

**CONTINUATION REPORT**

The Oklahoma State Department of Education’s (OSDE) 21st Century Community Learning Center (CCLC) program has developed an annual Continuation Report to review the progress toward successful implementation and goal attainment of our 21st CCLC programs. The report will be used as a tool for all grantees to review their program’s growth and for the OSDE to consider continued funding. Evidence and data provided here will help recognize successes and provide information necessary to identify and address program challenges. It is expected that grantees will be in different stages in the process based on the year of their grant, however all programs are expected to demonstrate progress.

All program updates and changes must be included in the continuation report (Note: significant programmatic changes may only be made upon OSDE approval). Once the information has been received and reviewed, the grant award process can begin contingent upon the receipt of federal funding from the United State Department of Education (USDE).

The purpose and results of the annual report will be used by the 21st CCLC grantees and OSDE to identify:

* Current strengths of the program
* Current program operations
* Progress toward program goals, as identified in the grant application
* Areas for improvement
* Sustainability plans
* Needs for technical assistance

For program continuation each grantee must complete the continuation report and submit it to the 21st CCLC Office at the Oklahoma State Department of Education **no later than June 30th of each year**. Failure to complete and submit this report on the indicated due date may result in closure of the 21st CCLC program. Questions regarding the report should be directed to:

***Sonia Johnson***

***Executive Director***

***Parent & Community Engagement/21st CCLC***

Oklahoma State Department of Education

2500 North Lincoln Boulevard, Suite 414

Oklahoma City, OK 73105

405.522.6225

**Continuation Report**

Date:

District/Organization Name:

Address:       Phone:

Contact Person:       Title:

Individual Completing Report:       Email:

SECTION 1: PROGRAM ATTENDANCE

* Projected number of students to be served as identified in the grant application.

* Using your Weikart Center Data Management Spreadsheet, calculate the average daily attendance for the program for each month. This is calculated by adding the total number of attendees for one month and dividing by the total number of days the program was open during that month.

August       February

September       March

October       April

November       May

December       June

January       July

* Does the average daily attendance meet the “projected number of students to be served” as outlined in your grant application?

YES       NO

If “NO”, discuss why and outline the strategies you will implement to recruit and retain participants.

SECTION 2: PROGRAM ACTIVITIES

* Provide a description of the youth programming that took place during this year and any changes or modifications you are planning for the upcoming year.

* Provide a description of the family program activities that took place during this year and any changes or modifications you are planning for the upcoming year.

* Provide a description of your community partners and the contributions they made during this year and any changes or modifications you are planning for the upcoming year.

* Please attach your program calendar for the year. Did your program meet the number of weeks outlined in the grant application?

Yes

If no, please explain.

SECTION 3: PROGRAM GOALS

Review the program objectives, activities, and outcomes submitted with the original grant application. Remember that federal law authorizing 21st CCLC clearly states that strategies employed should be research-based.

* Describe how the program intentionally worked toward mastery of the program goals.

* Identify and list the goals that were met. How was it determined that the goals were met?

* Describe how you plan to attain the goals that have not yet been met?

SECTION 4: PROGRAM ADVISORY COMMITTEE

Each grantee must have an active advisory committee structure in place to discuss program operations. Refer to the original grant application to determine when advisory committee meetings were to take place. Topics of the meetings may have included student attendance or recruitment, program goals, YPQA assessments, program opportunities/barriers, staffing, activities, or budgets. Student Attendance and Recruitment

* Describe and document how the Advisory Committee was involved in the program this year. Attach sign-in sheets and meeting notes/minutes.

* Describe and document the recommendations of the Advisory Committee.

* Describe any changes or plans to involve the Advisory Committee in the upcoming year.

SECTION 5: PROGRAM DOCUMENTATION

* Attach one sample document showing communication between the 21st CCLC program and each of the following groups.
	+ Parents
	+ Community
	+ Regular school day personnel
	+ Afterschool staff
	+ Advisory committee members
* Provide evidence that the program is intentionally linking learning to the regular school day and embedding academics into enrichment activities.

SECTION 6: PROGRAM ADMINISTRATION

* Describe the actions or steps you have taken this year to prepare for program sustainability.

* Describe ALL non-21st CCLC funds that are being used to support the 21st CCLC program, including in-kind.

* Describe the student transportation plan. How do students arrive and get home from the program each day?

* Please indicate the date of your most recent audit and when it was submitted to the OSDE. Districts grantees submit audits directly to the Oklahoma Cost Accounting System office at OSDE. Non-district grantees submit audits to the 21st CCLC office.

SECTION 7: PROGRAM SUPPORTS

* Describe your successes and challenges and how you will incorporate lessons learned from these experiences into your plans for the coming year.

* Describe how the 21st CCLC Team, coaches and staff, can better support your efforts toward offering quality out-of-school time services to the children, youth and families in your community.

SECTION 8: PROGRAM CONTACT INFORMATION

Please update any contact information changes that the OSDE should be aware of for the upcoming year. Add lines as necessary and if summer contact information is different, please also indicate that on the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Phone Number | Email Address |
|  | Site Coordinator |  |  |
|  | Finance Officer |  |  |
|  | School, CBO or FBO Administrator |  |  |
|  | Lead Teacher |  |  |