

## Expanded Learning Opportunities Program Site Visit Summary Report - Region IV

**Date of Site Visit:** February 4, 2025

**Time:** 2:00 p.m - 4:00 p.m.

**LEA/Site:** Hayward Twin Oaks Montessori Elementary Charter (Single-Funded ELO-P Charter)

**LEA/Site Reps:** Yanira Ledezma, Superintendent; Emily Ahsoon, Principal; Ciara Woolery, Site Coordinator; Mimi Albert, Director of Adventure Time, Community-Based Organization (CBO)

**Region 4 Visitors:** Lorena Morales-Ellis, Program Director of ELO Programs & Monica Dennis, Program Director of STEAM & Expanded Learning - Alameda COE

Was the LEA able to show the Board approved ELO Program Plan on the website during this site visit? **YES** or **NO**

### ELO-P Plan Notes:

The LEA's current ELO-P plan on their website requires updating. The LEA, site administrator, principal and director of Adventure Time are collaborating on this revision, using the new template provided to Superintendent Ledezma. The updated plan will be posted on the LEAs website once it receives board approval.

### Based on the observation the following Expanded Learning Quality Standards were observed:

*\* Highlighted areas were visible during the informal observation.*

### Point-of-Service Quality Standards:

#### ❖ **Safe & Supportive Environment Quality Standard**

- Program leads, easily identifiable in bright yellow vests and badges. They used walkie-talkies to maintain communication, especially important when students have activities outdoors. Due to the stormy weather the students remained indoors in the multipurpose room.
- To facilitate a smooth transition, a lead used a megaphone to direct students and ensure students tidied their areas before moving to the next activity. Ms. Woolery, the Site Coordinator, greeted parents and oversaw the student sign-in and sign-out process.
- Afterschool staff consist of college/university trained in safety procedures that are aligned with the LEA. It was shared by the director of Adventure time, that staff received training for earthquake, fire, or other emergencies
- Staff to student ratio at this site is 1:14

❖ **Active & Engaged Learning Quality Standard**

- The program provided a flexible and organized learning environment where students in grades 1st - 6th could engage in diverse activities, such as board games, card games, Lego building, writing, and reading, promoting both play and the exchange of ideas.

❖ **Skill Building Quality Standard.**

- We were able to observe students in an engaging learning environment where they had the options of building legos, playing board games, reading books, art and writing from and were able to switch every 20 minutes. Students were given a signal to ensure they clean their areas before going to the next activity.
- At 3:40 we were able to observe an additional writing activity “I have a Dream” where students had the option of joining. The activity was led by a staff member. There were approximately 7 students in this group where they learned about Martin Luther King Jr. and wrote about their “DREAM.”

❖ **Youth Voice & Leadership Quality Standard**

❖ **Healthy Choices & Behaviors Quality Standard**

- The site prioritizes student well-being by providing a healthy snack (Nutri-Grain bar and juice) immediately after school at 3:00 PM. Students are also welcome to bring healthy snacks from home, and the school provides fruit (apples, bananas) later in the day.

❖ **Diversity Access & Equity Quality Standard**

**Programmatic Quality Standards:**

❖ **Quality Staff**

- It was evident that the after school staff have been trained in safety protocols and in creating positive environments for all students. Staff engaged in providing different stations for students to participate and ensured students were engaged and safe at all times. The site provides before and after school program from 7:00- 8:30a.m and 3:00 to 6:00 p.m. Staff ensures that students are engaged and safe at all times.
- The site coordinator, Ciara Woolery, has been proactive in building capacity and ensuring communication is consistent with all stakeholders regarding the safety of the students in the afterschool program.
- Hayward Twin Oaks Montessori and the staff from Adventure Time collaborate and host on-going training for the staff.

❖ **Collaborative partnerships**

- Superintendent Ledezma, Principal Ahsoon, Site Coordinator Woolery and Director of Adventure Time, Ms. Albert are in constant collaboration. It was noted during our pre-meeting that they will be working closely in updating the ELO-P plan.

- The site coordinator meets with the principal and teachers to discuss program highlights and challenges.
- All unduplicated students have been invited to participate in the program and communication with parents is ongoing through afterschool monthly newsletter.

- ❖ *Continuous Quality Improvement*
- ❖ *Program Management*
- ❖ *Sustainability*

#### Overall ELO Program Strengths and Highlights:

We appreciate the opportunity to have met with the Hayward Twin Oaks Montessori superintendent, principal, site coordinator, and the director of Adventure Time. Thank you for sharing the many strengths of your program, such as the diverse range of activities offered (arts and crafts, team sports, cultural awareness and enrichment) and the collaborative approach to ensuring access for all unduplicated students. We were particularly impressed by the evident communication between school day and afterschool staff.

During our observation, approximately 47 students in grades 1st-6th actively engaged in a variety of activities in the multipurpose room, choosing from academic and recreational options provided by the program. Staff reported typical attendance of 70-77 students. The students we observed clearly enjoyed participating in the afterschool program.

#### Recommendations and Next Steps:

- We encourage the charter superintendent and or site administrator to attend the virtual regional Expanded Learning Programs Network Meetings to stay abreast of state and local updates. This includes an opportunity to network with peers and share promising practices to build high-quality programs. Please see the link below.
- We encourage the charter superintendent and or site administrator to attend the Expanded Learning Programs Regional Drop-in Office Hours if you like assistance with your ELO Program planning or have general questions.
- We encourage the afterschool staff to participate in the Regional STEAM Hub Community of Practice for more resources. (Please see the link below for the 2024-25 Expanded Learning & STEAM Region IV Menu of Services)

**Region 4 Expanded Learning Programs Contacts:**

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**Region 4 Expanded Learning Programs Network Meetings 2024-25:**

Register for monthly regional leadership network meetings: [Flyer](#) & [Registration](#)  
 (This is a space for LEA leadership and if permission is granted by the LEA, community-based organizations with a current LEA contract, may attend as well.)

**Single-Funded ELO-P LEA Collaborative Meetings 2024-25:**

Click to view the [Flyer](#) & [Registration](#). (For LEA leadership)

**2024-25 Expanded Learning Federal Program Monitoring Tool:**

Click to view the [Expanded Learning Programs 2024–25 Program Instrument](#).

**2024-25 ELO Program Plan Guide Template:**

Click to view the ELO [Program Plan Guide](#) template.

**Region 4 Expanded Learning Programs Menu of Services:**

Click to view the [2024-25 Expanded Learning & STEAM Hub Region IV Menu of Services](#).

**Additional Comments:**

Thank you for hosting the Alameda County Office of Education Expanded Learning team. It was inspiring to see the students so engaged in their learning activities, even on such a stormy day.

