Cayen FRC
January Webinar
School Age Child Care and Out of School Time Activities

School Age Child Care

CSDE Grant <u>Delivery of Services</u> define "*School-Age Child Care*" (SACC) as *"High-quality programs, outside of regular school hours, that provide students with academic, enrichment opportunities as well as activities designed to complement their regular academic program. Programs should provide a range of services that improve academic achievement, keep children safe and help working families."*

School Age Child Care

SACC must be offered directly through or in collaboration with the FRC and must be made available to families as all of the following:

- *"before-school program activities in operation from 7:00 a.m. through local school start time;*
- *after-school program activities in operation from local school end time through 6:00 p.m.; and*
- *vacation program activities during the summer recess periods and school breaks when school is not in session."*

SACC as Out of School Time

SACC is documented in Cayen using Out of School Time category.

Out of School Time (OOST) should be considered for programs or activities that are conducted for school aged students (k-12) beyond formal "classroom" time, or compulsory instruction time..

SACC as Out of School Time

OOST service/activities may actually occur during the regular school day like lunch time, morning assembly, afternoon media center visit, etc. Under this expanded category type, any classroom based activities or lessons that are led by the classroom teacher as grade level instruction should <u>not</u> be identified as OOST.

> *Example: FRC staff provides literacy-based tutoring sometime during the school day to grade 3 students. OOST-Tutoring would be the activity deemed appropriate in Cayen*.

Enrollment in OOST

Cayen program <u>enrollment</u> should be reserved only for school aged children who are registered at an FRC that operates a program providing on-site child care offering students both academic and enrichment activities through, at minimum, one of the following venues:

- <u>before-school program</u> in operation during the school year, before local school start time (minimum 1 hour duration or from 7:00 a.m. daily);

- <u>after-school program</u> in operation during the school year after the local school end time (minimum 2 hour duration or 6:00 p.m. daily); or

- <u>Summer or vacation program</u> in operation during either summer recess periods or school breaks when school is not in session (minimum 4 hour duration daily.)

Enrollment in OOST

- Preschool aged child registrants should <u>not</u> be enrolled in OOST. Programs providing services that extend hours, days and/or weeks of programming for preschoolers enrolled in an existing part-time program should use a more appropriate PreK enrollment and activity category.

- Enrollments are based on the program year so you must re-enroll even if the child was registered/enrolled in a prior year.

- Adults should <u>never</u> be enrolled in OOST or recorded in attendance for any OOST activity. If parent/adult and child participate together, consider using a "Family Connections" activity to record attendance of both.

To Include or Not Include?

Consider:
- Notwithstanding tuition or fees collected, is the FRC grant the primary funding source that largely supports the OOST program/activity?

  ....YES, then likely include data to Cayen FRC.
- Does the FRC formally direct, manage and supervise the operations of the OOST program/activity?

  ....YES, then likely include data to Cayen FRC.
- Is the FRC the only entity collecting registration and/or attendance information for the specific OOST activity/service?

  ....YES, then likely include data to Cayen FRC.

To Include or Not Include?

Is attendance uniquely track by participant(s) in a separate data collection process that is required by another primary funder?

   ....YES, then likely <u>do not</u> include data to Cayen FRC.

The decision to include any duplicative data to Cayen FRC should be discussed further to explore what shared value or potential benefit of dual entry will be gained. Contact FRC Program Manager at CSDE.

Registration

- Required Demographics
  - SASID (Children only)
  - Date of Birth (Children only)
  - Race
  - Ethnicity
  - Immunization/Insurance information *(<u>mandatory</u> for any child enrolled in Pre-K. Strongly encouraged for all registered preschool aged children.)*
- Who should be registered?
  - Child(ren)
  - At least one adult in the household.

FRC Assessment (Cayen)

- You must initiate/complete an assessment for every registered family (household.)
  - One assessment per household.
  - Although child's characteristics may be the only available information, the assessment must be assigned to the corresponding registered adult.
- Make sure to update assessments for families carried over into a current term using the original assessment. Do <u>not</u> create a new assessment for a family that already had one in a previous term.
- Run a Participant Assessment Results Report to ensure that all families have a completed assessment.
  - You must enter a date range when running the report. The range reflects any reports entered or updated during that time.

Purpose of FRC Assessment (Cayen)

• To provide FRCs with information to better understand concerns, priorities and resources related to supporting families and children and resolving other issues the family may want help to address.

• To identify the family concerns and priorities that help staff develop desired outcomes and identify services, supports and strategies needed.

• To ensure families with the greatest needs get the most comprehensive services.

• To identify what family supports and strengths are already in place in order to effectively provide targeted assistance.

• To gather important customer data on the population served and report to funders.

Use of FRC Assessment (Cayen)

•The use of the FRC Assessment in Cayen is designed to simply record information that is gathered from a family, on a voluntary basis, usually through conversations with the family.

•Check lists and interviews can also assist to get useful information.

•Make sure all staff in your program understands the importance of safeguarding data privacy, access and release, including their own responsibility for ensuring them.

Out of School Time: Recording and Tracking Activities/Sessions.

The use of a non-customizable OOST activity/session should be reserved for OOST enrolled participants. Utilize the activity/session that reflects the most appropriate program element.

Non-customizable sessions include:

- OOST Extended Day (*OOST Extended Day Afternoon; or *OOST Extended Day – Morning)

- Out of School Time-After School (*Out of School Time - After School)

- Out of School Time-Before School (*Out of School Time - Before School)

- Out of School Time-School Vacation (*Afternoon School Vacation; or *Extended Day School Vacation; or *Morning School Vacation)

- Out of School Time-Summer (* Afternoon Summer; or *Extended Day Summer; or *Morning Summer

Out of School Time: Recording and Tracking Activities/ Sessions.

Customizable OOST activity/session is not reserved for those enrolled in OOST. Utilize the activity/ session that reflects the most appropriate program element.

Customizable sessions include:

- Out of School Time-Enrichment

- Out of School Time-PYD

- Out of School Time-Tutoring

Request a customizable session by completing the Customizable Session form in Cayen under "Helpful Links" or email information to Louis or Gerald.

Out of School Time: Recording and Tracking Activities/ Sessions.

Crossover can occur among all OOST activity/sessions for either enrolled or non-enrolled participants. Examples:

- OOST enrolled participant's attendance recorded in an "Out of School Time-PYD" activity: individual student attends daily FRC afterschool program then periodically participates in a separate FRC mentoring program.

- Non-enrolled participant's attendance recorded in "Out of School Time-Before School" activity: FRC runs a before school service that supervises students during school breakfast in cafeteria (½ hour before start of school.)

OOST Activities :

Recording and Tracking Screenings and Referrals

- There is <u>no</u> minimum requirement for any enrolled or non-enrolled school aged children to receive screenings. However, programs are allowed to appropriately record any screening/results administered directly by FRC staff or other relevant professional (i.e. pediatrician, dentist, social worker, etc.)

- Referrals:
    - Entered under the child's record.

Reports

- Pay close attention to filters for the different reports.

- Run the various reports on a frequent basis to ensure the accuracy of your data entry.

- HH Enrolled Program Report (OOST)

- FRC Services Report

- Screening and Referral Detail Report