



NUTS & BOLTS FOR OPERATING YOUR 21ST CCLC PROGRAM



STAFF & VOLUNTEERS

- How programs are organized
- Recruitment and retention of qualified staff & volunteers
- Creating a positive work environment
- Professional development and training



STUDENTS

- Recruiting, registering, and retaining participants at all grade levels
- Ratios for staff to students
- Behavior management and discipline policies
- Classroom management for partners and volunteers



ADMINISTRATION

- Establishing operating policies & procedures
- Creating an operations & procedures manual



LESSONS LEARNED

- What 1 or 2 things did you do in the first 6 months that made your life easier?
- What do you know now that you wish you had known when you first started your program?

RESOURCES

- *Building and Managing Quality Afterschool Programs*
- *Beyond the Bell*
- <http://www.sedl.org/afterschool/iqa/events/webinars.html>



How can we help?

[REQUEST ASSISTANCE](#)

Welcome to the Illinois Quality Afterschool Program.

SEDL provides technical assistance and professional development to Illinois 21st Century Community Learning Centers (CCLCs). We hope you will take some time to explore the resources on our website—[workshop and conference archives](#), [webinar recordings](#), [newsletters](#), and [resource bulletins](#). Do you have a question about afterschool? Illinois 21st CCLC grantees can [request technical assistance](#) from the Illinois Quality Afterschool team or you can join our private Facebook group and ask other grantees for feedback.

Click here to view a [tour of the website](#).

Quick Links for Grantees

Our [calendar of Illinois 21st CCLC events](#), including webinars, conferences, workshops, and data reporting deadlines.

- [Workshop and Conference Archive](#)
- [Webinar Archive](#)
- [Calendar of Events](#)
- [Request Assistance](#)
- [Subscribe to Mailing List](#)

Illinois Quality Afterschool Quarterly

The [Illinois Quality Afterschool Quarterly](#) is a resource for Illinois 21st CCLC professionals.

[VIEW CURRENT ISSUE](#)

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Grantees

Click here for an online [interactive map of grantees](#) that provides information on grantee locations, number of sites, grantee type, and contact information.



Upcoming Events

- **January 29:** Professional Development Advisory Group Call
- **February 14:** Winter 2014 Resource Bulletin Release
- **February 19:** Webinar
- **February 26:** Special Topic Workshop: Sustainability

[View All Events >](#)

<http://www.sedl.org/afterschool/iqa/index.html>



<https://www.facebook.com/groups/IQA.SEDL/>