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COA AFTER SCHOOL PROGRAM REGISTRATION

Registering a Program's Commitment to Promoting COA After School Quality Standards

Programs may begin these quality improvement processes with any opportunity for which they qualify based on the stated criteria. No opportunity is a prerequisite for the next.

Criteria:

- Any individual program, or organization with multiple programs where only after school services are being registered (this is inclusive of after school, before school, mid day and summer programs).
- Programs are registered independent of other programs within the same organization, and must meet one of the criteria below:
 - Program serves 75 or less children (maximum number of children capable of being served), **or**
 - Annual budget of \$60,000 or less.

An eligible program may apply for Registration at any time by following the directions below.

COA After School Program Registration Process:

After School Program Registration consists of a three (3) year progressive process designed to demonstrate the continuing capacity building of a program. A program may submit documentation for a subsequent year, however, this will not impact the length of the recognition, nor the fee structure.

1. Program submits application¹ for registration, the first year's fee, and the following:
 - a. Commitment from Program Administrator and authorized representative of the entity providing oversight in recognition and support of the COA After School program standards, and pledging to promote and pursue quality within their program as outlined on the application.
 - b. Attestation to the implementation of policies and procedures into practice, as well as communication of the same to staff, parents, and members of any entity providing oversight as outlined on the application.
 - c. Commitment from Program Administrator / Site Director validating support and commitment to the following COA after school registration principles:
 - The program operates in an honest, truthful, and responsible manner at all times.

¹ "application" refers to the initial contact between a program interesting in pursuing after school registration and COA, initiated by the program. It involves providing basic information to COA, and includes the agreement of the program to pursue After School Program Registration with COA.



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- The program's finances and accounting practices comply with legal and regulatory requirements.
 - Sound governance/oversight increases the organization's viability and sustainability.
 - A stable, qualified workforce contributes effectively and efficiently to child/youth and family satisfaction and safe and healthy programs.
 - The program seeks to continuously advance quality.
 - Risk prevention practices reduce the program's risk, loss, and liability exposure.
 - The program's environment(s) is/are respectful, caring, safe, healthy and accessible.
 - The program protects the safety of children, youth and staff, and promotes positive behavior and interactions between:
 - children/ youth,
 - staff,
 - children/youth and staff, and
 - staff and families.
 - The rights and dignity of children/youth are respected throughout the program.
 - The program supports staff and promotes staff competence by providing regular supervision and training on relevant topics.
 - Children and youth who participate in After School programs (any service provided during non-school hours) gain the personal and social abilities and attitudes needed to form positive identities, build skills, navigate challenging situations, avoid negative behaviors, assume leadership roles, embrace diversity, and establish healthy connections with others in the community.
- d. Organization also submits the following information as part of the application for the corresponding year:
- i. Attach the following documentation to the application for After school Program Registration:
 - 1. **Year 1:**
 - a. Copy of the operating license, or documentation of exemption, as appropriate.
 - b. Copy of the Certificate of Occupancy
 - c. Copies of staff CPR and First Aid Certifications



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- d. Resumes and job descriptions of the Program Administrator and Site Director
- e. Copy of the current year's site/program budget
- f. Copy of the registration or admission application, including requests for emergency contact information, photo/video releases, and authorized pick up information forms
- g. Copy of the Child/Youth Rights and evidence that it was distributed to parents/guardians
- h. Description of medication administration practices
- i. Copies of Behavior Support and Management Policies
- j. Copies of brochure, including cost structure, and evidence it was provided to parents
- k. Policies/procedures requiring background checks for employees
- l. Policy requiring TB and physical exams for employees
- m. Copies of parental complaints or accidents involving injury to children, redacting surnames and other identifying information of children and youth.

2. Year 2:

- a. Organization chart with supervision lines identified
- b. Copy of parent handbook and evidence of distribution
- c. Emergency response/preparedness plan
- d. Description of initial and ongoing training requirements, including a table of contents for staff orientation training.
- e. Conflict of interest policy and evidence received & agreed to by staff and entity providing oversight
- f. Children/youth and parent grievance policy, and evidence of distribution
- g. Program activity schedule for previous quarter and one (1) month of lesson plans
- h. Previous month's menu



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- i. Attestation from Program Administrator that items required in year one are in place and up to date. Changes to any of these documents should be submitted, as applicable.
 - j. Copy of hygiene policy – including hand washing expectations
 - k. Copies of parental complaints or accidents involving injury to children, redacting surnames and other identifying information of children and youth.
- 3. Year 3:**
- a. Three (3) program Performance and Quality Improvement (PQI) goals, with accompanying action steps to attain goals
 - b. Attestation from Program Administrator that items required in year one and two are in place and up to date. Changes to any of these should be submitted, as applicable.
 - c. Copy of previous year's monthly fire drills.
 - d. Diagram of program areas identifying soft furniture areas, uses of each program area (including if multi-purpose), etc.
 - e. Copies of parental complaints or accidents involving injury to children, redacting surnames and other identifying information of children and youth.
- 4. Subsequent years to maintain Registration:**
- a. Attestation from Program Administrator that items required in years one, two and three are in place and up to date. Changes to any of these should be submitted, as applicable.
 - b. Progress report on previous Performance and Quality Improvement (PQI) goals, with accompanying action steps to attain goals, as well as three additional goals each year a subsequent application for Registration is submitted.
 - c. Copy of previous year's monthly fire drills.
 - d. Copies of parental complaints or accidents involving injury to children, redacting surnames and other identifying information of children and youth.



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2. Client Relations² reviews application based on criteria
 - a. Eligibility for Registration confirmed by Client Relations,
3. Client Relations notifies the After School Program Manager,
4. The After School Program Manager assigns a Coordinator, and notifies Client Relations of the assignment. Client Relations then forwards the program documentation to the COA After School Coordinator³
5. The COA After School Coordinator reviews the application and documentation. (This should occur within 4 weeks of receipt of the documentation.)
6. Upon approval by the COA After School Coordinator, a congratulatory letter and certificate are sent by the Client Relations Department within 5 business days. The subsequent year's requirements are sent to the program with deadline, along with certificate.
7. A reminder is sent six (6) months prior to year end for program to begin work on subsequent year registration process, along with bill for subsequent year.
8. Payment is required along with, or prior to, submission of subsequent year's documentation (90 days prior to expiration of current year's Registration).

Registration details:

- The Registered Program certificate is in force for up to 3 years, pending the annual receipt of all subsequent year documentation and fees
- A program may re-apply for Registration status beyond the initial three (3) year period by submitting a new application for Registration along with the required attachments and fee.
- Programs electing to move toward Certification or Accreditation prior to completing all three (3) years of Registration are able to do so without penalty. The remaining balance of the total multi-year fee can be applied toward Certification or Accreditation costs.

² "Client Relations" refers to a department within COA that receives initial applications for accreditation, requests for (re)accreditation information, etc.

³ "After School Coordinator" refers to the COA staff member who is assigned to each after school program to provide assistance and support as indicated in the corresponding process.