

NAZA Partner Standard Operational Procedures (SOP) Manual



NAZA SOP Contents

| | | |
|------|---|----|
| I. | OPERATIONS..... | 3 |
| | SOP 1: NAZA Funding Model SOP | 3 |
| | SOP 2: Program Provider Selection | 5 |
| | SOP 3: Child Safeguarding Standard..... | 7 |
| | SOP 4: Student Data Collection and Use | 10 |
| | Table 1: Sample NAZA-Funded Program Enrollment Form..... | 13 |
| | SOP 5: Professional Development..... | 18 |
| | SOP 6: Site and Organizational Compliance and Monitoring..... | 19 |
| | Table 2: NAZA’s Minimum Quality Standards (Annex 4)..... | 22 |
| | Table 3: Performance Indicators (Annex 6) | 24 |
| | SOP 7: NAZA Corrective Action Plan (CAP) | 25 |
| | SOP 8: Transportation Requirements and Services SOP..... | 27 |
| | Table 4: General Guidelines for Evening Program Transportation | 29 |
| | Table 5: Request for Alternative Transportation..... | 30 |
| | Table 6: Evening Program Start-Up Information Sheet..... | 31 |
| | Table 7: Evening Program Startup Student List | 32 |
| | Table 8: MNPS Bus How-To for NAZA..... | 33 |
| | Table 9: Bus Rider Rules | 35 |
| | Table 10: Transportation Expense Reimbursement Agreement Template | 36 |
| | SOP 9: Meals and Snacks | 37 |
| | Table 11: After School Meal Service Program Site Application | 40 |
| | Table 12: Super Snack Student Meal Count Form (Example)..... | 41 |
| | Table 13: Dietary Guidelines | 42 |
| II. | DATA AND EVALUATION..... | 44 |
| III. | AFFILIATED PARTNERS..... | 48 |
| IV. | ENHANCEMENT PARTNERS | 48 |

NAZA Standard Operational Procedures (SOP) Manuel

I. OPERATONS

SOP 1: NAZA Funding Model SOP

| | |
|---|---|
| SOP Name/Title: | NAZA Funding Model and Contracting |
| Document Location: | NAZA Dropbox, Z drive/NAZA/SOP Final Versions |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Reviewer (name and signature): | NPL Finance |
| SOP Effective Date: | 1/1/2019 |
| SOP Addendum # and Date: | 8/1/2022 |

| | |
|---|---|
| Purpose: | The funding model describes the process by which Metro funds local youth-serving non-profit community agencies and public organizations (hereafter referred to as “partners”) to deliver out-of-school time (OST) programs using NAZA as an intermediary organization for funding and program quality assurance. NAZA then disburses funding to partners through Metro Nashville procurement process. |
| Funding Principles: | <ol style="list-style-type: none"> 1. NAZA/Metro funds are awarded based on open competition. 2. All selected partners sign contracts with Metro which is approved by Metro Council after annual Metro budget is approved. 3. Afterschool Funding is based on budgets calculated using a per capita fixed cost rate of \$1,355/youth slot but the disbursement of the budget is not based on actual number of days youth attend. 4. Summer Funding is based on the budget calculated at a rate of \$8 per hour per youth slot. Maximum cost per youth slot for summer program is \$320 per week for partners offering 8 hours of programming x 5 days per week (x \$8 per youth slot). |
| Contracts, Invoicing and Reporting | <ol style="list-style-type: none"> 1. All contracts include budget and program location annexes. All partners must comply with the terms and conditions of the contracts and annexes to maintain their funding. 2. Partners receive three payments through the program year. First payment will be received in July at up to 50% of the total contracted annual budget. Up to 25% of the total contracted budget will be disbursed in February after the acceptance of the mid-year report and up to 25% will be disbursed in June of the contract year based on the annual report and reconciliation of expenses. Partners will receive on payment to cover the expenses for July and June of the upcoming fiscal year 3. Contract budgets should align with the template attached to the Call for Proposal (CFP), which requires an itemized budget with narrative. If the partner is co-funding the program from other sources, the amount and source of the co-funding should be specified only for the number of youths committed to be served through NAZA funding. This will help the evaluators to understand the true program cost. 4. All funded partners submit mid- and end-of-year financial reports on actual spending. 5. If the program closes in the middle of the program year, then the final report should be submitted to illustrate the actual costs up to the last day of the program and any unspent amounts received in advance shall be returned within 30 days. The NAZA Operations Manager will document the reason for closure and follow up with next steps. |

| | |
|----------------------------------|---|
| | <p>6. In case of program closure/termination in the middle of the school year, the unspent amount will be redistributed among other existing partners based on the program waitlists and through a formal contract amendment process or additional applications will be sought from other partners.</p> |
| <p>Extendable Grants:</p> | <p>NAZA will consider offering extendable grants to organizations with the following conditions:</p> <ol style="list-style-type: none"> 1. Organizations have been NAZA-funded partners for 5 years or more and had no contract disruptions/termination or corrective action within the past 12 months. 2. NAZA receives approval from Metro annually for the expected amount of funds. 3. Metro risk assessment and shows low risk. 4. Pass an annual compliance check and meet the performance indicators (Contract Annex 6) set in the NAZA contracts. <p><i>Please note that the grant may be extended up to 60 months maximum with meeting all the above conditions. The contracts will be extended through an amendment accompanied by the verification of performance and risk assessment.</i></p> |
| <p>Responsibilities:</p> | <p><i>The Program Partners will:</i></p> <ol style="list-style-type: none"> 1. Immediately start tracking expenditures after the first disbursement of funds from NAZA, in July of each year (1st semester advance). 2. Submit mid-year program narrative and financial reports by January 31. The narrative report should summarize the achievement against committed output and outcome indicators in the proposals. The second disbursement of funds of up to 25% of the contract amount, will be released by February 28th based on the actual spending and performance reported and observed from the first semester. 3. Partners should submit final program narrative and financial reports from by the second Monday in June of each year. The third disbursement of funds, with up to 25% of the contract amount, will be released by June 30th each year based on the actual annual spending and performance. 4. Partners who do not comply with the reporting or performance requirements may face corrective action followed by contract termination if the monitoring team finds non-compliance with requirements or insufficient/low quality program performance/youth attendance (details in SOP #4, 8, 9, 10). |
| <p>Liability:</p> | <ol style="list-style-type: none"> 1. Partners are required to maintain up-to-date attendance information in the Salesforce attendance management system (AMS) that NAZA has set up (details can be found in SOP #4-Data partnership). At the same time all programs must have sign in sheets available for youth to use when they come to the program. Sign-in sheets will be used to cross-verify attendance in the AMS. 2. Partners must appropriately train their staff and require them to collect and maintain necessary documentation, including attendance records (SOP #4), staffing records, and data on performance indicators (details in SOP #10). 3. NAZA will monitor and initiate compliance checks annually (details in SOP#8). 4. In case of evident need, NAZA can involve an external auditor. |
| <p>Accountability:</p> | <ol style="list-style-type: none"> 1. The program partners are accountable for appropriately spending Metro dollars, for documenting the spending, and following Metro guidelines for allowable costs. |

| | |
|------------------------------|---|
| | <ol style="list-style-type: none"> 2. The partners are responsible for properly documenting the spending under the NAZA contract, organizing the documentation separately by year, and storing that documentation for three years for auditing purposes. 3. The partners are responsible for maintaining accurate youth enrollment forms every year and ensuring that all youth have parent consent forms signed before they accept a youth into their program (SOP#4). <u>No youth can attend NAZA-funded programs without properly filled enrollment forms and parental permissions.</u> 4. All documents backing up expenses for the current and past three years (if the partner has been with NAZA for three years) must be readily available any time that NAZA or Metro requests them, including as part of a Metro Audit (even though the back-up documents are not required to be attached to the interim and final reports). |
| Backup Documentation: | <p>The following should be filed as backup documentation with each Partner contract:</p> <ol style="list-style-type: none"> 1. General Ledger transactions relevant to the expenses charged to NAZA, including salaries and benefits of personnel. 2. Receipts from travel, purchases, food and non-food items. Metro does not reimburse sales tax. 3. Mileage and parking recorded in accordance with agency requirements with parking receipts attached. 4. Bills for any communication or IT services with clear indication of the percentage (%) and amount charged to NAZA. 5. All back up documentation for youth programming (supplies, field trips, enrichment partners, etc.) 6. Any other documentation to support the actual expenses. |

SOP 2: Program Provider Selection

| | |
|---|-----------------------------------|
| SOP Name/Title: | Program Provider Selection |
| Document Location: | Z drive/NAZA Management 2022-2023 |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Reviewer (name and signature): | NPL Finance |
| SOP Effective Date: | 4/1/2019 |
| SOP Addendum # and Date: | 8/1/2022 |

| | |
|-------------------------|---|
| Purpose: | The purpose of this SOP is to outline the process of competitive selection of non-profit and public youth-serving community agencies to deliver out-of-school time (OST) programs as Metro/NAZA's contracted partners. Metro uses NAZA as an intermediary to outsource the delivery of OST programs. The selection and contracting of the partners take place through the NAZA/NPL This document outlines the Metro grants processes for NAZA funds, including proposal scoring, and partner selecting and contracting. |
| CFP Development: | Call for Proposals (CFPs) will be developed by NAZA Operations Team. The CFP will be released annually in spring. NAZA may release a supplemental CFP if all approved funds are not distributed in round one CFP, if any program contract is terminated in the middles of the year or if additional funding becomes available during the year. At any time that new funding |

| | |
|--|--|
| | <p>becomes available, NAZA may seek new partnerships under the new CFPs. As part of the CFP, the team will determine submittal dates, make adjustments in the scoring tools, and CFP requirements.</p> |
| CFP Release: | <ol style="list-style-type: none"> 1. CFPs will be released by NAZA's Operations Manager. The CFP will be released in the month of March and will be sent to the Funded Partners, Affiliated Partners, and email list of other agencies and will be posted on the NAZA website the same day. 2. A voluntary pre-submittal conference will be held within one week of the release of the CFP, location and time to be announced as a part of the release of the CFP. |
| Application Submission Process: | <ol style="list-style-type: none"> 1. Applications for NAZA funding will be submitted online, through Forms Assembly. 2. CFP NAZA Procurement Officer will open (unseal) all submitted documents and then review all applications for completeness (inclusion of required minimum requirements and attachments). 3. Applications will be forwarded to the External Evaluators once it is determined that the respondents have met the minimum requirements. Each proposal will be reviewed by at least two. 4. Incomplete (missing sections, attachments, etc.) submissions will not be considered. |
| Communication During Open Solicitation Process: | <ol style="list-style-type: none"> 1. All questions regarding the CFP will be referred to and responded by the designated CFP team member. 2. The CFP team lead will coordinate a pre-submittal conference where prospective respondents will be able to ask questions and receive further information regarding the CFP process. 3. The window for submitting questions regarding the CFP will be open from the release of the CFP until 72 hours (or three business days) after the pre-submittal conference. Within 48 hours (or two business days) of the window closing for questions, all questions and responses up to that point (including during the pre-submittal conference) will be documented and posted on the NAZA website. |
| Proposal Evaluation Criteria: | <ol style="list-style-type: none"> 1. The CFP team will be guided by the evaluation criteria/scoring rubric as part of the proposal review. 2. The External Evaluators will receive the proposal packages (proposal and annex 2, program schedule), conflict of interest statement, evaluation criteria, and guidance related to the evaluation criteria (if applicable). 3. The scoring rubric will be publicly available on NAZA's website while the solicitation is open. |
| Proposal Evaluation: | <ol style="list-style-type: none"> 1. The External Evaluation Committee will be comprised of at members of the community not associated with NAZA or Any of the agencies requesting funds from NAZA. <p>All External Evaluators will be required to sign the <i>Conflict of Interest Policy</i> stating that they or primary family members are not current employees, board members, or a recipient of services of applicants.</p> |
| Proposal Evaluation Process: | <ol style="list-style-type: none"> 1. NAZA Operations team sets up the process for a team of reviewers, including external reviewers, to evaluate and score applications. 2. External Evaluators must not communicate with each other during the evaluation period. All questions from committee members will be forwarded to the NAZA Operations Manager. 3. External Evaluators will score each application individually. |

| | |
|-------------------------|---|
| | <ol style="list-style-type: none"> 4. NAZA Procurement Officer and Operations Manager will review the budgets and other annexes submitted as part of the proposal 5. Scores from external reviewers will be forwarded to the NAZA Procurement Officer, who will compile them on a spreadsheet for further decision making. 6. All applications and score sheets will be uploaded to the NAZA Z drive and made available to the public upon request. 7. The NAZA Team is comprised of at least three NAZA team members. This team determines site placements and budgets to be contracted with each partner based on the need supported by youth/school/community data, organization's past performance, availability of Metro funds, etc. The decision is documented and justified with the reference to external committee scores, available school/community need/poverty data as well as internal data on performance from the past year. Contracts are negotiated with partners who have been accepted by the review process. |
| Final Selection: | <p>The final selection and funding decisions will be made based on several factors:</p> <ol style="list-style-type: none"> 1. Application scores 2. Past year's performance 3. Availability of funds <p>The NAZA Funding Decision Memo explains how these factors and other criteria are used to calculate the final grant amount recommended for each partner.</p> <p>The annual amount of funding will be negotiated at least once a year based on the above criteria.</p> <p>NAZA returning partners have first priority of funding; NAZA Affiliated Partners have second priority of funding. If funds are available, new applicants will also be considered.</p> |
| Contracting: | <ol style="list-style-type: none"> 1. Upon finalization of contract negotiations, NAZA Procurement Officer prepares contracts with each funded agency and includes anticipated funding amount. 2. Only a contract template reviewed and cleared by Metro Legal department may be processed. 3. The contracts are sent to partners with a detailed guidance and timeline on what they need to submit back. 4. Partners sign the contracts with notary verification, adjust their annex 3 (budget) and annex 8 (program locations) based on the approved amount and number of slots. 5. That package is sent back to NAZA for Library Director's signature. 6. NAZA CE then send over the contracts along with the filled out legislative form to Metro Legal and requests processing those for the Council approval. 7. Once the contracts are approved by the Council and filed by the Clerk, NAZA partners receive final notification of funding and copies of their fully executed contracts. |

SOP 3: Child Safeguarding Standard

| | |
|------------------------|--|
| SOP Name/Title: | SOP: Child Safeguarding Standard Operating Procedure for |
|------------------------|--|

| | |
|---------------------------------|--------------------------------------|
| | Nashville After Zone Alliance (NAZA) |
| Document Location: | Z Drive/Operations/SOP Manual |
| SOP Originator: | Nashville After Zone Alliance |
| SOP Reviewer: | Metro Legal |
| SOP Effective Date: | 11.10.2024 |
| SOP Addendum # and Date: | |

| | |
|---------------------------|--|
| Purpose: | The purpose of this Child Safeguarding SOP is to outline the responsibilities, protocols, and procedures for preventing, identifying, and responding to instances of child abuse, neglect, or harm within the programs funded or supported by the Nashville After Zone Alliance (NAZA) as well as to prevent any behaviors by adults that may lead to a notion of unsafety. This SOP ensures compliance with legal standards, promotes best practices, and fosters a safe and supportive environment for children and youth participating in NAZA-related activities. |
| Scope: | This SOP applies to all employees, volunteers, contractors, and representatives of NAZA and its partner organizations who work directly or indirectly with children and youth under the age of 18 in NAZA-funded or supported programs. |
| Definitions: | <ol style="list-style-type: none"> 1. Child/Youth: Any person under the age of 18. 2. Child Abuse: Any form of physical, emotional, or sexual mistreatment or lack of care that causes harm to a child or youth. 3. Safeguarding: Actions, policies, and practices designed to protect children from harm, including abuse, exploitation, and neglect. 4. Personal Vehicle Use Prohibition: Prohibition against transporting children in personal vehicles unless specifically authorized under defined conditions. 5. One-on-One Interactions: Any interaction where a child or youth is alone with an adult without the presence of others. |
| Policy Statements: | <ol style="list-style-type: none"> 1. Commitment to Child Safety and Well-Being: <ul style="list-style-type: none"> ○ NAZA and its partners have a zero-tolerance policy for any form of child abuse, neglect, or exploitation. ○ The safety and well-being of children and youth are paramount and must be prioritized in all decision-making and activities. 2. Staff and Volunteer Screening and Training: <ul style="list-style-type: none"> ○ All staff, volunteers, and contractors must undergo background checks, including criminal record checks and child abuse registry checks, before engaging in any program activities. For activities conducted in Metro Nashville School buildings, compliance with MNPS background check requirements is mandatory. <ol style="list-style-type: none"> 1. For all NAZA-funded, affiliated and enhancement partners, it is the responsibility of the program leaders to verify that staff and volunteers working with youth are background checked. 2. NAZA staffer recommending an enhancement partner will inform the partner about a requirement to have all staff background checked before they come in contact with youth. 3. NAZA-funded site coordinators or program directors must verify that an incoming enhancement partner is background checked. 4. For contractors directly hired by NAZA, NAZA team will ensure that they are background checked and sign the child safeguarding policy. ○ Mandatory training on child safeguarding, recognizing signs of abuse, and appropriate |

boundaries must be completed by all staff volunteers before engaging in activities involving children and youth. All NAZA-funded partners are required to take Mandatory Reporting Training offered by MNPS and are strongly recommended to take Adverse Childhood Experiences (ACES) training offered through NAZA.

3. Code of Conduct:
 - Staff, volunteers, and contractors must adhere to the highest standards of professional conduct, treating all children and youth with respect and dignity.
 - Personal relationships with children and youth that extend beyond the professional context are strictly prohibited.
 - One-on-one interactions must take place in open, observable spaces or in the presence of another adult.
4. Prohibited Activities:
 - Driving Children in Personal Vehicles: Staff, volunteers, and contractors are strictly prohibited from transporting children and youth in personal vehicles except when the student is their own child/youth and when the staff member is listed on youth's program application as an authorized pick up person.
 - Personal Communications: Personal communication (e.g., text messaging, social media, or phone calls) between staff/volunteers and children/youth outside of program-related purposes is prohibited. All communications should be documented and transparent and agreed upon by parents/guardians.
5. Reporting and Responding to Concerns:
 - All staff, volunteers, and contractors must immediately report any suspected or actual child abuse, neglect, or policy violations to their supervisor or the designated safeguarding officer. Staff should follow their organizational policies of reporting to police and DCS based on the established chain of command. If the program is operating in the school building, they must additionally follow the MNPS mandatory reporting procedure.
 - The organizations will follow their internal procedures and MNPS procedures where applicable to document the incident details.
 - NAZA partners should follow the reporting mechanism for child safeguarding concerns established by MNPS.

Responsibilities:

1. NAZA Leadership:
 - Oversee the implementation of this SOP.
 - Ensure adequate resources and support for effective safeguarding measures.
 - Review and update this SOP annually or as needed.
2. NAZA Operations Manager:
 - Serve as the point of contact for all child safeguarding concerns.
 - Ensure all staff and volunteers are trained and adhere to safeguarding policies and background check requirements.
3. Partner Organizations:
 - Maintain their own child safeguarding policies that align with NAZA's standards.
 - Provide regular training to staff and volunteers on child safeguarding and reporting procedures.
4. All Staff, Volunteers, and Contractors:
 - Adhere to the Code of Conduct and all safeguarding policies.

Policy Review and Update:

This SOP will be reviewed annually and updated as necessary to ensure it reflects best practices and legal requirements

SOP 4: Student Data Collection and Use

| | |
|---|--|
| SOP Name/Title: | Student Data Collection and Use |
| Document Location: | NAZA Dropbox, Z drive/NAZA/Policy and Procedures |
| SOP Originator (name and signature): | NAZA |
| SOP Reviewer (name and signature): | NPL Finance |
| SOP Effective Date: | 1/1/2019 |
| SOP Addendum # and Date: | 8/1/2022 |

| | |
|---------------------------------|---|
| Purpose: | <p>The purpose of this SOP is to summarize the requirements related to student data collection, security, storage, and use in out-of- school time (OST) programs funded by NAZA.</p> <p>This document details fundamental requirements under the Federal Data Protection Act as well as the terms of the partnership with NAZA and MNPS related to accessing student data.</p> <p>Students' afterschool program attendance data is regularly collected and transferred to the MNPS Data Warehouse for research purposes. Therefore, it is very important that appropriate attention is paid to the quality and accuracy of the collected data.</p> |
| Student Data Collection: | <p>It is the responsibility of the NAZA-funded partner to keep all records, both electronic and hard copies, up to date and accessible for program and NAZA staff. All paper copies of documents such as program and attendance reports, student sign-in sheets, invoice backup documentation, survey responses, and student enrollment forms must be securely maintained by the NAZA-funded partner and be accessible for auditing purposes for a period of no less than 3 years as required by the Metro.</p> <p>Student attendance data must be collected on a daily basis using the NAZA attendance management system/Salesforce.</p> <ul style="list-style-type: none">• Daily attendance in the program (that matches the attendance recorded on paper sign-in sheets or electronic sign-in records, when available) must be entered into the system on a weekly basis, at minimum, as a means for verifying program participation for auditing purposes.• Each site will have one Student Management System account and the Program Director will assign responsibility as to who enters daily attendance for a given site.• NAZA's Operations Manager will grant account access to Program Directors who can later add representatives for their team. |
| Accuracy of Data: | <p>It is the sole responsibility of the NAZA-funded partner to ensure the accuracy of data being collected and reported by their program staff.</p> <ul style="list-style-type: none">• Data to be collected through student enrollment forms and entered into Salesforce: student first name, student last name, MNPS Student ID #, student date of birth, student gender, student grade level, parent first name, parent last name, student home address, contact email for parent (if available), and contact phone # (if available).• It is imperative that identifying student information/data (name, ID #, etc.) be accurately entered because this data will be matched up with MNPS' official student records. Accurate data entry will ensure that accurate program and individual analytical data is |

| | |
|--|---|
| | <p>provided through NAZA’s partnership with the District’s Data Warehouse and Research & Evaluation teams.</p> |
| <p>Student Enrollment Forms and Parental Consent:</p> | <p>All NAZA-funded partners are required to use the unified program enrollment forms provided by NAZA. The completed enrollment form secures permission from parents to allow program providers to have access to students’ educational records. No student is allowed to participate in a NAZA-funded program without providing a fully completed enrollment form prior to starting the program. Enrollment forms are not considered complete without the signed permissions/release page. See Annex #1 for a sample enrollment form.</p> <p>Parents/guardians have the option to complete the hard copy enrollment form or access and complete the online enrollment form through the NAZA website. They will be asked to set up an account, enter specific information about their student, select the program they are interested in, and provide an electronic signature for the release/permissions page. This documentation can then be printed by the NAZA-funded partner and will function in the same way as NAZA’s hard copy enrollment forms.</p> <p>Completion of the enrollment form, whether the hard copy or online version, does not automatically enroll a student in the program. Upon receipt of an enrollment request, the program staff will follow up with families to confirm participation and set a start date for the student (after transportation arrangements have been made). Then program staff will access the online registration platform to change the status of the student application from “Applied” to “Accepted.”</p> |
| <p>Access to and Use of Student Data:</p> | <p>Access to individual student data is made possible through the NAZA/MNPS data sharing agreement with the purpose of informing the services provided to students. This access is provided through the data designee at each school (e.g., Assistant Principal, Dean of Students, Community Achieves staff, etc.). The NAZA team will assist in fostering the connection between programs and their school Data Designee at the beginning of the academic year.</p> <p>MNPS Directory demographic information may be shared with funders and community partners. See Annex #2</p> <p>Student performance-related data (in aggregate or individual student data) shall not be shared with program funders, unless permission is granted through the MNPS Research, Assessment, and Evaluation department (i.e. grades, literacy rates, school attendance, school behavior, etc.).</p> <p>Other details about data-sharing and responsible use of data can be found in data-sharing sub-agreement (Annex 5 of Metro contracts).</p> |
| <p>Data Security, Data Sharing/FERPA:</p> | <p>All NAZA partners are required to adhere to basic security measures, such as using password protection and storing documents in a secure location, to protect student data. Any records with identifying student information must not be left out for others to see.</p> <p>Personally identifiable information should not be shared with any other individuals or organizations. Only aggregate level data, that cannot be used to identify a student, may be shared.</p> <p>FERPA (Family Educational Rights and Privacy Act of 1974) is a federal privacy law that provides parents/guardians the right to consent to the disclosure of personally identifiable information from education records. Its primary purpose is to protect the privacy of student educational records.</p> |

All NAZA-funded partners will adhere to the standards of FERPA. All records maintained by MNPS (including MNPS' Data Warehouse reports, PowerSchool reports, etc.) are covered under FERPA regulations.

All data that has been provided by MNPS is for formative purposes (to guide program decisions on meeting individual student needs) and should be safely eliminated at the end of each school year and cannot be used for any reporting or fundraising purposes.

Data generated and maintained by NAZA, such as program participation and program quality data, are not considered part of the educational record as those are not directly collected and maintained by MNPS. Programs can use those data sets for their reporting and fundraising purposes.

Table 1: Sample NAZA-Funded Program Enrollment Form

Place Organization/Program Logo Here

YOUTH ENROLLMENT FORM

Afterschool Programming Period:

Fall Semester: September 3 to December 13, 2024

Spring Semester: January 8 to May 9, 2025

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering afterschool programming **free of charge** to youth and parents. This programming cannot **offer a “drop-in option”** and parents and youth must commit to regular attendance for at least one semester.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

Program Name: _____
School Name: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)

STUDENT ID # _____ Grade: 5 6 7 8 Gender: _____

Youth name as found on birth certificate: _____
FIRST LAST

Name you like to be called: _____ Youth Birthdate: ____/____/____

Street Address: _____ Zip code: _____

B. Family & Emergency Contact Info

Custodial Parent/Guardian:

Name: _____ Relationship: _____

Phone #: _____ Email Address: _____

Street Address: _____ Zip code: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ Home or Cell Phone #: _____

C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.

***NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.**

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2024-2025 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM (School Name): _____

Program: NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be discontinued should the student misbehave or violate school system's safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/GuardiansSignature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- | | | |
|------------------|------------------|--|
| ● School ID | ● Middle name | ● Address |
| ● School name | ● Preferred name | ● Phone number |
| ● Student number | ● Birthdate | ● IEP Status (Presence of an IEP, and dates that indicate if a new IEP is due) |
| ● Last name | ● Gender | |
| ● First name | ● Grade level | |

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
- State summative assessment/TCAP(if administered)
- Interim benchmark assessment/MAP
- College and career readiness assessments
- WIDA ACCESS for English Learners
- Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child’s records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child’s information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date

SOP 5: Professional Development

| | |
|---|------------------------------------|
| SOP Name/Title: | Professional Development |
| Document Location: | Z drive/NAZA/Operations/SOP Manual |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Effective Date: | 7/1/2019 |
| SOP Addendum # and Date: | 10/17/2024 |

| | |
|---------------------------------------|--|
| Purpose: | For each NAZA-funded partner, the program director and all frontline staff working with youth are required to attend or complete several trainings. |
| Required Trainings: | <p>NAZA Essential Operations training, Introduction to Positive Youth Development training and at least two trainings on the Vision growth practices. Staff who have completed PYD and the growth practices training courses before will not be required to retake it. The NAZA Essential Operations training will be recorded and available online; Introduction to Positive Youth Development will be offered several times per year.</p> <p>Program Directors and Site Managers are <u>required</u> to attend:</p> <ul style="list-style-type: none"> • NAZA Essential Operations training • Introduction to Positive Youth Development (PYD) training • At least two trainings on the Growth Practices. • Program Quality Basics (PQA Basics) either in person or online (online version is available at the partner’s expense if missed scheduled training offered by NAZA) • Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff. <p>Front-line and Part-time staff are <u>required</u> to attend:</p> <ul style="list-style-type: none"> • Essential Operations training (only topics related to front-line and part-time staff) • Positive Youth Development (new staff and staff who have not completed this requirement). • Two (2) trainings on the Growth Practices <p>Note: Program Directors and Site Managers who have successfully completed PYD in the past are exempt from retaking. The NAZA Essential Operations training will be archived and accessible online, while Introduction to Positive Youth Development will be conducted multiple times annually. Returning Program Directors and Site Coordinators who have previously completed the PQA Basics or SEL PQA will only need to redo the training every 3 years. Choosing to take SEL PQA requires a prior completion of PQA Basics.</p> <p>Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.</p> |
| Additional Relevant Trainings: | Additional training will be available to NAZA-funded partners to support high-quality programming as well as the achievement of their Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program’s continued quality improvement. |
| Strongly Recommended Training: | <p>Strategies for Employee Retention: For all site directors and program managers to be taken once. This interactive workshop we will look at several best practices such as recruitment strategies, on-boarding and work culture along with other practices that can be implemented to reduce turnover.</p> <p>Program Directors, Site Managers, and Front-line and Part-time staff <u>strongly recommended</u> trainings:</p> <ul style="list-style-type: none"> • Advanced Positive Youth Development (<u>Pre-req:</u> Intro to Positive Youth Development) |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Salesforce Student Management Systems • Strategies for Employee Retention and Recruitment • Any trainings offered to NAZA partners supporting high-quality programming, as well as the achievement of their Program Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement. • Attend at least three professional development opportunities, in addition to other required trainings, either in-person or online, from the following: Weikart online trainings, Exploring Data Training, NAZA's Learning Management System (LMS), or NAZA's Learn, Engage, Develop (L.E.D.) Conference. |
| Program Quality Assessment Trainings: | <p>The new/incoming Program Directors and Site Coordinators of NAZA-funded programs are also required to attend a Youth Program Quality Assessment (YPQA) or Social and Emotional Learning Program Quality ASSESSMENT (SEL-PQA) training either in-person or online (the online version is available at the partner's expense if not offered for NAZA as a system). As many other program staff as possible should attend this training. At least one staff member who has attended YPQA Basics or SEL PQA must be always on-site at NAZA-funded program sites.</p> <p>Returning Program Directors and Site Coordinators, who have taken YPQA Basics or SEL PQA before, will only be required to retake the training/s every 3 years after completion.</p> |

SOP 6: Site and Organizational Compliance and Monitoring

| SOP Name/Title: | Compliance and Monitoring |
|---|--|
| Document Location: | NAZA Dropbox, Z drive/NAZA/Restructure |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Effective Date: | 7/1/2019 |
| SOP Addendum # and Date: | 11/7/2021 |
| SOP Addendum # and Date: | 8/1/2022 |

| | |
|-------------------|--|
| Purpose: | <p>The purpose of this SOP is to outline the processes for monitoring policies, procedures, and compliance with Metro/NAZA requirements (quality, enrollment and attendance, administration) at site and organizational levels.</p> <p>The SOP details out the monitoring and compliance checks conducted by the NAZA team.</p> |
| Monitoring | <p>NAZA-funded programs will systematically be monitored against outcome and output indicators established in NAZA's performance Indicators Annex (Annex 6 of the Metro contract). Additionally, if programs set their own indicators in their proposals, the NAZA team will monitor those as well.</p> <p>Most of the indicators will be monitored through partner reports (mid-term and final), program evaluation data, surveys for administrators, staff, youth, and parents as well as and site visits.</p> <p>The Operations Manager will train and coach partners to take daily attendance of youth through the Salesforce software system, will monitor the regularity of data entry into the system, and will ensure the accuracy of the data.</p> <p>The attendance will be monitored for several purposes to:</p> <ul style="list-style-type: none"> • Report monthly attendance to the mayor's office; • Collect verifiable information about the number of youth served through NAZA-funded programs; • Analyze the average dosage that attending youth receive; |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Evaluate youth engagement in varying types of activities that support learning and skill building; and • Partner with researchers to find out the impact of high-quality OST programs on youth development/social emotional learning and interest and motivation in learning, including school success. <p>Programs will be provided with a reporting template and a set of indicators that NAZA is looking to track as a system.</p> <p>NAZA will offer monitoring and data analysis to any Affiliated Partner should they choose to track performances measures that are specified for Affiliated Partners.</p> |
| Compliance Checks | <ol style="list-style-type: none"> 1. The Operations Manager will conduct organizational-level compliance checks for required policies and procedures and enrollment forms with at least 30% of funded organizations annually. 2. The Operations Manager will also conduct site-level compliance checks for attendance verification, meals compliance, basic safety (including emergency-related) at minimum of 30% of funded sites annually. 3. Partners must ensure the availability and accuracy of sign-in sheets for all programming days funded by NAZA. The Operations Manager will randomly select sign-in sheets for certain days and crosscheck that data with the data entered into the attendance management system. 4. Partners need to ensure that all enrollment forms for students who are served through NAZA funding are complete and parents' permission is signed before students are enrolled in the program. The Operations Manager will randomly select student names from the roster to check the completeness of enrollment forms. 5. The signed parental permission page of the enrollment form must be attached to each of the bi-annual invoices. |
| Compliance Check Items at Organizational level: | <ul style="list-style-type: none"> • Enrollment forms: At least 10 enrollment forms will be randomly selected for each site and reviewed for completeness. • Background checks: Verified for site director/coordinator (lead at site) and volunteers (not a list) • Documentation of first aid/CPR certification • Parent handbook • List of enhancements/Enhancement Partners used • Insurance policy that covers number of youth served • Transportation policy if students are transported • Emergency and risk management plan, including procedures for fire drills and natural or other disasters; School-based programs reflect the MNPS plan. • Documentation for routine fire drills (one in fall, one in spring) • Lesson plans • Policy for substitution of staff • Policies/procedures around child abuse prevention, reporting <ul style="list-style-type: none"> ○ Documentation of training • Documentation to support reported program outcomes • Documentation for online trainings (i.e. not directly provided by NAZA) • Written job descriptions, work schedules, and employee timesheets on file • Written description of process for performance and satisfaction assessment of staff. • Records/certificates for staff completion of trainings • Enrollment and attendance tracking via Salesforce system to ensure contracted numbers are met <p>See Annex 4 for a full list of NAZA's Minimum Quality Standards which NAZA-funded partners</p> |

| | |
|--|---|
| | must comply with and (where noted) must maintain documentation to show evidence of compliance. |
| Compliance Check Items at Site Level: | <ul style="list-style-type: none"> • Sign-in sheets • Absence of observable safety or health hazards in the program space • A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) readily available • Adequate security in place in program space • Staff knows where youth are and what they are doing at all times • Drinking water is readily available at all times • Attendance is taken regularly via Salesforce <p>See Annex 4 for a full list of NAZA's Minimum Quality Standards as noted above</p> |
| Process for Findings: | <p>Following the compliance check for each organization, the Operations Manager will write a report, noting any findings/failings in the compliance check within a week of the compliance check visit. Organizations will have up to 30 days (some issues need to be addressed immediately as recommended) to respond to any findings. If the issues remain unresolved, the following steps will follow:</p> <ol style="list-style-type: none"> 1. Written warning to program director. Warning includes the possibility of Corrective Action Plan 2. Written Corrective Action Plan to senior program officer/ED 3. Findings (especially unresolved) may result in a change in funding for the coming year. 4. Termination of contract and return of unused funds <p>If extreme circumstances warrant, contracts may be terminated without Corrective Action Plan.</p> |
| External Audit: | <p>All documents backing up expenses for at least the past 3 years (if the partner has been with NAZA for 3 years) must be readily available any time that Metro/NAZA requests them, including as part of a Metro Audit, even though the documents are not required to be attached to the interim and final reports.</p> <p>If the monitoring and compliance checks yield serious findings, the NAZA Operations Manager can request an external audit.</p> |

Table 2: NAZA’s Minimum Quality Standards (Annex 4)

Minimum Organizational Standards

Documentation that verifies the following standards must be kept on file by NAZA-funded partners:

| | Standard |
|----|---|
| 1 | A policy is in place that indicates that 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 | Policies and procedures are in place to report child abuse and neglect. |
| 4 | 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. |
| 5 | 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. NAZA-funded partners must provide a Family Handbook that includes notice to families regarding emergency management plans. Community sites must provide a copy of their plan. |
| 6 | Procedures related to potential health risks/hazards and to program closure are outlined in a Family Handbook. |
| 7 | Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service (and described in Family Handbook). |
| 8 | Procedures for dealing with sick or injured youth during programming time are outlined in a Family Handbook. |
| 9 | Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, outside of program hours (described in Family Handbook). |
| 10 | Protocol for dealing with disciplinary offenses is described in a Family Handbook. |
| 11 | Policies and procedures support regular, positive and respectful communication with families of participating youth (a newsletter for families can also be provided to satisfy this item). |
| 12 | Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families (onboarding policies, procedures, or other records of staff/volunteer orientation will suffice). |
| 13 | Written job descriptions, work schedules, and employee timesheets are provided to program staff (program job descriptions, work schedules, and timesheets will suffice). |
| 14 | A process is in place to evaluate and improve staff and volunteer performance and satisfaction (performance evaluation forms or a description of the process will suffice for this item). |
| 15 | A policy is in place to ensure a qualified substitute staff member will be available if a primary staff person is absent due to an emergency or other reason. |
| 16 | The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners. |

Minimum Operational and Safety Standards

Documentation that verifies the following standards must be kept on file by NAZA-funded partners:

| | Standard |
|----|--|
| 17 | At least one person with a current first aid certificate, including CPR, is present at all times during programming. Copy(ies) of first aid certificate(s) must be kept on file for all site staff. |
| 18 | Staff and volunteers aged 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision. Results (not actual records) of background checks must be kept on file for all program staff. Specify dates of results and name of background check company on the agency's letterhead. |
| 19 | Staff have been provided information on how to report any concerns related to child abuse or neglect. Keep verification of this training for each staff member on file. Policies/procedures |

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

| | Standard |
|----|--|
| 20 | There are no observable safety or health hazards in the program space. |
| 21 | Emergency information on each youth is on file and accessible. |
| 22 | 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. |
| 23 | Program space has adequate security in place. |
| 24 | Staff knows where youth are and what they are doing at all times. |
| 25 | Drinking water is readily available at all times. |
| 26 | The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses. During compliance checks, enrollment forms will be randomly selected for each site; enrollment forms must be completely filled out. |
| 27 | 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 |
|----|---|
| 28 | Daily plans that provide a detailed description of daily activities are available at each NAZA-funded program site and utilized each day |
| 29 | Youth have opportunities to learn through project-based or experiential and real-world contexts. |
| 30 | 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. |
| 31 | Documentation to support reported program outcomes is kept on file. |

Minimum Professional Development Standards

| | Standard |
|--|-----------------|
|--|-----------------|

| | |
|----|--|
| 32 | <p>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.</p> <p>-Site coordinators and program administrators must complete YPQA Basics, Intro to PYD, and the NAZA Essential Operations training.</p> <p>-All frontline staff must complete Intro to PYD and the NAZA Essential Operations training.</p> |
|----|--|

Table 3: Performance Indicators (Annex 6)

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Partners Performance Measures

Organizational-level performance indicators

| | NAZA-Established Indicators |
|---|---|
| 1 | NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal. |
| 2 | Of the # of youth projected to be served in NAZA-funded organization’s afterschool program, at least 40% will be retained for 60 days or more during the program year. |
| 3 | NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner. |
| 4 | NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring. |
| 5 | A percentage of youth enrolled in NAZA-funded organization’s NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%. |

Youth-Level Outcomes

| | NAZA-Established Outcomes |
|---|--|
| 1 | On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program. |
| 2 | On the youth-level survey, 85% of NAZA-funded organization ’s respondent youth will receiving satisfactory support in areas of their academic development (i.e., <i>Homework Completion</i> and <i>Homework Support, Academic Success, School Connection, Satisfaction, and Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program. |
| 3 | On the youth-level survey, 85% of NAZA-funded organization ’s respondent youth will report positive social experiences (i.e., <i>Teamwork, Confidence/ Self-Esteem, DEI- Affirmation, Peer Relationships, Emotion Knowledge, Emotion Management, Emotion Expression, Positive Adult Interactions, and Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program. |
| 4 | On the youth-level survey, 85% of NAZA-funded organization’s respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits, Initiative, Problem Solving/ Persistence, New Experiences, Peer Interactions, Cultural Connections, Emotion Coaching, Skill-building, Real World Connections, Race Conversations, and Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program. |
| 5 | 85% of respondent youth in NAZA-funded organization ’s afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice and Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities. |

SOP 7: NAZA Corrective Action Plan (CAP)

| | |
|---|--|
| SOP name/title: | SOP: Corrective Action Plan (CAP) |
| Document Location: | NAZA Z drive/NAZA/Policy and Procedures |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Reviewer (name and signature): | NPL Business Office |
| SOP Effective Date: | 9/21/2022 |
| SOP Addendum # and Date: | |

| | |
|------------------------------|--|
| Purpose: | The purpose of this SOP is to explain the Corrective Action process and share the sample documentation related to NAZA/Metro contract compliance issues. Contract compliance issues may raise in the result of not meeting any of the contractual obligations, involving those included in Minimum Standards stated in Annex 4, Performance Indicators specified in Annex 6 and budget commitments specified in Annex 3. |
| NAZA CAP Processes: | <p>After identification of an issue post site visit or upon the review of related documentation by a NAZA team member, the following actions take place in sequence specified below:</p> <ol style="list-style-type: none"> 1. Partner is provided with a notice and description of a compliance issue. 2. A meeting or phone conversation is set up to discuss the issue, if needed. 3. Up to 15 calendar days is given to correct the issue for non-emergency issues, and up to 30 days for enrollment related issues. 4. NAZA staff member will follow-up to review the progress on the improvement on the given issue. 5. If partner needs help from NAZA staff to improve or correct the issue, that should be communicated clearly, preferably in writing. 6. If no improvement is seen, a Corrective Action Plan will be put in place by NAZA staff in discussion with the partner staff. 7. The partner and NAZA staff sign the CAP and file it. 8. Partner has up to 15 days, depending on the issue, to show improvement after receiving corrective action. 9. If corrective action is not implemented within the agreed timeframe, NAZA/Metro has right to amend or terminate the contract, including reduction or termination of funds. |
| Included in CAP Form: | <ul style="list-style-type: none"> • Indicators of improvement (How the goal achievement is assessed) • NAZA Action Steps • Partner Action Steps <ul style="list-style-type: none"> ○ Target Outcome ○ Responsible party (Leader) ○ Resources needed ○ Timeline |

| | |
|---------------------------|---|
| | <ul style="list-style-type: none"> • Grant Fund Distribution Steps (if needed) – this step is needed if partner has not spent down their initial 50% allotted funds <p>**See CAP Template below</p> |
| Responsible Staff: | The person signing the original NAZA/Metro contract should be the staffer authorized to sign the Corrective Action Plan along with Program Director (if different people) and will bear the responsibility for directing their staff on implementing the CAP. |
| Accountability: | <ol style="list-style-type: none"> 1. Program partners are accountable for appropriately following the commitments and guidelines in their NAZA/Metro contract. This includes adhering to the minimum operations standards and performance indicators stated in Annex 4 and 6, using appropriate youth enrollment forms and parental permissions, meeting their numbers, tracking youth attendance regularly, etc. 2. Lead staff must maintain open communication with NAZA staff during the CAP process before the desired results are achieved and NAZA staff member marks the compliance issue as resolved. 3. If applicable, all documents related to the CAP must be maintained for three years (if the partner has been with NAZA for three years) and readily available any time that NAZA/Metro requests them. |

NAZA Corrective Action Plan Template

| | | | | |
|--|--|---|---|--|
| Organization: | Date: | Executive Director: | | |
| Program: | | Program Director: | | |
| Corrective Action Needed | | | | |
| MEASUREMENT: <i>(How is this goal assessed?)</i> | | | | <u>Detailed info:</u> |
| NAZA ACTION STEPS | | | | |
| PARTNER ACTION STEPS: <i>(What needs to happen?)</i> | OUTCOME: <i>(When step is completed, what will be done?)</i> | LEADER: <i>(Who will be responsible?)</i> | RESOURCES: <i>(What/Who is needed for success?)</i> | TIMELINE: <i>(When will this step be completed?)</i> |
| <Developed plan goal> | | | | |
| GRANT FUNDS STEPS <i>(if needed):</i> | | | | |

The following plan was created to assist my program with enrollment/attendance growth. I understand if enrollment/attendance outcomes are not met according to contract guidelines and funds allocated towards projected enrollment, it will affect my award amount in current contract year and next. I will also provide all needed information by the given dates and if any issues arise, I will contact NAZA staff. Lastly, my signature below indicates that I have reviewed the information recorded in the NAZA Corrective Action Plan and that I understand its contents:

EXECUTIVE/PROGRAM DIRECTOR AND NAZA OPERATIONS MANAGER SIGNATURES INCLUDED

SOP 8: Transportation Requirements and Services SOP

| | |
|---|--|
| SOP name/title: | Transportation Requirements and Services |
| Document Location: | NAZA Dropbox, Z drive/NAZA/Policy and Procedures |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Reviewer (name and signature): | Metro Nashville Public Schools, Department of Transportation |
| SOP Effective Date: | |
| SOP Addendum # and Date: | |

| | |
|-----------------------------------|---|
| Purpose: | The purpose of this SOP is to summarize the requirements for setting up, troubleshooting, and adding/exiting students for transportation as well as to provide a detailed description of processes related to the use of transportation services. |
| Setting Up Transportation: | <p>Upon Metro approval of NAZA's annual NAZA budget, NAZA's Operations Manager determines bus allocations among NAZA-funded program sites. The NAZA team assesses and evaluates the cost-effectiveness of utilizing MNPS transportation at each site, taking into consideration the specificity of each location, needs of the target population, and number of students on each bus.</p> <p>In consultation with MNPS' department of transportation, the Operations Manager confirms sites that have access to late/evening bus service.</p> <p>Forms to set up transportation service will be included in the acceptance/award package for each provider organization in April. The "Extended Program Guidelines" will be included in the award package for each site coordinator to fill out and sign. Completed Evening Programs guidelines should be sent to , Johns (DJ) Ulysse, at john.ulyse@mnps.org. See Annex 1, EP Guidelines.</p> <p><u>To Set Up Transportation for Community-Based Sites:</u></p> <p>NAZA has setup a partnership with third party alternate transport agency to provide transportation for community site partners. For this partner or any other reputable transportation provider partners are expected to set up contracts with the vendors and use funds provided by NAZA to cover transportation or request NAZA to reimburse expenses for transportation</p> <p>Use of the 3rd party agency is completely optional and organizations can use another agency of their choosing.</p> <p>Community site partners not owning and operating an organizational vehicle(s) will follow the subsequent process:</p> <ol style="list-style-type: none"> 1. Partners must determine their transportation needs during the funded-partner application process. 2. The Operations Manager will calculate the current daily rate and programming days to determine the funds needed for the school year related to the funded-partner application. These funds will be added to the partners budget for approval. <i>(FYI: Partners receive funds directly to streamline payment process between afterschool programs and transportation agency)</i> 3. Following the funded-partner application approval process, the Operations Manager will communicate with those community site partners to determine their choice of 3rd party transportation. 4. Programs choosing the NAZA 3rd party agency will receive an MOU stating the responsibilities of NAZA, Funded-Partner, and Third-Party Agency. |

| | |
|---------------------------------|---|
| | <p>5. Funded-Partner contact school/principal to inform transportation intentions for the school year.</p> <p><u>To Set Up Late/Evening Transportation:</u></p> <ol style="list-style-type: none"> 1. The Operations Director requests a startup form for the current year from MNPS' Office of Transportation Services. See <i>Annex 3</i> for an example. 2. The Operations Director then sends the startup form for late bus transportation to program directors of school-based sites that will have access to late bus service. 3. Program Directors complete the startup form and send the form back to the Operations Director. 4. The Operations Director organizes startup forms by school and submits the forms to MNPS' Office of Transportation Services. <p><u>To Set up Chartered Buses</u></p> <ol style="list-style-type: none"> 1. Communicate with school to confirm arrangement for a chartered bus; NAZA pays up to a maximum of \$175 per day, and the partner pays the other portion. 2. School official must sign agreement with Coordinating Agency. Please see <i>Annex 7</i> for an example. 3. School must set up arrangement with chartered bus company; invoices from the company go directly to the school. |
| Adding/Exiting Students: | <ol style="list-style-type: none"> 1. All students riding a late/evening bus must have a completed "MNPS Permission to Transport" form on file with their program (part of the NAZA enrollment form). Parents or guardians must sign this form. 2. Using the "Evening Program Startup Student List" form (see <i>Annex 4: Evening Program Student List</i>), program staff fill in the requested information (student ID, last name, first name, address, and phone number) and email this form to the appropriate MNPS Transportation Office staff person shown at the right. 3. Upon the receipt of the list, MNPS verifies each student's eligibility to ride a bus through MNPS' student data system and then creates a revised route for the bus driver that each eligible student will ride. 4. By Friday of each week, MNPS usually finishes making up new bus routes. Each Monday, they will fax the list of students who are cleared to ride a late/evening bus starting that Monday to each school. 5. Programs can ask that MNPS email the list directly to them to ensure that all students requesting transportation are on the list. 6. If a student, requested to be on the list, is not on it, programs should contact the designated bus person to find out the reason and try to solve the issue. |
| Troubleshooting: | <p>It is the Program Director or Site Coordinator's responsibility to maintain a positive relationship with the Bus Driver, Routing Specialist, Dispatch, and Managing Supervisor. For recommendations on how to accomplish this, please see <i>Annex 5: "How-To"</i> document.</p> <p>Program staff should provide the bus driver with a daily copy of the roster with the names of the students riding that day circled or highlighted.</p> <p>Students must understand that riding the late bus is a privilege, not a right. MNPS has set rules for behavior on the bus which all students are required to follow. See <i>Annex 6</i>.</p> |
| Invoicing: | <p>The Operations Manager and Procurement Officer will receive and process invoices from the MNPS Office of Transportation on a monthly basis for all NAZA-funded programs.</p> |

Table 4: General Guidelines for Evening Program Transportation



336 WOODYCREST AVENUE
NASHVILLE TENNESSEE 37210

TRANSPORTATION DEPARTMENT

**GENERAL GUIDELINES FOR
EVENING PROGRAM TRANSPORTATION**

- Safety is our number one PRIORITY!
- Students riding the bus must follow Bus Riding Rules.
- All students who ride Evening Program buses, must have their names and other relevant information listed on the roster for that route.
- Students will not be allowed to ride the bus if their names are not listed on the roster sheet.
- Site Coordinators are responsible for their students from the time they enter the Evening Program Site until the Program staff visibly sees the student board the Late Bus and that bus departs the school. However, Site Coordinators are also expected to be available by phone until each student from their program has been safely transported to their destination. This should be approximately one hour after the bus departs the school.
- Up-to-date Contact information for all students and Program Staff must be maintained and available to Evening Program Staff and School Security. This information will be needed and used in the event of an emergency or problems on the school bus.

_____ Program

_____ Site Coordinator

_____ Email Address

_____ Phone number

_____ School Name

Metropolitan Nashville Public Schools, Transportation

Only Metropolitan Nashville Public Schools, Transportation will show a water mark to verify MNPS Transportation letter head.

Table 5: Request for Alternative Transportation

Safe and On-Time Transportation for
Every Student, Every Day



REQUEST FOR ALTERNATE MORNING/AFTERNOON TRANSPORTATION

PLEASE PRINT:

Date: _____

Child's Full Legal Name: _____

Child's Age: _____ Grade: _____ Date of Birth _____

Child's Home Address: _____

Child's School of Attendance: _____

Name of Parent/Legal Guardian: _____

Morning _____ Afternoon _____ Both _____

Requested Pickup/Dropoff Address: _____

Requested location is:

_____ MNPS School _____ Daycare Center _____ Private Home _____ Other

Requested Start Date: _____ End Date: _____

Signature of Parent or Guardian

Telephone Number

***If you are requesting transportation home from a school Extended Day Program, please use the Extended Day Transportation Permission Slip

Signature of Principal

School

*NOTE: The school will fax this permission form to the Transportation office at (615)256-4490. The school will keep the original form for their files.

Table 6: Evening Program Start-Up Information Sheet



Evening Program Startup Information Sheet

Safe and On-Time Transportation for Every Student, Every Day



PROGRAM INFORMATION

School Name: _____ Program Name: _____

Program Designee: _____ Phone Number: _____

Email Address: _____

CONTACT INFORMATION

Site Coordinator 1: Phone Number: _____

Email Address: _____

Site Coordinator 2: _____ Phone Number: _____

Email Address: _____

Site Coordinator 3: _____ Phone Number: _____

Email Address: _____

School Personnel: _____ Phone Number: _____

Email Address: _____

FUNDING \$175 PER BUS (3HRS)

Program Funding: _____ P.O. # _____

Who will receive your invoices each month? _____ How many buses have you budgeted for? _____

TIME AND DAYS (EXTENDED DAY BUSES WILL RUN FROM 9/3/19 - 4/24/20)

What days will your program meet? _____ Dismissal Time (5:30 pm or later): _____

M T W Th F

1st Semester Start Date: _____ 1st Semester End Date: _____

2nd Semester Start Date: _____ 2nd Semester End Date: _____

RETURN COMPLETED FORM TO:

Susie Smith susie.smith@mnps.org 615-313-040 ext. 922105 (for internal use only)

Table 7: Evening Program Startup Student List

The Evening Program Startup Student List spreadsheet has been moved online via MNPS Transportation OneDrive. With this process, MNPS Transportation staff emails NAZA Partners an invitation to view and update the online spreadsheet. After receiving the email, contact staff should follow the email instructions to gain access.

When adding youth, Partners will need to provide all the information in each column for youth to obtain evening transportation. Remember, students without a student ID cannot ride the evening bus.

If there is an address change or removing a student, organizations should add a “C” or “X” on their corresponding Row in Column H (circled in red).

| Student ID | Last Name | First Name | Address | Phone Number | Name of Program | Type "X" if removing youth Type "C" if change of address |
|------------|-----------|------------|---------|--------------|-----------------|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

At the bottom of the spreadsheet, Partners should choose the tab titled with the school that corresponds with their program location.

| | | | | | | | | | | | | |
|-------|----------------|-----------------|---------------|--------------|-----------------------|-----------|---------------|------------|-------------|------------|---------------|---|
| Amqui | Antioch Middle | Donelson Middle | DuPont Hadley | DuPont Tyler | Goodlettsville Middle | H.G. Hill | Haynes Middle | JF Kennedy | Jere Baxter | John Early | Litton Middle | + |
|-------|----------------|-----------------|---------------|--------------|-----------------------|-----------|---------------|------------|-------------|------------|---------------|---|

Table 8: MNPS Bus How-To for NAZA

MNPS YELLOW BUSES & NAZA: THE “HOW TO”

July 18, 2022



NAZA can pay for some but not all bus service you may want for your program.

To get a child on the late bus for school-based programs:

1. You'll need a completed MNPS Permission to Transport form (part of the NAZA application). Parent or guardian must sign this form.
2. Using the Evening Program Startup Student list, fill in requested information (student id, last name, first name, address, and phone number) and email this form to the appropriate MNPS Transportation Office staff person shown at the right (Please start sending the requested information no later than August 19th). When MNPS receives the list (along with hundreds of others they receive each week!), they will look the child up in their data system to make sure the student is bus-eligible and then create a revised bus route for the driver of the bus your student will ride.
3. By Friday of each week, MNPS has generally finished making up new bus routes. On Monday they will fax to each school the list of their students who are cleared to ride a late bus starting the next Monday.
4. You can ask that MNPS email this list directly to you so you can check to make sure all your students are on the list.
5. If a student you requested to be on the list is not on it, contact your bus person to find out why and how you can get the child on the list.

Things That Will Hamper Getting on the Evening Bus List:

1. Student has moved and their family did not update MNPS with their new address. MNPS can only OK a late bus for the address on file for the child. The bus form asks if the family has moved in the last 6 months. If you see that the family answered “yes” to this question, you should have the parent write a note informing the school of the change of address. Only the school can update the address in the database.
2. Student lives out of zone and as a result is not eligible to ride the school bus at all, morning or evening.
3. The transportation form is not completely filled out or is not legible.
4. The student's name on the form is a nickname as opposed to the official name that MNPS has for the child.

To get a child routed using alternative transportation to community-based programs:

1. You'll need a completed MNPS Request for Alternative Morning/Afternoon Transportation form (added as part of the NAZA application). Parent or guardian must fill out and sign this form.
2. Form should be given to school administration to be signed and then faxed to the appropriate MNPS Transportation Office staff person shown at the top right (keep a copy of the completed form for your records).

It is best to try to address the 4 concerns listed above BEFORE emailing to MNPS. If you wait to see if the child is on the late bus list and they are not, you will have to wait another week until MNPS makes up a new bus route and list. That might cause your student to be without transportation for a whole extra week of programming.

In addition, it is important:

MNPS Transportation Contacts

Evening Buses Routing

Send to: Susie Smith

615-313-0404 ext. 212 office

615-256-4490 fax

Susie.Smith@mnps.org

***Evening Dispatcher:**

615-259-3282 ext. 858868

Until 8 pm

***Issues pertaining to drivers,
student conduct on buses, etc.**

John “DJ” Ulysse

615-293-8714

john.ulysse@mnps.org

- To develop good relationships with the bus drivers at your school. Introduce yourself and trade cell phone numbers. They can be quite helpful with problems your students may experience on the bus. NAZA Zone Director may have some “swag” you can give them if you want to at any point (a Z travel mug or t-shirt, for instance).
- To stay at your site about 30 minutes after the bus leaves in case there are problems on the bus that you need to know about or in which you are need to intervene.
- To give MNPS as much notice as possible when asking to add a student or students to a bus route.
- To **always** have a copy of the most recent bus list on hand to provide the bus driver. This is especially helpful if there is a substitute driver or if you have received an updated roster that day.
- To remove students from the bus list when they are no longer enrolled in your program. This will help free up seats to enroll other students in NAZA-sponsored programs.

Discipline or Other Problems on Buses

Your students may be involved in problems on the buses. In those cases, please note:

- Bus drivers are supposed to handle major discipline problems on the bus by calling security or the bus dispatcher, as needed. They are not to put students off the bus. They can lose their jobs if they leave students unattended.
- According to MNPS policy, principals or their designee are supposed to follow up on any problems bus drivers report to them. That is, principals will determine what sort of disciplinary action is warranted.
- MNPS policy says that riding the bus is a privilege, not a right, and students can be suspended from ridership if they are determined to be abusing the privilege.

NAZA will follow all disciplinary policies stated in the MNPS Student Handbook.

<https://www.mnps.org/students-families/services/transportation>

Table 9: Bus Rider Rules



METRO
NASHVILLE
PUBLIC
SCHOOLS

Bus Rider Rules

1. The bus driver may assign seats.
2. Be courteous.
3. Do not use profane language.
4. Do not eat or drink on the bus; keep bus clean.
5. No mobile phones are allowed on bus.
6. Violence is prohibited.
7. Remain seated.
8. No Smoking.
9. Keep head, hands and feet inside bus.
10. Do not destroy property.
11. For your own safety, do not distract the driver through misbehavior.
12. Cross in front of bus, never behind; make sure all traffic is stopped.
13. Do not ask driver to let you off the bus at stops other than your own.
14. Go directly to your home.

Misbehavior on the Bus:

The privilege of riding a school bus in Metro is one that can be revoked if the Rules of Conduct are not followed. These rules extend to school bus stops, as well as on the bus itself. Violation of these rules and other misbehavior should be reported to the Principal of the school to which the bus runs. Students are subject to removal from the bus for a period of one to ten days. Continued rules violation and discipline issues can result in permanent loss of school bus transportation privileges.

Suggestions for Parents

- Please report any alleged misconduct on the school bus to your child's principal.
- If you see a bus being operated carelessly, take note of the location and the bus/route number and call the Customer Service Center at 259-4636.
- Encourage students to observe all safety and conduct rules.
- Observe extreme caution when approaching a bus stop, a moving bus, or a stopped bus, even if no children are in sight.

We are committed to making the transportation process as simple as possible for our students and their parents. If you can't find what you're looking for on our website, please contact our Family Information Center at 615-259-INFO (259-4636)

Student Signature: _____

Date: _____

1

Parent Signature: _____

Date: _____

Table 10: Transportation Expense Reimbursement Agreement Template

To ensure student access for participation in afterschool programming between

<NAZA Fund-Partner> and <Name of School>

This Agreement addresses transportation related provisions for XXX-School students participating in afterschool program offered by <Name of Partner Agency>, a funded program by Nashville After Zone Alliance(NAZA).

Purpose:

The purpose of this agreement is to establish a procedure for transportation expense reimbursement between <Name of Partner Agency> and <Name of School>.

Joint Responsibilities:

- <Name of Partner Agency> and <Name of School> agree to collaborate by establishing a formal mechanism to ensure that funds are available so that <Name of School> students participating in the NAZA-funded program have access to evening transportation.
- Both parties agree that should the transportation provider selected by <Name of School> be unable to provide services the parties will work together to identify other options to keep from interrupting the provision of transportation for students enrolled in the <Name of Partner Agency>
- Both parties agree to communicate regularly on transportation related items such as departure times, route times, invoices, etc.
- Both parties agree that transportation must be provided in a “cost effective” manner.
- Agree to the established calendar outlined below
 - <Name of Partner Agency> will program Monday-Thursday 4:00p – 6:00p when school is in session.
 - Fall Semester: September 3 – December 13, 2024 (49 estimated days of programming)
 - Spring Semester: January 8 – May 9, 2025 (63 estimated days of programming)

Respective responsibilities under this agreement include:

<Name of School>

- Will coordinate transportation services through their existing relationship with Gray Line Transportation Services or otherwise select and vet a transportation provider.
- Any costs over and above the daily rate reimbursed by the <Name of Partner Agency> as program provider (outlined below) will be the responsibility of <Name of Partner Agency> .
- Will provide a monthly invoice to <Name of Partner Agency> detailing the transportation fees and services for the month.

<Name of Partner Agency>

- Agrees to reimburse the cost of evening transportation services at a maximum of \$175 per day. Any additional costs will be the responsibility of <Name of School>.
- Agrees to issue payment to <Name of School> in a timely manner.
- Responsibilities are limited to reimbursement of expenses pursuant to NAZA guidelines.

Updates and revisions to this Agreement should be made as needed.

<Name of Partner Agency> and <Name of School> agree to update or revise this Memorandum of Understanding (MOU) as needed or annually to coincide with the academic year.

This agreement will be reviewed and approved by representatives of both agencies:

Printed Name: _____ Signature: _____ Date: _____

Authorized Signatory, <Name of Partner Agency>

Printed Name: _____ Signature: _____ Date: _____

Authorized Signatory, <Name of School>

SOP 9: Meals and Snacks

| | |
|---|--|
| SOP name/title: | Meals and Snacks |
| Document Location: | NAZA Dropbox, Z drive/NAZA/Policy and Procedures |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Reviewer (name and signature): | MNPS Office of Nutrition Services |
| SOP Effective Date: | |
| SOP Addendum # and Date: | |

| | |
|--|---|
| Purpose: | The purpose of this SOP is to summarize the requirements for setting up meal and snack service for school-based NAZA-funded program sites. |
| Setting Up Meal and Snack Service at Sites: | <p>The Operations Manager sends the meals request form (see Annex 1 of SOP 6) to all programs in early August and gives programs a week to complete and return the form. Depending on the number of students served, MNPS Nutrition Services will approve sites for either meals or snacks.</p> <p>Coordination of the meals/snacks provision is part of NAZA’s partnership with MNPS under the National School Meals Program, which is typically available from the beginning of the programming year. If for any reason, school meals/snacks are not available, programs are responsible for ensuring they have a backup plan for providing snacks to students each day of the program at the organization’s expense.</p> <p>Community-based sites are responsible for ensuring meals/snacks are provided for students each day of the program. There is no central coordination by the NAZA team for meals or snacks at community-based sites.</p> |
| Training: | <p>Training is required for all site staff. MNPS’ Office of Nutrition Services delivers the initial training of trainers (TOT) to the Operations Director. The Operations Director then provides an in-person training before the start of the program year. Program Directors are required to attend that training. Any site coordinators or site staff are welcome to be part of the training as well.</p> <p>NAZA will provide the recorded version of the training which should be used in line with the information provided in this standard operating procedure to train any incoming staff member during the year.</p> |
| Meals on Site: | <ol style="list-style-type: none"> 1. Programs should post “USDA Child and Adult Care Food Program CACFP)” in each space where the program meets, which describes the Child and Adult Care Food Program. 2. Programs must provide the “Substitutions/Medical Statements” document to every student along with instructions for the student to take home the form to their parents and have a medical authority (e.g. doctor) fill out the form if the student requires a substitution due to allergy, religious observation, etc. Once a student returns the form, the site coordinator must provide this information to the cafeteria manager. 3. Programs must provide the “MNPS School Nutrition Services Program ‘Building for the Future” pamphlet to each student. The pamphlet is available in English and Spanish. Note: This pamphlet must be provided to every enrolled student regardless of when they join the program. 4. Each week, the site coordinator must fill out the “At-Risk Afterschool Meal Counts” (Annex 2 of SOP 6) form as follows: <ol style="list-style-type: none"> a. List every student in the program, add the date for each day, and indicate the menu number served each day (this can be found on the menu which will be posted each day in the cafeteria). b. If the student attended the program on a given day, write a check mark in the |

“attendance” column for that day. Even if the student is late, write a check mark in the “attendance” column for that day.

- c. The Site Coordinator must make a copy of this form and provide it to the cafeteria manager each Thursday as soon as the supper program is over (or the last day of the programming week).

Note:

- The menu should be posted each day by cafeteria staff; if a menu cancellation occurs it will be written in.
- Students MUST take 3-5 of the following items: meat, bread, fruit, vegetable, and milk (low-fat or fat free).
- After everyone has had a chance to go through the line once (regular planned menu/not taking double items), students are welcome to go back and get seconds.
- Sanitation:
 - If program staff help serve the meals, they must use utensils and/or gloves; no food can be served by bare hands.
 - Students should not be in the kitchen area.

Students can take whole fruit outside of the cafeteria (put in their backpacks) but everything else must be left in the cafeteria.

Snacks on Site:

Before Programming Starts: Program staff should communicate with the cafeteria manager in advance of the first day of programming to determine where snacks should be picked up each day (and returned if there are extras) and where documentation associated with the snack program should be stored each day. If programs experience difficulty finding out the location(s), they should consult with the NAZA Operations Director.

Day 1: The cafeteria manager will leave snacks in a location based on estimates the Operations Director provided. After the program concludes the first day, each site coordinator should fill out the “Metro Board of Education Nutrition Services Department Afternoon Snacks” document and indicate how many snacks were requested that day and sign it. The site coordinator will fill out the “Afterschool Snack Program Roster” by listing the names of students that showed up that day and adding a checkmark under the appropriate day if the student ate a snack. They will total the snacks daily in the “Daily Total” and initial the day’s snacks roster count in “Verifier Initials.” They leave these documents in the location that they mutually agreed upon with the cafeteria manager.

Day 2: The cafeteria manager will use the “Metro Board of Education Nutrition Services Department Afternoon Snacks” document to determine how many snacks should be provided that day. At the end of the programming day, the site coordinator will fill out the “Metro Board of Education Nutrition Services Department Afternoon Snacks” document and indicate how many snacks were requested that day and sign it. The site coordinator will also fill out the “Afterschool Snack Program Roster” by adding any new names of students that showed up that day and adding a checkmark under the appropriate day if the student ate a snack. They will total the snacks daily in the “Daily Total” and initial the day’s snacks roster count in “Verifier Initials.” They leave these documents in the mutually agreed upon location. TO BE REPEATED EVERY PROGRAMMING DAY.

At the End of the Month: The cafeteria manager will verify the information on the Afterschool Snack Program Roster” and sign the document where it indicates “Manager Signature (Full Name).”

Note:

- Students MUST take both items; they can give items that they don’t want to their friends.

| | |
|--|--|
| | <ul style="list-style-type: none"> • Students are not allowed to take extra snacks. • Unused snacks must be returned to the snack pick-up location (NOTE: NAZA-funded programs cannot keep extra snacks). • The “Metro Board of Education Nutrition Services Department Afternoon Snacks” and “Afterschool Snack Program Roster” must be kept in a designated location. • Programs should always have a reserve of snacks and drinks in case their total snacks requested from the previous day is less than the next day’s program attendance. • If programs are cancelled on a certain date, “no snack” mark should be made next to that date. • On the “Afterschool Snack Program Roster,” a check mark should only be put in the box for a given date if the student eats a snack. |
| Alternative Snacks for Community-Based Sites: | <p>Community-based sites are responsible for setting up their own meals or snacks program following the USDA guidelines (Annex 3 of SOP 6). Resources for partnering around snack provision include: Metro Action Commission and Second Harvest. Programs can also check with the MNPS Extended Learning Office for other resources.</p> |
| Trouble-Shooting | <p>If there are any issues with the meals or snacks at school sites, programs should contact the Nutrition Services Field Manager. If a resolution cannot be achieved, programs will contact the NAZA Operations Director.</p> |

Table 11: After School Meal Service Program Site Application

| AFTER SCHOOL MEAL SERVICE PROGRAM CHILD & ADULT CARE FOOD PROGRAM (CACFP) SITE APPLICATION FOR 2024-2025 | | | |
|---|---|----|--|
| **** All application must be submitted by the 10th of each month | | | |
| 1. Please be advised, handwritten application are not acceptable and will be returned. 2. Please do not change print settings 3. Please enter information into all boxes to complete application 4. Please use drop down list for all Blue Highlighted Boxes | | | |
| Program Information | | | |
| Academic / Enrichment / Other - Program Name | | | |
| MNPS School Location: | Choose One ▼ | | |
| MNPS School Address: | Choose One ▼ | | |
| Primary Contact Name: | | | |
| Program Contact Email Address: | | | |
| Program Contact Phone Number: | | | |
| Projected total number of enrolled children in program(s) | | | |
| Age Range of Participants (Please Select Age Range) | Years ▼ Months ▼ Starting Age | To | Years ▼ Months ▼ Ending Age |
| **Operation Dates (List Beginning and End Dates): | Beginning Date ▼ | | Ending Date ▼ |
| Days of Week Meals Will Be Served and Estimated Number of Students Per Day | | | |
| Meal Service Days of Operation | Est. Number of Students to Receive Meals | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Weekly Total | | | |
| **Daily Activities/Programs - Normal Hours of Operation (Please Select Beginning & Ending Time) | Hours ▼ Mintues ▼ Beginning Time | | Hours ▼ Mintues ▼ Ending Time |
| Requested After School Meal Program (Please Select Super Snack or Hot Supper Meal) | | | |
| Meal Serving Times (Please Select Beginning and End Times) | Hours ▼ Mintues ▼ Beginning Time | | Hours ▼ Mintues ▼ Ending Time |
| *Program beginning dates may vary from application request based on state approval guidelines and MNPS policy | | | |

Table 12: Super Snack Student Meal Count Form (Example)

| Super Snack Student Meal Count Form | | Program Name: <u>RISE</u> | | | | |
|---|----------------------------|---------------------------|-------|-------|-------|-------|
| School Name and Loc#: <u>Amqui Elementary/105</u> | | | | | | |
| Month (MONTH/YYYY): <u>September 2023</u> | | | | | | |
| | | MON | TUES | WED | THURS | FRI |
| ENTER DATE (MM/DD): | | 4-Sep | 5-Sep | 6-Sep | 7-Sep | 8-Sep |
| STUDENT PIN | STUDENT NAME (LAST, FIRST) | | | | | |
| 11111 | BAILEY, JOHN | | X | | X | X |
| 22222 | HAYES, OLIVER | | X | X | | X |
| 33333 | LEWIS, ISAAC | | X | X | X | X |
| 44444 | MILLER, JAMES | | X | X | | X |
| 55555 | STANLEY, JOSEPH | | X | X | X | X |
| 66666 | TERRY, JILL | | X | | X | X |
| 77777 | WOODS, JANE | | X | X | X | |

Table 13: Dietary Guidelines



Dietary Guidelines for Americans



Find your balance between food and physical activity.

- ◆ Make half your grains whole-grain
- ◆ Vary and increase your vegetable intake
- ◆ Focus on fruits
- ◆ Eat calcium-rich foods
- ◆ Go lean with protein

Strive for 30-90 minutes of physical activity per day.

Choose nutrient-rich foods and limit your intake of foods with sodium, solid fat, added sugars and refined grains.



This institution is an equal opportunity provider.

Participating Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants.

Participating facilities include:

- ◆ **Child Care Centers:** Licensed or approved public or private non-profit child care centers, Head Start programs, and some for-profit centers
- ◆ **Family Day Care Homes:** Licensed or approved private homes
- ◆ **After School Programs:** Centers in low-income areas provide free snacks to school-age children and youth
- ◆ **Homeless Shelters:** Emergency Shelters provide food service to homeless children

Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- ◆ Children age 12 & under
- ◆ Migrant Children age 15 & younger
- ◆ Youths through age 18 in after-school care programs in needy areas

Metropolitan Nashville Public Schools School Nutrition Services Program

BUILDING



FOR THE FUTURE

Information about the Child & Adult Care Food Program

State Agency:
Child & Adult Care Services
TN Department of Human Services
400 Deaderick Street
Nashville, TN 37243-1403
(615) 313-4749

Metropolitan Nashville Public Schools
Nutrition Services Program
2601 Bransford Avenue
Nashville, TN 37204
Office: (615) 259-8467
Fax: (615) 214-8853



METRO NASHVILLE PUBLIC SCHOOLS

Child & Adult Care Food Program

This facility participates in the Child & Adult Care Food Program (CACFP), a federal program that provides healthy meals and snacks to children participating in eligible programs.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families. CACFP homes and centers follow meal requirements established by USDA.

BUILD A HEALTHY PLATE

The following must be offered each day:

Afterschool Supper Program Meal Pattern

Meat/Meat Alternate: 2 ounces

Fruit: 1/4 cup

Vegetable: 1/2 cup

Bread/Grain: 1 serving

Milk: 8 fluid ounces



Offer versus Serve for Supper Meals

Offer versus Serve allows students to decline a certain number of food items in the meal. This helps to minimize plate waste and encourage students to select foods that they know they will consume.

For supper meals, a student must select at least three of the five food items offered. Students like having choices for the foods they will eat.



**HEALTHY MEALS AT
EVERY SCHOOL,
EVERY DAY!**

FEEDING STUDENTS WITH SPECIAL NEEDS IN THE NUTRITION SERVICES PROGRAM

The Nutrition Services Program does provide services for students with special nutritional care which includes students with special dietary needs. A registered dietitian is available to work with the school nurse and the student's individual educational plan to meet the nutritional needs of the student.

Any student requiring any special dietary adjustments to his or her daily meal must present a diet prescription form from his or her primary care physician. This prescription is presented to the school nurse and the school's cafeteria manager. The cafeteria manager contacts the registered dietitian and gives a copy of the prescription to the registered dietitian. The registered dietitian instructs the cafeteria staff on the modifications that need to be made in the student's diet.

All diet prescriptions must be written by a physician or recognized medical authority. The CACFP requires a substitutions/medical statement form to be completed.



Nuts +
Tree Nuts



Gluten



Soy



Fish +
Shellfish



Dairy



Eggs

II. DATA AND EVALUATION

| SOP name/title: | Evaluation |
|--------------------------------------|--|
| Document Location: | NAZA Dropbox, Z drive/NAZA/Restructure |
| SOP Originator (name and signature): | Nashville After Zone Alliance |
| SOP Reviewer (name and signature): | MNPS Office of Nutrition Services |
| SOP Effective Date: | 1/1/2019 |
| SOP Addendum # and Date: | 8/1/2022 |

| | |
|--|--|
| Purpose: | The purpose of this SOP is to outline the process for evaluating program quality, both at the organizational level and the youth level. This is to ensure that NAZA-funded and Affiliated Partner programs are of the highest quality, as well as to determine necessary supports for specific programs. |
| Principles of Youth Development and Vision for Holistic Youth Development | <p><i>Main principles of youth development work</i></p> <p>NAZA’s work in youth programming is guided by two complementary sources: the Five Principle of Positive Youth Development developed by the Nashville Youth Coalition and Nashville’s Vision for Holistic Youth Development developed in partnership with Vanderbilt University and NAZA. Both were systematically constructed in cooperation with interdisciplinary stakeholder groups across Metro Nashville. The Vision was developed with a vast participation of youth and parent/caregivers in addition. The principles and practices will be measured by the minimum standards cited in Annex 4.</p> <p>I. Nashville Youth Coalition’s Five Principles of Positive Youth Development include:</p> <ol style="list-style-type: none"> 1) Promote a Sense of Physical, Social and Emotional Safety. Youth must feel as though the adults in this setting will protect them from any harm. They also must feel they are valued and accepted by the group. 2) Encourage Relationship Building. Young people need many <i>supportive</i> long-term relationships to help them navigate their adolescence. They need guidance from caring adults as well as emotional and practical support from their peers. 3) Foster Meaningful Youth Participation. Youth must have an active role, voice and choice in shaping their experiences. They must have the opportunity to practice and develop leadership skills, and they must know their contributions are valuable. 4) Provide Opportunities for Building Purpose. Young people must live purposefully and contribute in meaningful ways. Creating opportunities for youth to become involved in the community and for community members to interact with youth is a powerful way to foster a sense of purpose and develop positive values. 5) Engage Youth in Learning Experiences that Build Healthy and Valuable Life Skills. Young people need opportunities for experiential learning and practice that will help them build skills needed to succeed in every area of life. <p>II. Nashville’s Vision for Holistic Youth Development outlines two sets of growth practices, the first for individuals and the second for communities. These growth practices are:</p> <ol style="list-style-type: none"> a. Individual Growth Practices: <ol style="list-style-type: none"> i. Identity and Self-awareness ii. Curiosity, Learning and Growth Mindset iii. Love, Self-Worth and Confidence iv. Emotional Intelligence and Self-Management v. Empathy and Compassion vi. Communication vii. Literacy viii. Critical Thinking |

| | |
|---|---|
| | <ul style="list-style-type: none"> ix. Problem Solving and Resourcefulness x. Visioning, Goal-Setting and Planning xi. Initiative and Action xii. Life Skills <p>b. Community Growth Practices</p> <ul style="list-style-type: none"> i. Interconnection ii. Storytelling iii. Youth Leadership iv. Equity, Access, Justice <p>NAZA quality standards, professional development, and coaching opportunities are based on these principles and the expectation is that every NAZA partner adheres to these principles in daily work.</p> <p>The quality of the instruction that is measured through the Youth Program Quality Assessment (YPQA) and Social Emotional Learning Quality Assessment (SELPQA) (described below) in every program site is structured around 4 domains in line with the principles and practices outlined above. The YPQA/ SELPQA assess programs across the following domains: 1) Safe environment, 2) Supportive environment, 3) Peer interaction and 4) Engagement.</p> |
| <p>Program Level Quality Evaluation:</p> | <p>For YPQA, partner organizations will be paired with an external assessor who will assess the program quality of sites utilizing the tool each year. Organizations that have been with NAZA for at least three years and have had requisite performance can be invited to participate in a the SEL PQA.</p> <p>All funded partners are required to complete pre- and post- self-assessments annually. Affiliated Partners are encouraged to complete the self-assessments annually but are not required to do so.</p> |
| <p>Description of External Assessments and Self-Assessments:</p> | <p>NAZA engages consultants, or Program Quality Assessment Fellows, to conduct external assessments of the NAZA-funded and Affiliated Partner programs. They are hired by the NAZA Data and Evaluation Manager and then receive in-depth training on either the YPQA or SEL PQA from the Weikart Center in order to become certified external assessors. After becoming certified , assessors are assigned to NAZA-funded and Affiliated Partner sites to conduct annual observations . Their observations are scored using the standard YPQA scoring system and entered into the Weikart Center’s Scores Reporter system (check the PQA folder to view the YPQA and/or SEL PQA tool in Dropbox and select the appropriate version based on whether your team is using the YPQA, or SEL PQA). A PQA expert that NAZA consults with then reviews the scores to ensure that the scores accurately reflect the comments and evidence provided.</p> <p>Program self-assessment is an adaptable, team-driven process that provides site managers and frontline staff with opportunities to evaluate, discuss, and build a shared understanding of instructional quality in their programs. Although program self-assessments produce program quality scores, the greater value is in the team-building function of the process, which includes peer-to-peer observations and a quality-focused team meeting to determine scores.</p> <p>Program Directors or other organization staff should conduct self-assessments of their own programs, using the same tool as external assessments. Program Directors and Site Coordinators are required to attend the YPQA Basics training in order to understand the tool and the process.</p> |
| <p>Program Quality Assessment Timeline:</p> | <p>The first round of self-assessments will be conducted in late September through early October. The second round of self-assessments will be conducted in late February through early March.</p> <p>For new partners, External Assessments will be conducted throughout the year annually for at least three consecutive years. Should returning partners have satisfactory program evaluations with NAZA during this timeline, the external evaluation timeline can shift to once every three years. Self-evaluations will continue twice a year annually.</p> |
| <p>Program Quality</p> | <p><u>Select & Train Team</u></p> |

Assessment Processes:

- Site coordinator and staff attend the YPQA or SEL PQA Basics trainings. Other staff that cannot attend the training are briefed on their respective tools by the site coordinator.
- New site coordinators and program directors that start in the middle of the year must attend a YPQA or SEL PQA Basics training. Check the [Professional Development section of NAZA's Website](#) for upcoming dates.

Schedule the Self-Assessment Observation

- Staff choose the best day for observation – a day that shows staff interaction with the youth (not just homework time or free play). If possible, staff do not choose days when volunteers are teaching the program. If, however, enhancement partners or volunteers are teaching the program, the scoring should be done the same as for staff. Program staff are still responsible for program quality whether they are the main instructors or not.
- Schedule staff that has been trained in either the YPQA or SEL PQA Basics to observe the program staff on the determined date and time. The observer(s) should be available to observe at least two hours of the program on the determined date, from start to finish.

The Day of the Self-Assessment

- The observer should bring an ample amount of paper and pens and record objective notes as instructed in the YPQA or SEL PQA Basics trainings.
- The observer should use the cheat sheet (check the [PQA folder](#) in Dropbox and select the appropriate version based on whether your team is using the YPQA or SELPQA) to quickly record notes.
- The observer should ask only the follow-up questions written in the YPQA or SEL PQA forms.

Team-Based Scoring Meeting (if more than one staff member observes the program)

- Arrange for staff to meet together and discuss each item, sharing their observation notes, and checking their scores in correspondence with the YPQA or SEL PQA Guidebooks (check the [PQA folder](#) in Dropbox and select the appropriate version based on whether your team is using the YPQA or SELPQA).
- Provide time for the conversation-- it is a wonderful teaching and teambuilding opportunity.
- Together select the best score for each item. Favor higher scores. Record on an official YPQA or SELPQA form (check the [PQA folder](#) in Dropbox and select the appropriate version based on whether your team is using the YPQA or SELPQA).

Record Scores in Score Reporter

- Using the assigned account log-in and password, login to the [Scores Reporter](#).
- Video tutorials are available as refreshers on how to enter a self-assessment, how to locate a saved self-assessment, and how to run reports in the [PQA folder](#) on Dropbox.
- Enter the self-assessment scores with evidence into the Scores Reporter.
- A report may be printed immediately.

Schedule YPQA Scores Review Meeting

- The external assessor will contact the paired program's program director to schedule a PQA Scores Review Meeting with them and the site coordinator.
- During the meeting, scores and reports of both self- and external assessments will be reviewed. The improvement plan will be briefly discussed.

Create and Enter the Improvement Plan on Scores Reporter

- The site coordinator will work with their supervisor to create at least three meaningful goals for their program's improvement and fill out the Improvement Plan Template in the [PQA folder](#) on Dropbox.

| | <ul style="list-style-type: none"> • The program staff will fill out the Improvement Plan Template with at least three meaningful goals and email it to their program director to review. • Program staff will make any changes requested by the program director (if applicable). • The program staff will enter at least three goals into the Scores Reporter. <p><u>Work the Plan</u></p> <ul style="list-style-type: none"> • Program staff put their plan into action by implementing their improvement plan's action steps. • Program staff register for trainings that can help with their improvement goals. • Program staff contact their supervisor and NAZA Capacity Building Director to request coaching. | | | | | | | | | | |
|--|---|--------|-------------------|------------------------------------|---|--|---|-------|--|---------|---|
| <p>Program Quality Assessment Reports</p> | <p>PQA reports are produced annually to capture the assessment scores of the YPQA and SEL PQA by program/site and in aggregate at the organizational level across domains to indicate any improvement in instruction. Program quality assessment reports are also produced annually for NAZA-funded and Affiliated Partner sites separately to summarize system-level aggregate instructional quality data.</p> <p>Weikart Center also conducts staff, youth and (in some instances) parent surveys once a year (March-April) to capture staff feedback and summarizes the findings in their final report to NAZA.</p> <p>NAZA will be able to provide any YPQA/ SEL PQA related data at the site and agency level to all partners.</p> | | | | | | | | | | |
| <p>Surveys & Evaluations:</p> | <p><u>Leading Indicator Surveys</u></p> <p>Program Directors, Site Coordinators, Professional Youth Development Workers, Youth and Parents are all invited to complete surveys to share feedback on their experiences with NAZA-funded programming. These surveys, known as Leading Indicator Surveys (LIS) are provided electronically as part of the Weikart's suite for program quality assessment. These surveys not only serve as part of the YPQA or SEL PQA, but are aligned in such a way to support broader findings for program quality assessment while surveying different audiences (see table)</p> <table border="1" data-bbox="375 1188 1495 1440"> <thead> <tr> <th>Survey</th> <th>Intended Audience</th> </tr> </thead> <tbody> <tr> <td>Program Director/ Site Coordinator</td> <td>Individual(s) responsible for site operations</td> </tr> <tr> <td>Direct Staff/ Youth Development Worker</td> <td>Staff responsible for providing direct programming to youth</td> </tr> <tr> <td>Youth</td> <td>Youth who attended NAZA-supported afterschool programs</td> </tr> <tr> <td>Parents</td> <td>Parents/ Guardians of youth attending NAZA-supported afterschool programs</td> </tr> </tbody> </table> <p>Survey questions aligned with the Leading Indicators Framework implemented by Weikart's Center for Youth Program Quality. They are also partially aligned with Nashville's Vision for Holistic Youth Development. This framework defines five specific domains of actions characterized in afterschool programming:</p> <ol style="list-style-type: none"> 1. Organizational Context 2. Program Context 3. Continuous Quality Improvement 4. External Relationships 5. Youth Outcomes <p>The results of the multi-faceted LIS allow program providers to understand the ways in which they are thriving in helping develop youth as well as areas that may need further work in order to adequately help youth develop.</p> | Survey | Intended Audience | Program Director/ Site Coordinator | Individual(s) responsible for site operations | Direct Staff/ Youth Development Worker | Staff responsible for providing direct programming to youth | Youth | Youth who attended NAZA-supported afterschool programs | Parents | Parents/ Guardians of youth attending NAZA-supported afterschool programs |
| Survey | Intended Audience | | | | | | | | | | |
| Program Director/ Site Coordinator | Individual(s) responsible for site operations | | | | | | | | | | |
| Direct Staff/ Youth Development Worker | Staff responsible for providing direct programming to youth | | | | | | | | | | |
| Youth | Youth who attended NAZA-supported afterschool programs | | | | | | | | | | |
| Parents | Parents/ Guardians of youth attending NAZA-supported afterschool programs | | | | | | | | | | |
| <p>LIS Timeline:</p> | <p>These surveys are administered throughout the year. Staff surveys are provided during the fall semester while youth and parent surveys are administered in the spring semester. Survey results are provided on a rolling basis following their availability from the Forum for Youth Investment, though typically partners receive them a month after the surveys' administration.</p> | | | | | | | | | | |

| | |
|--------------------|---|
| | <p>Organizations that do not have access to technology may utilize NAZA tablets upon request. If necessary, programs may provide the Leading Indicator Survey – Youth (LIS-Y) to youth on paper; staff will then have to input each answer into the LIS-Y online.</p> <p>The data will be analyzed at the system level by both Weikart as well as the NAZA Data and Evaluation Manager.</p> <p>This timeline will allow programs to have results individually throughout the year to inform programming. This timeline also allows NAZA partners to have aggregated results by the beginning of the subsequent academic year which will help inform program planning and necessary adjustments for programming.</p> |
| LIS Reports | NAZA will be able to provide LIS related data at the site and agency level to all partners. |

III. AFFILIATED PARTNERS

| SOP Name/Title: | Affiliated Partner Agencies |
|-------------------------------------|---|
| Document Location: | NAZA Dropbox, Z drive/NAZA/Partnerships |
| SOP Originator: Deana Blount | Nashville After Zone Alliance |
| SOP Effective Date: | 7/1/22 |
| SOP Addendum # and Date: | |

| Purpose: | This Standard Operating Procedure speaks to the process of becoming an Affiliated Partner with the Nashville After Zone Alliance (NAZA). | | | | | | | | |
|--|---|-----------------------|-------------------|--|---------------|---|-------------------|--|----------------|
| Call for Partnership | <p>NAZA:</p> <ol style="list-style-type: none"> 1. NAZA will announce a Call for Partnership expressing the desire to begin new Affiliated Partnerships with out-of-school time organizations throughout Metropolitan Nashville and Davidson County. 2. The Call for Partnerships will outline the application process for potential partner agencies including dates and the application link. 3. The link to the application can be found here: https://naza.tfaforms.net/66 | | | | | | | | |
| Application Process: | <p>The Affiliated Partner:</p> <ol style="list-style-type: none"> 1. Completes the Affiliated Partner Application with NAZA, including all of the expected documentation of Non-Profit Status (i.e. 501(c) (3) standing, Public Entity, etc.) 2. The NAZA Partnerships Manager will review the application. If the Partnerships Manager has questions or concerns upon reviewing the application, they will reach out to the applicant to meet about said concerns. 3. After the application has been received and reviewed, the Partnerships Manager will send a Scope of Services to the contact listed on the application. They will also receive information related to the date for their Affiliated Partner onboarding. The date of their onboarding will be determined by the date upon with their application is received. The timeline for application receipt and onboarding is below: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Application Submitted</th> <th>Onboarding Window</th> </tr> </thead> <tbody> <tr> <td>February 1st-May 31st</td> <td>Month of July</td> </tr> <tr> <td>June 1st- September 30th</td> <td>Month of November</td> </tr> <tr> <td>October 1st- January 31st</td> <td>Month of March</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 4. The Scope of Services is to be binding for one fiscal year (July 1- June 30th). After a successful year as an Affiliated Partner, an organization can apply to become a Funded Partner with NAZA, should additional funds become available. | Application Submitted | Onboarding Window | February 1 st -May 31 st | Month of July | June 1 st - September 30 th | Month of November | October 1 st - January 31 st | Month of March |
| Application Submitted | Onboarding Window | | | | | | | | |
| February 1 st -May 31 st | Month of July | | | | | | | | |
| June 1 st - September 30 th | Month of November | | | | | | | | |
| October 1 st - January 31 st | Month of March | | | | | | | | |

IV. ENHANCEMENT PARTNERS

| | |
|--|---|
| SOP Name/Title: Affiliated Partners | Enhancement Partners |
| Document Location: | NAZA Dropbox, Z drive/NAZA/Partnerships |
| SOP Originator: Deana Blount | Nashville After Zone Alliance |
| SOP Approver (name and signature): | Metro Office of Accountability |
| SOP Effective Date: | 7/1/22 |
| SOP Addendum # and Date: | |

| | |
|-------------------------------------|--|
| Purpose: | This Standard Operating Procedure speaks to the purpose and process of becoming an Enhancement Partner. |
| Enhancement Partner and Role | <ol style="list-style-type: none"> 1. An Enhancement Partner is an organization or business that comes to NAZA partner sites and provides a specific service or activity to out-of-school time programs. 2. Enhancement Partners support out-of-school time programs with enrichment programming based on their skills and expertise. 3. Enhancement partners typically have their own curriculum and lesson plans to present and share with youth in the out of school time programs. |
| Initial Meeting | <ol style="list-style-type: none"> 1. The potential Enhancement Partner will meet with the Partnerships Manager as an introduction to their offerings as well to set the precedent for their partnership with NAZA Funded and Affiliated programs 2. Information to be shared during this meeting includes: <ul style="list-style-type: none"> • Subject Area • Session length (example: once a week for 6-8 weeks) • If the program is grant funded or fee based |
| Observation | <ol style="list-style-type: none"> 1. After the initial meeting, the Partnerships Manager will observe a lesson delivery of the potential Enhancement Partner. 2. This lesson will be a typical offering delivered to youth in the community and of an age group relevant to NAZA programming, preferably 5th to 8th grade. 3. Observations typically last anywhere from 45 minutes to an hour depending on the length of the offering that the Enhancement Partner provides. 4. The Partnerships Manager will use the Enhancement Partner Observation Form to detail what was seen and what the flow of a program session is like. 5. The Observation form will be saved to the Z Drive in the Enhancement Partner Folder. 6. Once the Enhancement Partner has been observed, the Partnerships Manager will confirm whether or not they have the current capacity to partner with NAZA partner programs. 7. If they have the capacity, the Partnerships Manager will share their information with the Funded and Affiliated Partners. 8. Once the information has been shared, the Enhancement Partner and the Funded or Affiliated Partners can begin scheduling together. 9. The dates, times, and payments for the service provided by the Enhancement Partner are to be decided between their party and the NAZA Funded or Affiliated Partner. 10. At the beginning of each school year Enhancement Partners will be invited to NAZA kick-off meeting to participate in Enhancement Partner Fair. |