POLICY PLANNER

High quality programs have...

*Procedures and policies in place to provide **safe**, **healthy**, and **welcoming** environments for staff and young people.*

Having written or documented policies is important to the overall quality of a youth program. It promotes a shared understanding of the expectations a program has for both the staff working with young people and the young people attending the program. Having these documented procedures or policies supports everyone in understanding the roles and responsibilities shared by staff and youth, contributing to the healthy, safe, and welcoming environment.

INSTRUCTIONS

1. Read through the populated Jamboard that details the policies and procedures that various 21st CCLC programs in Oklahoma have in place to provide safe, healthy, and welcoming environments for staff and young people.

2. Consider what additions or modifications you might make to ensure your program policies promote a high-quality environment.

3. Using the table on the next page of this document, select 3-5 of the policies or procedures that you would like to create, modify, or improve at your own program. For each, answer:

    a) What to do you need to implement these program policies?

    b) Who is responsible for which pieces?

4. Either discuss with a partner or use 'Silent Scribe' time to work through the Policy Planner on your own.

5. Afterwards, participate in the Youth Development Resource Hunt activity to add resources from the field that will support your policy and procedure planning process.

POLICY PLANNER

Program Policy & Procedure	What to do you need to implement these program policies?	Who is responsible for which pieces?	What youth development resources might support you to create, modify, or improve this policy or procedure?
EXAMPLE: Consistent and reliable operating hours.	**EXAMPLE:** Written hours, stronger relationships with school staff to be sure space is available at program start time.	**EXAMPLE:** Site Coordinator	**EXAMPLE:** [Resource Name] [Organization] [Website]

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YOUTH DEVELOPMENT RESOURCE SCAVENGER HUNT

Organization			
Mission			
Website			
Resources			
Other notable information			

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