



Annex 4: Minimum Standards for NAZA-Funded Partners in 2019-2020

Minimum Organizational Standards

	Standard
	1. Smoking and drug/alcohol use are not allowed on program premises and in programming space.
	2. Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
	3. If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
	4. There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
	5. Families are informed of procedures related to potential health risks/hazards and to program closure.
	6. Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
	7. Procedures are in place for dealing with sick or injured youth during programming time.
	8. Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
	9. There is an established program protocol for dealing with disciplinary offenses.
	10. Policies and procedures support regular, positive and respectful communications with families of participating youth.
	11. Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
	12. Written job descriptions, work schedules, and employee timesheets are on file.
	13. Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
	14. At least one person with a current first aid certificate, including CPR, is present at all times.
	15. Staff and volunteers age 18 and above have undergone a thorough screening and

	background check. High school volunteers have direct supervision.
	16. Staff have been provided information on how to report any concerns related to child abuse or neglect.

The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
	17. There are no observable safety or health hazards in the program space.
	18. Emergency information on each youth is on file and accessible.
	19. A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
	20. Program space has adequate security in place.
	21. Staff knows where youth are and what they are doing at all times.
	22. Drinking water is readily available at all times.
	23. The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
	24. The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
	25. Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
	25. Youth have opportunities to learn through project-based or experiential and real-world contexts.
	26. Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
	27. Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice. -Site coordinators and program administrators must complete YPQA Basics, Intro to PYD, and the NAZA Essential Operations training. -All frontline staff must complete Intro to PYD and the NAZA Essential Operations training.