

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Component A: Physical Environment**

*The physical appearance of the facility is an essential element in creating a welcoming atmosphere. Tour the facility's parking areas, signage, entrances, offices and hallways. Be sure to take notes of your observations while touring the building so you will be able to discuss your observations and complete the Reporting Form with your teammates at the conclusion of your tour.*

**Rate each question as follows:**

- 1** = No (Definitely Not)
- 2** = Somewhat True (Minor Evidence)
- 3** = Mostly True (Yes... But Something's Missing)
- 4** = Yes (Yes, Definitely)
- n/a** = Not Applicable

Score:

Indicator	Score	Notes
<b>OUTSIDE THE FACILITY</b>		
<b>1.</b> There are clear directions outside of the building for visitor, staff and/or student parking as well as student and bus drop off.		
<b>2.</b> Clear directions to the main office are posted near the front entrance and all other entrances.		
<b>3.</b> A welcome sign is displayed near the entrance.		
<b>4.</b> A welcome sign is displayed near the entrance <b>in more than one language.</b>		
<b>5.</b> Security procedures, such as locks, buzzers and video cameras, are in place. Their use is explained and used for all visitors.		
<b>6.</b> The hours of the building and office are posted near the front entrance and all other entrances.		
<b>7.</b> A handicapped accessible entrance is clearly marked.		

**Physical Environment (continued)**

Indicator	Score	Notes
<b>INSIDE THE FACILITY</b>		
<p><b>8.</b> There are friendly, clear instructions for all visitors to sign in or sign out.</p>		
<p><b>9.</b> Visitors can pick up a badge that indicates their role in the after school program (for example tutor, mentor, volunteer or family member).</p>		
<p><b>10.</b> There is a directory near the front entrance.</p>		
<p><b>11.</b> A map is available in the office or displayed near the main entrance and all other entrances that highlights frequently requested locations.</p>		
<p><b>12.</b> There is a sign or digital type display announcing upcoming events.</p>		
<p><b>13.</b> There is a bulletin board on which parents can post and receive news and announcements.</p>		
<p><b>14.</b> There are other bulletin boards thanking volunteers and community members for their contributions.</p>		
<p><b>15.</b> Displays of all kinds reflect the diversity of the after school program’s children and families. They include a variety of family structures, cultural diversity, children with disabilities, and racial and ethnic diversity.</p>		
<p><b>16.</b> Student work is displayed throughout the building to show what students are learning in the after school program.</p>		
<p><b>17.</b> The after school program provides a space for parents, visitors and staff to chat that is safe, accessible and inviting (student work on display, artwork on walls, materials to read or plants).</p>		
<p><b>18.</b> Community and social service resources are available in the entrance or sitting areas. (Please explain.)</p>		
<p><b>19.</b> There is a place where visitors, parents or volunteers can gain detailed information about the after school program. (Please explain.)</p>		
<p><b>20.</b> There is a place where volunteers can work to prepare materials for the after school program.</p>		

**Physical Environment (continued)**

Indicator	Score	Notes
<b>INSIDE THE FACILITY (continued)</b>		
<b>21.</b> The facility is clean and in good repair (ex. bathrooms, cafeteria, hallways, classrooms, gym, offices, library/media center, parking lots, playgrounds).		
<b>22.</b> Handicapped facilities (such as restrooms and elevators) are clearly marked.		
<b>23.</b> Paintings, murals and art demonstrate community pride, community involvement and student interests. The art demonstrates sensitivity to diverse backgrounds.		
<b>24.</b> Quiet, comfortable space is available for homework completion.		
<b>25.</b> Adequate space is available for enrichment and recreation activities.		

**NOTES**

A large, light-yellow rectangular area with horizontal lines, intended for handwritten notes.