M1. Homework Assistance and Out-of-School Time: Filling the Need, Finding a Balance
This research paper is designed to help out-of-school time programs think through their role in providing homework assistance.

M2. Homework Assistance and Out-of-School Time: Filling the Need, Finding a Balance
Summarizing the main points in the paper on homework assistance, this short and easy-to-read booklet is great for distributing to parents and staff.

By Brooke Harvey and Joyce Short © 2001, 36pp.
This paper draws on the experiences and reflections of the three MOST cities and NIOST as its national intermediary, to share with readers the MOST Initiative’s unique approach to building a community-based, collaborative out-of-school time system.

M8. Building a Professional Development System that Works for the Field of Out-of-School Time
Research has established that the most important element in creating quality out-of-school time programs is a workforce with the knowledge and skills necessary to understand and meet the needs of children and youth. This paper introduces the key elements of a professional development system. It discusses questions and issues which must be addressed in order to create an accessible, viable, and useful system of professional development for the out-of-school time field.

By Gwen Morgan © 1998, Wheelock College, Center for Career Development in Early Care and Education.
This paper discusses the potential role for credentialing in the field of out-of-school time. It includes a definition of credentialing and its place within a career development system. It also suggests reasons why out-of-school time programs, providers, and the government might find credentials to be of value, explore the relationship of credentials to compensation, and recommend topics for further discussion.

OTHER RESOURCES
ASQ-Program Observation Tool
Now part of the ARK (Advancing and Recognizing Quality) Kit that contains self-study materials for school-age program improvement and accreditation, available from NAA, 529 Main Street, Suite 214, Charlestown, MA 02129 tel: 800-617-8242 / 617-778-6020 fax: 617-778-6025
Web: www.naa.org

Tip Sheets and Training Materials
Available from the NIOST website: www.niost.org

Making a Case for Children and Youth: A Fact Sheet on Out-of-School Time
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An overview of current research and trends about children and youth during out-of-school time. Free download from the NIOST website: www.niost.org

Making an Impact on Out-of-School Time
© 2000
A manual offering tips, training materials, and resources to support Corporation for National Service programs that are involved in out-of-school activities for children. Free download from the NIOST website: www.niost.org

Visit the NIOST Clearinghouse on the Out-of-School Time Workforce, at www.niost.org/clearinghouse, which provides information on how local, statewide, and national workforce development initiatives are building training systems, offering school-age and youth development credentials and certificate programs, developing core competencies, and much more.

Download Research briefs from our website at: http://www.niost.org/publications/briefs.html or call 781-283-2547 for more information. Visit our website for a complete listing of research briefs and other free downloads.

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Training, Evaluation & Publications
The National Institute on Out-of-School Time is part of the Wellesley Centers for Women
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Initiatives are also available. Multi-year, community-based program improvement districts, cities, and states throughout the country. Customized 2-3 day trainings for multi-site programs, school nationally recognized Quality Advisor Training. In July, on topics such as Staff Development, Workshops and seminars: Offered by NIOST in Boston

In addition to its research endeavors, NIOST is a national leader in management styles; and use of technology resources for program improvement. Effective Management. Effective Management is a 2 or 3-day training designed to support out-of-school time program directors by developing leadership and advocacy skills and establishing a peer network. The training focuses on the components of a quality afterschool program strategies for recruitment and retention; staff development and training; effective systems to manage fiscal resources and administrative policies; workplace issues; ideas for building a family-responsive program; building a “learning organization” leadership and management styles; and use of technology resources for program improvement.

Project Based Learning. Project Based Learning will help you design in-depth and long-term projects that apply knowledge and skills young people have learned in school and the community. The workshop will cover the strategies for conducting successful childhood/youth directed projects: beginning a project; coaching the learners through a project; assessing children’s efforts; meeting their developmental needs; identifying the learning standard links to literacy, science, math, problem solving, arts, and social studies within the project; and mapping the project components, directions, phases, and outcomes.

Leadership Institute for a Changing Afterschool Landscape. With rapid changes taking place in the afterschool field, are you finding it more challenging than ever to provide leadership and technical assistance? If you are coping with a flood of new information, changing requirements of funders, or staff who may be resisting new directions, this 2-day seminar will help you guide programs through successful improvement. Join program leaders to listen and reflect on these changes and learn how to provide a balanced approach to technical assistance that is in concert with the best practices in organizational development, consultation and supervision. Topics include learning supports and academic outcomes, safety and supervision, wellness and fitness, and social/emotional competence.

First Steps on the Path to Continuous Quality Improvement. The First Steps Training will familiarize participants with standards for quality afterschool programs and begin a process of making program improvements which reflect those standards. Through interactive group sessions and hands-on activities, participants are introduced to the NAA’s six elements of quality: Human Relationships, Outdoor Environments, Activities, Safety, Health and Nutrition, and Administration.

TeamsWork! On the Road to Program Improvement & Accreditation. TeamsWork! Training is designed for program teams comprised of program directors, staff, parents, hosts, or other program stakeholders interested in making targeted program improvements. This training provides a review of the NAA accreditation process and the ASQ Program Observation Tool.

The NIOST Annual Summer Seminars provide opportunities for professionals working in out-of-school time to attend one or two trainings, for example: Links to Learning, Leadership Institute for a Changing Afterschool Landscape, and Quality Advisor Training in Boston, Massachusetts in July.

For a detailed description of each training, please visit our website at www.niost.org or call us at (781)283-2547 or email us at NIOST@wellesley.edu

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