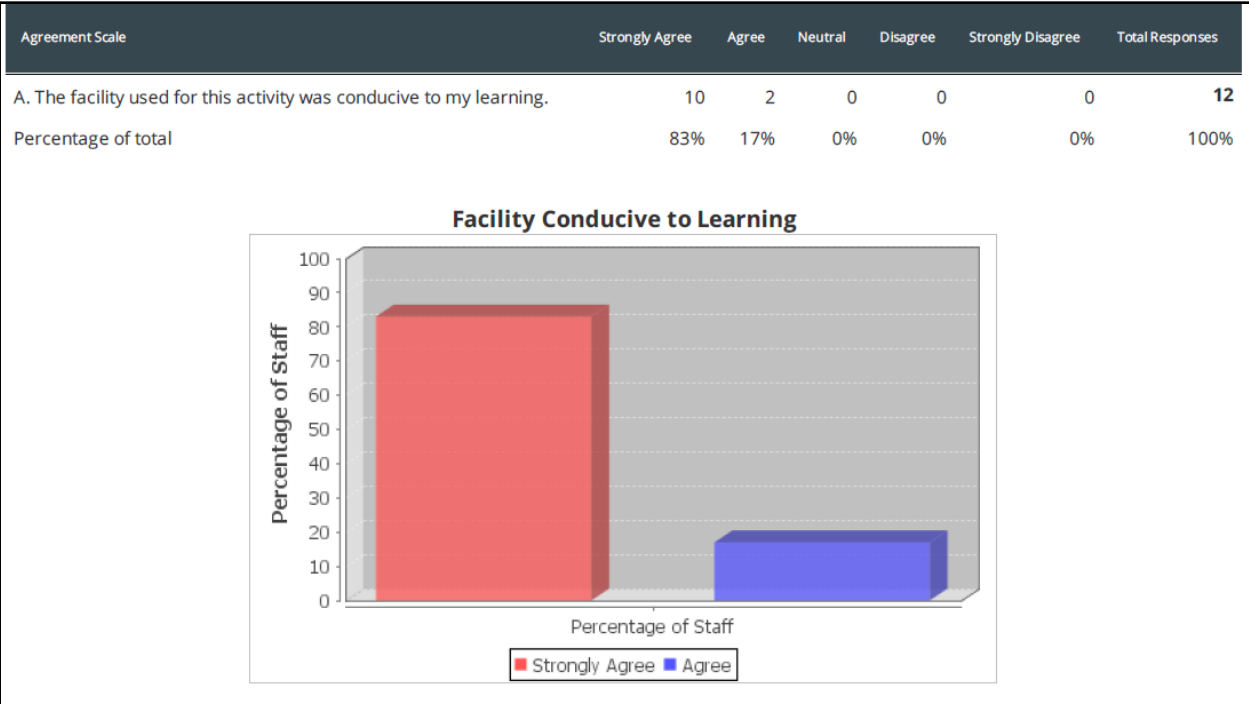
## **Needs Assessment**

Personnel complete pre and post tests before and after participating in professional learning activities. The goal of the workshop series is for participants to develop a complete understanding of the material that is covered. This is measured by comparing the pre-test to the post test. The goals are for participants to improve their score and to acquire a minimum of 80% on the post test. Pre and post tests are administered through Microsoft Forms.

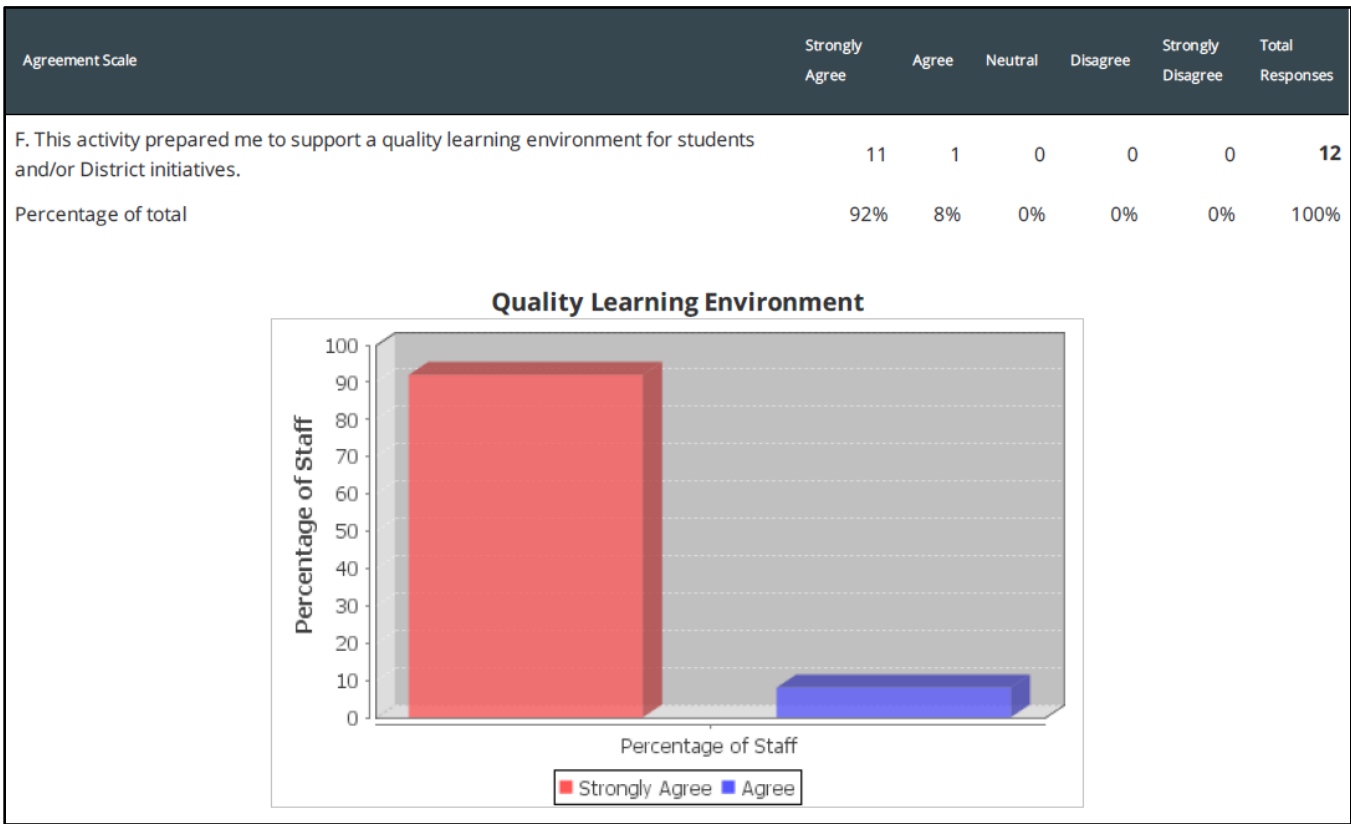
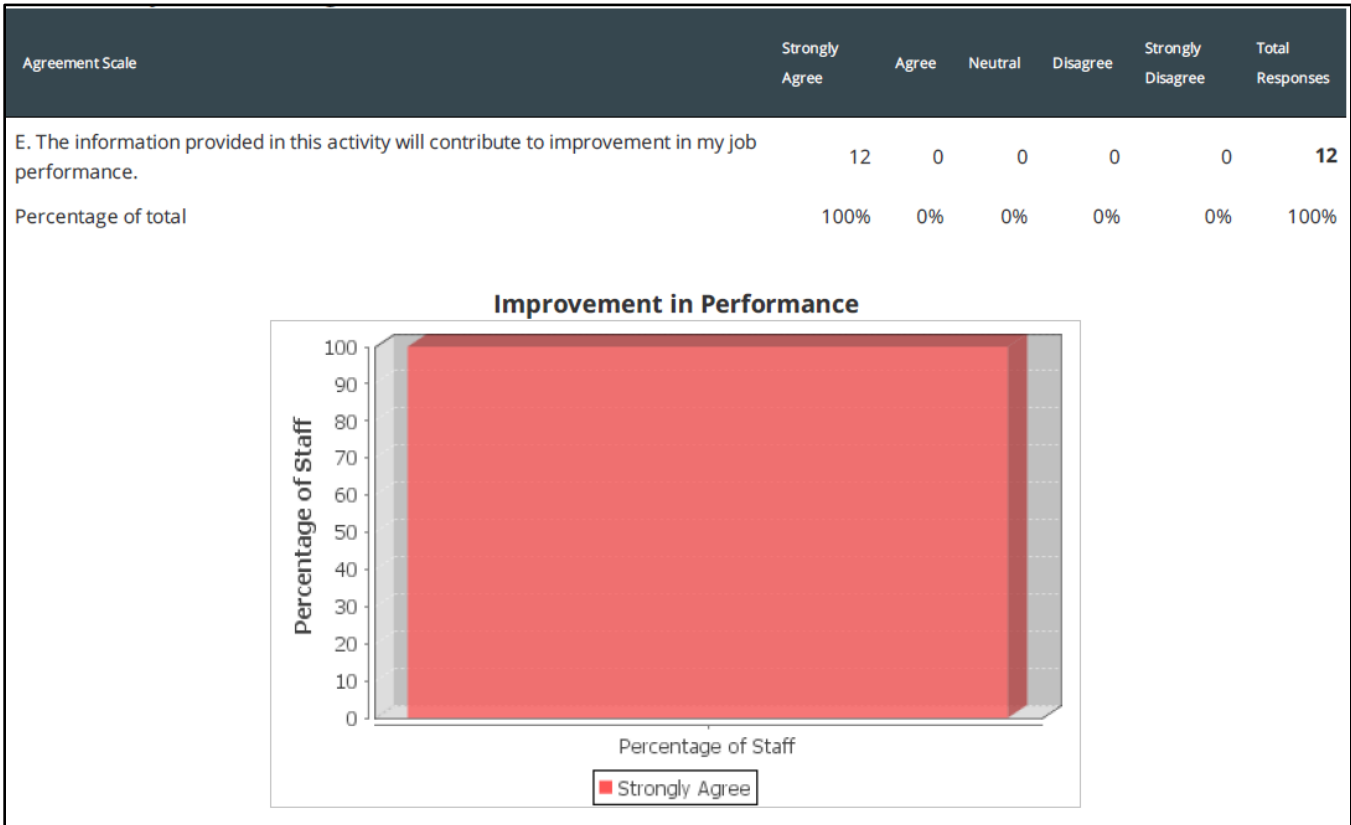
Below, results from the Course Survey Report can be found.

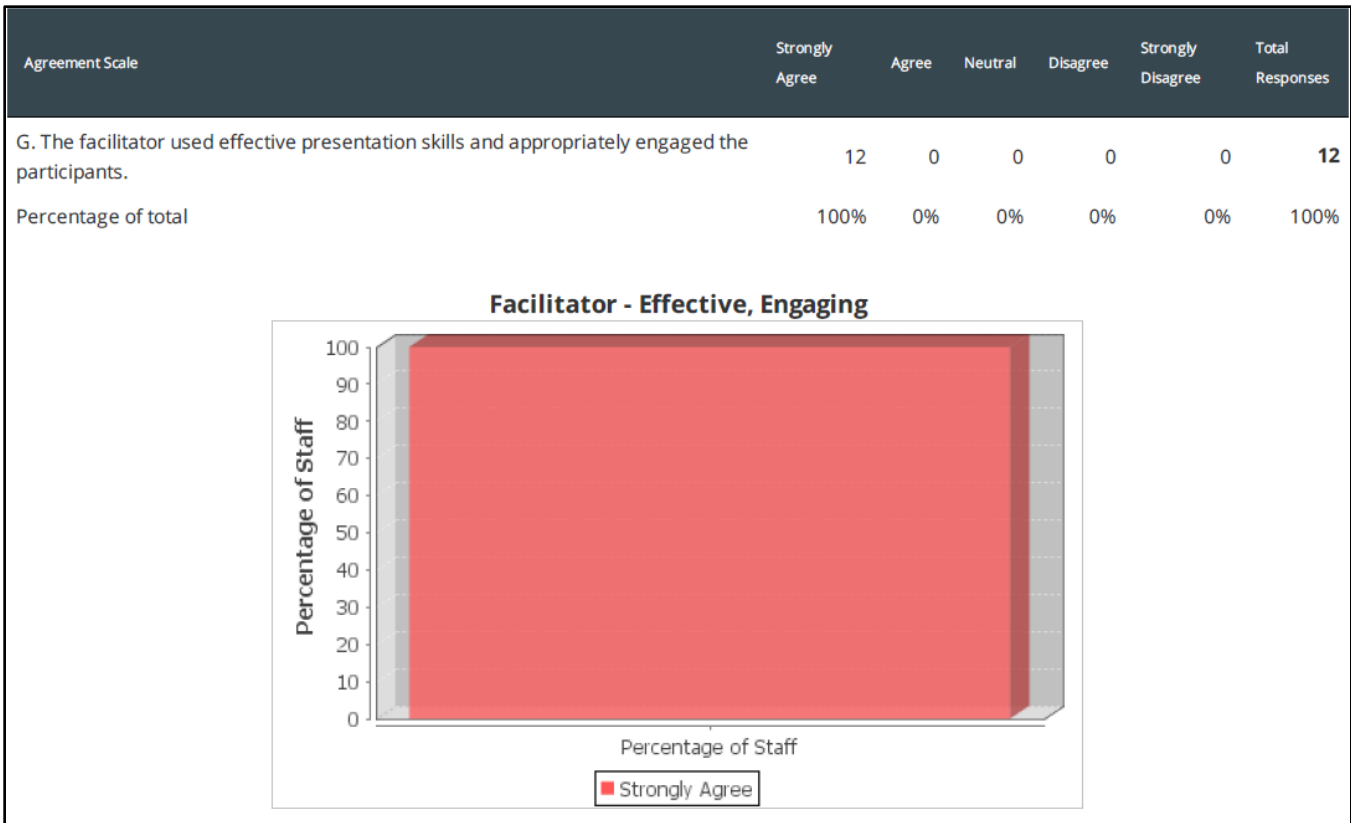
Exhibit 1

<b>Course Survey Results Report</b>
Course #: 39121454
Course: BASCC NEW Supervisors Training
Section #: 56071
Section: BASCC New Supervisors Training March 2022
Dates: March 01, 2022 at 03:00 PM - March 30, 2022 at 07:00 PM









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 BASCC Quality Standards Needs Assessment Tool.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consistently meet the requirements of a quality BASCC program according to the BASCC Quality Standards Needs Assessment Tool.	Frequently meet the requirements of a quality BASCC program according to the BASCC Quality Standards Needs Assessment Tool.	Sometimes meet the requirements of a quality BASCC program according to the BASCC Quality Standards Needs Assessment Tool.	Rarely meet the requirements of a quality BASCC program according to the BASCC Quality Standards Needs Assessment Tool.
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	New Supervisors' Training Pre/Post Test	1x/workshop	Workshop Facilitator
3. Organizational Supports	Site Observations using BASCC Quality Evaluation Tool	Daily	Supervisors
4. Participants' Practice	BASCC Quality Evaluation Tool Annual Program Safety Visit	1x/year 1x/year	BASCC Program Supervisors

<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 standards on the BASCC Quality Standards Needs Assessment Tool. Consistently develop personnel to ensure they effectively adhere to the highest level of care outlined within the BASCC Quality Standards 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 BASCC Quality Standards Needs Assessment Tool.	Frequently ensure that staff effectively adhere to the highest level of care outlined within the BASCC Quality Standards Needs Assessment Tool.	Sometimes ensure that staff effectively adhere to the highest level of care outlined within the BASCC Quality Standards Needs Assessment Tool.	Rarely ensure that staff adhere to the level of care outlined within the BASCC Quality Standards 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 and safety 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 Visit	1x/year	BASCC Site Supervisors
3. Organizational Supports	District records of meetings with school/program administrators Quarterly Site Meetings	1x/month	BASCC Site Supervisors
		4x/year	
4. Participants' Practice	BASCC Quality Standards Needs Assessment Tool.	1x/year	BASCC Site Supervisors
	Performance Review Monitoring	1x/year	
	Program Financial Records	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	BASCC Quality Standards Needs Assessment Tool	Annual Safety Check Visit
BASCC Supervisors	Quality Standards Needs Assessment Tool Performance Review Monitoring	Annual Safety Check Visit Annual Review of Financial Records