A YEAR OF QUALITY IMPROVEMENT

Useful tips to help guide you through a year of continuous quality growth.

JUNE

- As the school year wraps up, summer plans should be in place.
- Make sure staff are aware of summer goals, equipped with supplies, and are prepared to engage all day!
- Create opportunities for brief staff check-ins at the beginning or end of the day to make sure things are running smoothly.
- Plan your Summer Learning Week activities.

AUGUST

- Staff hiring and onboarding:
  - Post positions to UAN Job Board.
  - Utilize the Quality Tool and eLearning for staff training.
  - Apply for Behavior Management Institute.
  - Review the National Afterschool Association’s Core Knowledge & Competencies.
  - Review any grant scopes and objectives with team and share plans for implementation.
  - Plan intentional activities that meet objectives and goals for program and youth.

SEPTEMBER

- Quality Tool Opens | 9/1
  - Review all areas with team and determine self assessment process.
  - *Best Practice!* Assign each area of the tool to a different staff and give them a deadline to review how practices are implemented in your program.
  - Register for the Jump Start Conference.

OCTOBER

- Lights On Afterschool!
- Plan for Jump Start. What sessions will benefit your team and program?
- Continue Quality Tool Self-Assessment with team.
  - *Best Practice!* Hold a team meeting to discuss what everyone observed in each area of the tool. Discuss strengths, areas for improvement, and outline next steps.

NOVEMBER

- Jump Start Conference | 11/1-2
- Quality Tool Submissions due | 11/15
  - *Best Practice!* Submit before deadline in case you encounter any issues.
- Set some goals! Use your Quality Tool results, survey data, observation results, and other relevant info to set goals on how you want your program to improve throughout the rest of the year.

DECEMBER

- Check in time! Talk with your team about progress on goals, understanding of organization mission, and any issues they want to address.
- Apply for January Behavior Management Institute.

MARCH

- National Afterschool Association Conference 5/15-18 | Washington D.C.
- Check in time! Talk with your team about progress on goals, understanding of organization mission, and any issues they want to address.
- Begin summer planning.
- Post positions to the UAN Job Board.

APRIL

- End of year assessments:
  - *Best Practice!* Seek input from staff, youth, parents, and partners on what went well and areas for growth.
  - Review Quality Tool indicators where areas for growth were identified. How did you do?
  - Plan summer staff onboarding.
- Program Information Form Closes | 5/29

FEBRUARY

- Southern Recharge | 2/8
- Northern Recharge | 2/29
- Afterschool Day on the Hill
- Assess goals: Have you met your goal, are you making progress, or is it time to revise your goals?

JANUARY

- Happy New Year!
- Register for Northern and/or Southern Recharge Workshops.
- Behavior Management Institute | 1/25

MAY

- Professional Learning Incentive Due | 4/17
- Afterschool Professionals Week | 4/20-24
- Program Information Form open | 4/1
- Review overall goals for year.
  - *What can be incorporated into summer?*
  - *What goals can carry on into next fall?*
- Begin planning summer activities and field trips.