|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IMT common area: Service Delivery** | **Ways to Measure** | **Y** | **Comments** | | |
| Staff actively engage with children. | Monitor observes that staff work to engage with children. |  |  | | |
| Staff are well prepared to lead activities. | Certificates of training(s) through APOST or other trainings in staff files |  |  | | |
| Staff skillfully handled challenges or difficulties encountered | IE deescalated a situation, positively redirected student, transitions from class to class or activity to activity were handled with little to no problem |  |  | | |
| Staff to children ratio is appropriate | 1/12 K-3rd  1/15 4th and up |  |  | | |
| **Total (YES)** |  | **/4** | **3-4 green** | **2 yellow** | **0-1 red** |
| **IMT Common Area: Outcomes**  **OST Goals: SAFE SPACE, ENRICHING ACTIVITIES, POSITIVE CONNECTIONS** | **Ways to Measure** | **Y** | **Comments** | | |
| The site is offering the programming outlined in their service profile. | Compare calendar of programming against calendar uploaded from the monthly report. |  |  | | |
| The site offers activities that children want to be engaged in doing. | Observes that children are engaged in the activities offered. |  |  | | |
| The site offers enriching activities to children. | Calendar of programming indicates enriching activities are offered to children. |  |  | | |
| Staff are warm, friendly and respectful to children. | Observes that staff have positive interactions with children. |  |  | | |
| Staff are clearly identifiable. | Staff are wearing name tags or have some other identifiable way of showing that they are safe adults, associated with the program.(OST) |  |  | | |
| Emergency drill protocols and diagram along with the Emergency Exit information prominently displayed/posted | Emergency drill protocols and diagram along with the Emergency Exit information prominently displayed/posted |  |  |  |  |
| **Total(YES)** |  | **/6** | **5-6 green** | **3-4 yellow** | **0-2 red** |
| **IMT Common Area: Environment** | **Ways to Measure** | **Y** | **Comments** | | |
| Signage showing the location of the program | Signs are posted. |  |  | | |
| The site has adequate space, materials and supplies to provide a comfortable experience for the children served. | Children have enough space to perform activities (i.e. enough chairs to sit in, if doing a sit-down activity) and enough materials to perform activities. |  |  | | |
| The site has a sign in for all children, so that every person at the program is accounted for. | Sites have a sign in sheet on display. |  |  | | |
| The site has its rules posted somewhere that children and their parents can clearly see them. | Observes the rules posted somewhere that children and parents can clearly see them. |  |  | | |
| The site is clean and well-maintained. | Observes that the space is clean and well-maintained. |  |  | | |
| Smoke detectors are on all floors and working properly | Observe detectors and check that they work |  |  | | |
| **Total(YES)** |  | **/6** | **5-6 green** | **3-4 yellow** | **0-2 red** |

|  |  |  |
| --- | --- | --- |
| **Name of Program/site** |  | **Date:** |
| **Number of Staff:** | **Children:** | **Parents:** |
| **Type of Activity Observed** |  |  |
| **Program Monitor Name (Print)/date** |  |
| **Program Monitor Signature** |  |
| **Supervisor Name (Print)/date** |  |
| **Supervisor Signature** |  |