



## Quality Assurance Framework

The objective of SAIL is to grow the number of summer programs offering a rigorous, high-quality academic component.

### SAIL's quality assurance framework contains the following components:

- **Group Education**

SAIL hosts three forums each spring, addressing a variety of topics chosen to strengthen the programs.

- **Communication and Informal Education**

SAIL maintains a group e-mail distribution list and communicates regularly with the summer learning community. Peer-to-peer learning is encouraged in several ways: panel discussions at forums, informal communication between meetings and small-group meetings.

- **Resource Development**

SAIL works to see that programs have access to resources needed to conduct quality programs, including educational services providers (e.g. Better Basics, Creative Exchanges, and American Baseball Foundation) and enrichment providers (e.g. museums or other natural or cultural experiences).

- **Assessment and Evaluation**

SAIL requires grantees to use Renaissance Learning's STAR Assessment for reading and math. The SAIL funders, in cooperation with the local public school districts, provide STAR at no cost, train the programs on proper use of STAR to create individualized learning plans, transport the programs to a testing site where needed, and administer the tests. The programs (and the funders) use summary data from STAR to evaluate overall program effectiveness.

- **Standardized Reporting**

Grantees are required to submit program results in a standard format. The elements of the report are chosen to reinforce best practices.

- **Continuous Improvement**

All reports are compiled and sent to each grantee, after which all grantees participate in a post-program review in which successes are celebrated and "defects are cherished."



## SAIL Post-Program Report (for Program Hosts)

1	<b>Program:</b> <input style="width: 80%;" type="text"/>									
2	<b>Note: See Reporting Instructions Following the Final Question</b>									
3	<b>Data Section (Questions 1-5)</b>									
4	<b>1. Enrollment</b>									
5										
6	<b>Census by School</b>									
7	<b>Grade</b>	<b>Total</b>	<b>School A</b>	<b>School B</b>	<b>School C</b>	<b>School D</b>	<b>School E</b>	<b>School F</b>	<b>School G</b>	<b>School H</b>
8	1	0								
9	2	0								
10	3	0								
11	4	0								
12	5	0								
13	6	0								
14	7	0								
15	8	0								
16	9	0								
17	10	0								
18	11	0								
19	12	0								
20	<b>Total</b>	0	0	0	0	0	0	0	0	0
21										
22	<input style="width: 50px;" type="text"/> =Percentage of students eligible for free/reduced lunch									
23	<b>Notes:</b>									
24	1. Report the grade the students will enter in the fall									
25	2. Report only students in the core academic program(s)									
26	3. Report the students who are enrolled on Day 1 of your program									
27	4. Report by the school the students will attend in the fall.									
28	<b>2. Attendance and Attrition</b>									
29										
30	<input style="width: 50px;" type="text"/>	Number of students enrolled on Day 1								
31	<input style="width: 50px;" type="text"/>	Number of students completing program								
32	<input style="width: 50px;" type="text"/>	Attrition rate (Target: <10%)								
33	<input style="width: 50px;" type="text"/>	Average daily attendance								
34	<input style="width: 50px;" type="text"/>	Attendance rate (Target: >85%)								
35	<b>3. Academic Programming</b>									
36										
37	Total program duration (days) <input style="width: 50px;" type="text"/>									
38										
39										
40										
41										
42										



## SAIL Post-Program Report (for Program Hosts)

1	<b>Program:</b>	
43	<b>4. Staff Involvement and Satisfaction</b>	
44		
45	<input type="text"/>	Total number of academic staff
46	<input type="text"/>	Student:staff ratio
47	<input type="text"/>	Total number of certified teachers (Target: >= 1 per "class")
48	<input type="text"/>	Student:certified teacher ratio
49	<input type="text"/>	Hours of training/preparation per classroom staff member
50		(listed separately for different jobs if appropriate)
51	<input type="text"/>	Percentage of staff who were satisfied with the program (Target: >90%)
52	<input type="text"/>	Percentage of staff who observed positive outcomes of the program (target:>75%)
53	<b>5. Parental Involvement and Satisfaction</b>	
54		
55	<input type="text"/>	Percentage of students whose parents/guardians participated
56	<input type="text"/>	Percentage of students whose parents/guardians completed a survey
57	<input type="text"/>	Percentage of respondents who were satisfied with the program (Target:>90%)
58	<input type="text"/>	Percentage of respondents who observed positive outcomes of the program (Target>75%)
59	<b>Narrative Section (Questions 6-7)</b>	
60	<b>6. Non-academic Achievement</b>	
61		
62	<b>Please describe other key accomplishments</b>	
63	6A) List key enrichment activities and field trips	
64		
65	6B) List significant achievements, providing anecdotes to illustrate if available	
66		
67	<b>7. Improvement</b>	
68	SAIL recognizes that all programs have opportunity for growth and improvement, and encourages	
69	every program to strive for improvement each year.	
70	7A) Please share up to three lessons learned from the summer and/or plans for change	
71	1.	
72	2.	
73	3.	



**SAIL Post-Program Report  
(for Program Hosts)**

1 **Program:**

74  
75 7B) (Optional) Programs are invited to report specific areas of growth and improvement which  
76 they feel are noteworthy. These optional reports will be shared with the SAIL grantees unless  
77 confidentiality is requested.

1.  
78

2.  
79

**Summer Feeding Information (Questions 8-10)**

81 8. Did your SAIL program participate in a summer feeding program?

82 8A) Approximately, how many meals were supplied by the feeding program  
sponser/vendor?

83 8B) How satisfied were you with the feeding program sponser/vendor (1= very dissatisfied,  
5=very satisfied)

84

85 9. Did you participate in the snack program sponsored by the Communit Foodbank? If so,  
86 9A) Approximatley how much did you pay the Community Foodbank for the snacks? \$

87 9B). How satisfied were you with the snack program? (1= very dissatisfied, 5= very  
satisfied)

88

89 10. Please provide comments/constructive criticism.

**Reporting Instructions (As of June 25, 2015)**

92 This spreadsheet is used to facilitate collection of program results via the SAIL portal.

93 **\*\*Remember to enter the name of your program in Line 1\*\***

94 1. Data Section (Questions 1-5)

95 A) Enter data directly into the white cells of this spreadsheet

96 B) When complete, he spreadsheet will be uploaded via the portal

97 2. Narrative Section (Questions 6-7)

98 These questions are included to allow programs to prepare their responses before

99 entering the data directly to the SAIL portal

100 3. Summer Feeding Section (Questions 8-10)

101 These questions are for summer program hosts who received any type of summer feeding assistance this  
summer. This information will be used to try and meet future needs of the summer program hosts.