



Alabama 21st Century Community Learning Centers



Table of Contents

Foundations

1	The Law	2
2	Application and Assurances	11
3	Preparatory Procedures	
	<input type="checkbox"/> Laying the Foundation	23
	<input type="checkbox"/> Advisory Council	23
	<input type="checkbox"/> Scientifically Based Research	25
	<input type="checkbox"/> Community Partners	26
	<input type="checkbox"/> Subcontractors/Vendors	28
	<input type="checkbox"/> Pre-opening Timeline	29
	<input type="checkbox"/> Creating a Viable Plan	30
4	Sustainability	
	<input type="checkbox"/> The Plan	34
	<input type="checkbox"/> Key Components	34
	<input type="checkbox"/> Additional Funding Sources	35
5	Quality Indicators	37
6	Best Practices	
	<input type="checkbox"/> Finances	43
	<input type="checkbox"/> Staffing and Students	44
	<input type="checkbox"/> Academics and Enrichment	44
	<input type="checkbox"/> Communication and Publicity	45
	<input type="checkbox"/> Resources	45
	<input type="checkbox"/> Additional Considerations	45

Operations

7	Financials	
	<input type="checkbox"/> Fiscal Oversight and Responsibility	47
	<input type="checkbox"/> Budgetary Procedures	48
	<input type="checkbox"/> Budgetary and Expenditure Reporting	49
	<input type="checkbox"/> Administrative and In-direct Cost Allowances	50
	<input type="checkbox"/> Necessary, Reasonable and Customary	51
	<input type="checkbox"/> Allowable and Non-Allowable Expenses	51
	<input type="checkbox"/> Supplanting vs. Supplementing	60
	<input type="checkbox"/> Tuition and Fees	62
	<input type="checkbox"/> Revisions	62

8	Staffing	
	<input type="checkbox"/> General Policies	63
	<u>Employee (Exempt) and Contractual (Non-exempt)</u>	
	<input type="checkbox"/> Interviewing/Hiring	63
	<input type="checkbox"/> Background Check	65
	<input type="checkbox"/> Fingerprinting	65
	<input type="checkbox"/> Confidentiality	65
	<input type="checkbox"/> Orientation	66
	<input type="checkbox"/> Code of Ethics	66
	<input type="checkbox"/> Recording Hours/Time Sheets	67
	<input type="checkbox"/> Professional Development	68
	<input type="checkbox"/> CPR Training	68
	<u>Volunteer</u>	
	<input type="checkbox"/> Orientation	69
	<input type="checkbox"/> Placement and Training	69
	<input type="checkbox"/> Responsibility and Recognition	70
	<input type="checkbox"/> High School and College Students	70
9	Equipment/Inventory	
	<input type="checkbox"/> General Guidance	71
	<input type="checkbox"/> Ordering Process	71
	<input type="checkbox"/> Receipt & Cataloguing Inventory	71
	<input type="checkbox"/> Capitalized Equipment	71
	<input type="checkbox"/> Property Theft	71
10	Safety	
	<input type="checkbox"/> ALSDE Prevention & Support Services	72
	<i>Fire, Severe Weather & Intruders</i>	
	<input type="checkbox"/> Illness and Injury Emergency Plans	72
	<input type="checkbox"/> Premises Safety	73
	<input type="checkbox"/> Permits	74
	<input type="checkbox"/> Student Data	74
	<input type="checkbox"/> Student Attendance and Behavior	74
	<input type="checkbox"/> Transportation	75
11	E – GAP	
	<input type="checkbox"/> Application Process	76
	<input type="checkbox"/> Basics Usage Guidelines	77
12	Reports	
	<u>Federal</u>	
	<input type="checkbox"/> Instructions	78
	<input type="checkbox"/> Report	79
	<u>State</u>	
	<input type="checkbox"/> Instructions	94
	<input type="checkbox"/> Report	97
13	Compliance Assistance	
	<input type="checkbox"/> Goal	104
	<input type="checkbox"/> Instruments	104
14	Closeout Procedures	
	<input type="checkbox"/> Records and Report Retention	105
	<input type="checkbox"/> Property (Equipment) and Supplies	105
	<input type="checkbox"/> Data Reports	106
	<input type="checkbox"/> Later Disallowances and Adjustments	106
	<input type="checkbox"/> Final Closeout	106

Student Supervision and Care

15 Academic Enrichment

<input type="checkbox"/> Educational Objectives	109
<input type="checkbox"/> Lesson Plans and Activities	110
<input type="checkbox"/> Field Trips	112
<input type="checkbox"/> Healthy Lifestyle Initiatives	Coming Soon!! 114

16 Service Learning

<input type="checkbox"/> Definition and Objectives	116
<input type="checkbox"/> Standards	117
<input type="checkbox"/> Sample Activities	Coming Soon!! 118

17 Parental and Family Involvement

Coming Soon!

Appendix

Forms

Non-Regulatory Guidance.....	Appendix A
Application	Appendix B
Scientifically-based Research Examples	Appendix C
Subcontractor Contract Example	Appendix D
Measurable Goals and Objectives	Appendix E
The Finance Project	Appendix F
Alabama Educator Code of Ethics	Appendix G
Sample Time Sheet – Appropriate	Appendix H
Sample Time Sheet – Inappropriate	Appendix I
Inventory of Equipment Purchases	Appendix J
LEA Compliance Assistance 3 Year Schedule	Appendix K
ALSDE LEA Compliance Review '09 – '10	Appendix L
21 st CCLC LEA/CBO Self-Assessment	Appendix M
21 st CCLC Compliance Assistance Checklist	Appendix N
21 st CCLC On-site Compliance Review Questions	Appendix O
ALSDE LEA Compliance Review Statement	Appendix P
LEA Compliance Review FAQ's	Appendix Q
21 st CCLC Inventory Transfer of Equipment Form	Appendix R
Lesson Plan Overview – School Year-at-a-glance.....	Appendix S
Lesson Plan Overview – School Year by Quarter.....	Appendix T
Lesson Plan Weekly (used in conjunction with Appendix V).....	Appendix U
Lesson Plan Daily	Appendix V
Field Trip Agenda	Appendix W
Field Trip Log (School Year)	Appendix X
Field Trip Log (Summer)	Appendix Y
Field Trip Possibilities	Appendix Z