**Wayne State University C2 Pipeline**

**Compliance Observation Form**

**PY 2023-2024**

Site:

Site Coordinator:

Date Observed:

# of Staff:

# of students observed:

# of students registered:

# of MOUs:

Activities Observed:

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| **C2 Pipeline****Organizational Requirements** | Observed | Not Observed |
| Each staff member has completed the following grant-requirements: TB skin test, DHS clearance, Livescan fingerprinting |  |  |
| **Staff Name:** |  |  |
| TB skin test |  |  |
| DHS clearance |  |  |
| Livescan fingerprinting |  |  |
| **Staff Name:** |  |  |
| TB skin test |  |  |
| DHS clearance |  |  |
| Livescan fingerprinting |  |  |
| **Staff Name:** |  |  |
| TB skin test |  |  |
| DHS clearance |  |  |
| Livescan fingerprinting |  |  |
| Staff has completed CPR/First Aid training and their certificate is still valid |  |  |
| Staff has completed their Cornerstone evaluations in Academica |  |  |
| Staff has a Professional Development log for the 23/24 program year |  |  |
| Staff has completed the following mandatory trainings: 8 hours of orientation, Bloodborne Pathogens, PQA basics, BSA Youth Protection Training, Title IX |  |  |
| Notes: |  |  |

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| **EZReports** | Observed | Not Observed |
| All registered students (active + dropped) have UICs |  |  |
| All registered students (active + dropped) have parent/guardian contact info |  |  |
| All registered students (active + dropped) have notes regarding some of the following topics: attendance, academics, behaviors, recruitment, etc. |  |  |
| Dinner/Homework Help is one session (60 minutes long) |  |  |
| SEL/Leadership Development is one session (30 minutes long) |  |  |
| There are clubs (career pathways or social clubs) daily (60 minutes long) |  |  |
| Each activity has a description |  |  |
| Site staff are listed in EZReports |  |  |
| Attendance is taken daily |  |  |
| Attendance has been certified by the 1st of the month (internal requirement) **and** submitted by the 10th of each month (MSU requirement) |  |  |

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| **Healthy and Safe Environment** | Observed | Not Observed |
| Visitor/Volunteer sign-in sheet present |  |  |
| Student sign-in/sign-out sheet present **and** utilized during programming |  |  |
| A system is in place to prevent unauthorized individuals from taking students from the program |  |  |
| Physical environment is safe, clean, and free of health hazards |  |  |
| Program space and furniture accommodate the activities offered |  |  |
| Emergency procedures clearly posted |  |  |
| Emergency plans are reviewed and a written log is maintained of the following drills:1. At least one fire drill quarterly
2. At least two tornado drills between the months of March through November
 |  |  |
| A procedure for emergency communication with families (e.g. phone trees, text messages, emails, web postings, Remind/WhatsApp, and cell phone usage) is established and communication with program participants |  |  |
| Staff members are trained in accident prevention (bloodborne pathogens) and in plans for emergencies |  |  |
| First Aid kit present |  |  |
| Land-line phone is available at all times |  |  |
| There are always two staff members present during program hours (youth are adequately supervised) |  |  |
| There is adequate storage space (i.e. things have a designated space and are located within C2 Pipeline areas) that is safe and secure |  |  |
| An inventory has been completed of supplies and technology |  |  |
| Healthy food and drinks are provided according to the Child and Adult Food Care Program (CACFP) |  |  |
| A “Justice for All” poster is visible where students eat |  |  |
| Drinking water is readily available at all times |  |  |
| Food storage and preparation standards are maintained by CACFP and licensing rules |  |  |
| Food is not used as a reward or a punishment |  |  |
| Staff members site and discuss the health benefits of meal components with students during meal time |  |  |
| Staff members do not bring in/consume personal food or beverages in front of students |  |  |
| Field trip forms (including student permission slips, payment receipts, transportation, etc.) are kept in a secure location |  |  |
| Field trip transportation is arranged with the knowledge and consent of parents/guardians **and** follows transportation rules for school field trips as listen in the Licensing Rules for Child Care Centers |  |  |

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| **Supportive Environment** | Observed | Not Observed |
| Staff provides a welcoming atmosphere, including greeting students by name when arriving to programming and positively engaging with students during programming |  |  |
| Staff provide a safe, respectful environment where children and youth (as well as their families) may interact in positive ways |  |  |
| Clear expectations are established cooperatively with program participants **and** are posted so that they can be maintained consistently |  |  |
| Staff interact/engage effectively with youth throughout the program |  |  |
| Staff relate to youth in a positive manner with encouragement and active listening |  |  |
| Staff uses youth-center approaches to reframe conflict in a calm manner |  |  |
| Staff promote psychological and emotional safety at all times |  |  |
| Staff support youth in building new skills |  |  |
| Staff promote supportive peer interactions by encouraging collaboration, teamwork, and positive communication |  |  |
| A monthly activity calendar is posted, visible to everyone in the program space |  |  |
| A daily activity schedule is posted, visible to everyone in the program space |  |  |
| Session flow is planned and adequately followed |  |  |
| Activities support active youth engagement |  |  |
| Multiple systems are in place for families to be involved and to provide input regarding policies, procedures, curriculum, etc., including evidence of the following:* A site advisory board that meets a minimum of once every two months
* A family open house night in the month of September
* A Lights On! Family event in the month of October
 |  |  |
| A log of parent/guardian contacts exists in EZReports for each registered student |  |  |
| Multiple systems are in place to maintain communication with families |  |  |

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| **Interaction** | Observed | Not Observed |
| Materials and photographs displayed reflect a wide variety of family backgrounds and interests of students, including cultural diversity |  |  |
| Evidence if student involvement in planning (activities and lesson plans) |  |  |
| Youth have opportunities to develop a sense of belonging |  |  |
| Youth have opportunities to participate in small groups |  |  |
| Youth have opportunities to act as group facilitators and mentors |  |  |
| Youth have opportunities to present to the entire program |  |  |
| Youth have opportunities to partner with adults |  |  |

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| **Engagement** | Observed | Not Observed |
| There is an active Youth Action Council on site, with meetings occurring at least once every other week (beginning no later than October 1, 2023) |  |  |
| There is an active Advisory Committee on site, with the first meeting occurring no later than October 1, 2023 |  |  |
| Youth have opportunities to set goals and make plans |  |  |
| Youth have opportunities to make choices based on their interests (choosing the activities offered, choosing between two activities occurring at the same time, etc.) |  |  |
| Youth have opportunities to reflect |  |  |
| Staff give youth many opportunities to carry out and evaluate their own activities |  |  |
| There are opportunities for children and youth to participate and develop connections of program activities |  |  |
| Students are appropriately involved in decision making and the planning, management, evaluation, implementation and improvement of the program |  |  |

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| **C2 Pipeline Binders** | Observed | Not Observed |
| Student Registration Forms, organized into two alphabetical tabs:* Active students
* Dropped students
 |  |  |
| Student Attendance |  |  |
| Lesson Plans |  |  |
| Staff Meetings |  |  |
| Payroll |  |  |
| Field Trips |  |  |
| Professional Development |  |  |
| MDE Compliance |  |  |
| Visitor/Volunteer Log |  |  |

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| **Programming Notes, Final Thoughts and Next Steps** |
| Program Activities Observed (title, start time, end time) |
| Student Engagement Notes: |
| Staff Engagement Notes: |
| Student-Staff Interaction Notes: |
| Final Thoughts: |
| Next Steps: |

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Signature of Observer Title