



# OUT-OF-SCHOOL TIME APPLICATION CHECKLIST

Facility Name \_\_\_\_\_ License Number \_\_\_\_\_

Level 1	ALL REQUIREMENTS MUST BE MET AT TIME OF APPLICATION	YES	NO
	The facility has a license in New Provisional or Regular status. (program reviews may be requested)		

Level 2	ALL REQUIREMENTS FOR LEVELS 1 & 2 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
<b>2.A.1</b>	The facility shall have an Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall have a PAS assessment completed by a certified PAS assessor.</i>	OQA Summary Report or PAS Summary Report		
<b>2.A.2</b>	The director shall complete a Strengthening Families training listed on PDR.	Staff Training Record form		
<b>2.B.1</b>	All directors and at least fifty percent (50%) of teaching staff shall complete “Intro to the 40 Developmental Assets” training.	Staff Training Record form		
<b>2.B.2</b>	All directors* and fifty percent (50%) of the teaching staff** shall complete YPQI training. <i>If not using YPQI, SACERS training is required.</i>	Staff Training Record form		
<b>2.B.3</b>	The director and kitchen manager (if applicable) shall participate in training on nutrition for school age children/youth (2 hours annually).	Staff Training Record form		
<b>2.B.4</b>	The director shall complete training on developmentally appropriate physical activities for children/youth.	Staff Training Record form		
<b>2.C.1</b>	The facility shall score an average of 3.00 or higher on the Program Quality Assessment (PQA). <i>If not using YPQI, the facility shall score 3.0 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
<b>2.D.1</b>	The facility shall document the distribution of ARKids First information to families of uninsured participants.	ARKids First form, Program Review checklist		
<b>2.D.2</b>	The facility shall share information on child/youth development, stages of children and youth development, and children and youth health with families.	ARKids First form, Program Review checklist		

\*YPQI requires that all directors and site supervisors complete “Program Quality Assessment (PQA) BASICS.”

\*\*“Introduction to Youth Program Quality Intervention (YPQI)” is recommended for teaching staff.

Level 3	ALL REQUIREMENTS FOR LEVELS 1, 2 & 3 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
3.A.1	The facility shall score 3.75 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 4.0 or higher on the PAS Items 1-21(items 5 and 6 are not included in the score).</i>	OQA Summary Report or PAS Summary Report		
3.A.2	The director shall complete the Strengthening Families online self-assessment for three (3) or more Strategies.	Strengthening Families self-assessment		
3.A.3	The facility shall develop a Strengthening Families action plan and implement at least one (1) action step.	Strengthening Families form		
3.C.1	Staff shall maintain a portfolio for each participant.	Program Review checklist		
3.C.2	The facility shall score an average of 3.75 or higher on the PQA. <i>If not using YPQI, the facility shall score 4.0 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
3.D.1	The facility shall share information on nutrition and physical activity for children with families.	ARKids First form, Program Review checklist		
Level 4	ALL REQUIREMENTS FOR LEVELS 1-4 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
4.A.1	The facility shall score 4.00 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 4.0 or higher on the PAS Items 1-25.</i>	OQA Summary Report or PAS Summary Report		
4.A.2	The director shall implement at least one (1) additional Strengthening Families action step for a total of two (2).	Strengthening Families form		
4.C.2	The facility shall score 4.00 or higher on the PQA. <i>If not using YPQI, the facility shall score 5.0 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
Level 5	ALL REQUIREMENTS FOR LEVELS 1-5 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
5.A.1	The facility shall score 4.25 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 5.0 or higher on the PAS Items 1-25.</i>	OQA Summary Report or PAS Summary Report		
5.C.2	The facility shall score 4.25 or higher on the PQA. <i>If not using YPQI, the facility shall score 5.5 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
Level 6	ALL REQUIREMENTS FOR LEVELS 1-6 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
6.A.1	The facility shall score 4.75 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 6.0 or higher on the PAS Items 1-25.</i>	OQA Summary Report or PAS Summary Report		
6.C.1	The staff/participant ratio shall be 1:15.	No form required. Licensing records will be checked		
6.C.2	The facility shall score 4.50 or higher on the PQA or 6.00 or higher on the SACERS. <i>If not using YPQI, the facility shall score 6.0 or higher on the PAS Items 1-25.</i>	PQA Report or SACERS CQI Report		