

**THE SPARTANBURG COUNTY
OUT-OF-SCHOOL-TIME COLLABORATIVE
(OST Collaborative)**

PARTNERSHIP

The OST Collaborative is a voluntary, incentive-driven, opt-in network created for the purpose of achieving better results for young people in Spartanburg County through improving, expanding, and sustaining high quality afterschool and summer programming for youth.

Collaborative Partners are organizations/programs that have adopted the OST Collaborative Vision and Mission, are working to support the Collaborative’s 5-year Goal and agree to the Collaborative’s shared principles. Partners are working to complete and validate the minimum standards for their organization and/or program: organization; content and quality; operations and safety; and professional development.



Vision: All young people in Spartanburg County in grades 6-12 have equitable access to high-quality afterschool and summer programs that build the skills and characteristics necessary for success.

Mission: The Spartanburg County Out of School Time Collaborative exists to close persistent opportunity gaps by improving, expanding, and sustaining high-quality afterschool and summer programs for middle and high school age youth.

5-Year Goal: Double the number of low-income middle/high school youth who have access to high-quality OST programs in Spartanburg County from 14% in 2019 to 28% in 2024.

SHARED PRINCIPLES

1. The OST Collaborative will function as a voluntary, incentive-driven, opt-in network created for the purpose of achieving better results for young people in Spartanburg County.
2. Providers will support youth achieving the [Profile of a South Carolina Graduate](#) by creating opportunities for young people to build world class skills and develop the life and career characteristics necessary for success.
3. The Fundamentals of Youth-Serving Providers Certificate Program will serve as a minimum threshold for program quality and common training for all providers.
4. There will be no public comparisons between organizations/programs; give up “turf-ism” and be willing to learn from and with each other.
5. Providers will strive for evidence-based programming.

6. Providers will demonstrate a commitment to equity and inclusion.
7. Providers include youth voice in their program planning and assessment.

FUNDED PARTNERS

In addition to sharing a commitment to the Collaborative’s Mission, Vision, 5-year goal, and principles, funded partners adhere to the following commitments:

1) Data-Driven Quality Improvement by using a common set of program standards and sharing data via a quality evaluation tool agreed to by the OST Collaborative. Funded partners must also adhere to reporting requirements.

2) Professional Development by being an *active participant* in monthly meetings and training offered by the OST Collaborative and partners, building the capacity of frontline staff in programs throughout the year.

- “Active participants” are engaged in at least 70% of the monthly OST meetings and/or trainings. Participation will be reviewed on a quarterly basis.

3) Increasing access to high-quality youth development and learning opportunities in OST by advocating for funding and partnerships with public agencies.

MINIMUM STANDARDS

As you work through these standards, please be prepared to describe/provide a copy of your validation. Progress on minimum standards will be reviewed on an annual basis.

Please check each standard that is either complete or in progress:

Minimum Organizational Standards

Completed	In-Progress	STANDARD
		1. Nicotine products 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.
		3. If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with Spartanburg County School Districts’ transportation policies, if appropriate.
		4. There is an emergency management plan in place including procedures for fire drills, active shooter drills, and natural or other disasters. All staff, youth and their families are familiar with emergency procedures.

		5. When appropriate and applicable, staff and families are informed of procedures related to potential health risks/hazards and to program closure.
		6. Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
		7. Procedures are in place for dealing with sick or injured youth during programming time.
		8. Policies are in place to address a) family member visits during program hours and b) communication with staff members during and after program hours.
		9. There is an established program protocol for dealing with disciplinary offenses.
		10. Policies and procedures support regular, positive, and respectful communications with family members of participating youth.
		11. Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families.
		12. Written job descriptions, work schedules, and employee/volunteer timesheets are on file.
		13. Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operation and Safety Standards

Completed	In-Progress	STANDARD
		14. At least one person with a current first aid certificate, including CPR, is on site at all times.
		15. Staff and volunteers age 18 and above have undergone a DSS/SLED background check. High school volunteers have direct supervision.
		16. Staff and volunteers have been provided information on how to report any concerns related to child abuse or neglect.

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

Completed	In-Progress	STANDARD
		17. All activities in which youth are engaged follow relevant safety procedures and protocols.
		18. Emergency information on each youth is on file and accessible.

		19. A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
		20. Staff knows where you are and what they are doing at all times.
		21. Drinking water is readily available at all times.
		22. The administration ensures that staff keep accurate records of enrollment, attendance, and any student disciplinary offenses.
		23. The administration pursues partnerships with other Out-of-School-Time Collaborative members in order to increase impact and coordination.
		24. A staff member/volunteer leader reviews fire and emergency procedures with each new group of program participants at each program site.

Minimum Content and Quality Standards

Completed	In-Progress	STANDARD
		25. Youth have opportunities to learn through project-based or experiential and real-world contexts.
		26. Each program site completes an annual self-assessment that measures the outcome data as defined by the collaborative.

Minimum Professional Development Standards

Completed	In-Progress	STANDARD
		27. The program administrator has completed the Fundamentals of Youth-Serving Providers Certificate Program.
		28. 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.

Yes! I agree to the shared principles and minimum standards to be a partner of Spartanburg County's Out-of-School-Time Collaborative. I understand that if my program or organization does not meet the current minimum standards for partners, my organization/program will actively work to meet these standards.

Yes! I agree to the shared principles and minimum standards to be a funded partner of Spartanburg County's Out-of-School-Time Collaborative. I also agree to the requirements outlined for funded partners, including data-driven quality improvement and evaluation, active engagement in collaborative meetings and trainings, and increasing access to high quality youth development opportunities.

Organization/Program Representative Information:

Name: _____

Title: _____

Signature: _____ Date: _____

Email: _____

Organization Information:

Partner Organization: _____

Mailing Address: _____

Physical Address: _____

Website: _____

Phone: _____