

A YEAR OF QUALITY IMPROVEMENT

UAN Important Dates

August

- **Jump Start registration opens** | 8/9
- **Jump Start Hotel and PD Awards open** | 8/9
- Well-Being Institute registration opens | 8/15

September

- **Quality Tool Opens** | 9/1
- **Well-Being Institute** | 9/21-5/3

October

- **Lights On Afterschool** | 10/20

November

- **Jump Start Conference** | 11/4-11/5
- Quality Tool Submissions due | 11/18

December

- Recharge registration opens | 12/5

January

- **Afterschool Award Nominations open** | 1/10

February

- Afterschool Day on the Hill | 2/15
- Recharge Conference | 2/24

March

- **National Afterschool Conference** | 3/19-22
- Afterschool Award Nominations close | 3/31

April

- **Program Information Form opens** | 4/3
- Professional Learning Incentive Due | 4/14
- **Afterschool Appreciation Week** | 4/24-28

May

- Program Information Form Closes | 5/31

July

- **Summer Learning Week** | 7/10-14

Quality Throughout the Year

Hire and Train

- Post positions to **UAN Job Board**.
- Utilize the **Quality Tool** and **eLearning** for staff training.
- Review any grant scopes and objectives with team and share plans for implementation.
- Plan intentional activities that meet objectives and goals for program and youth.

Observe and Assess

- Review all areas of the **Quality Tool** with your team.
- Divide areas of the tool amongst staff and assign a deadline to review practices and how they are implemented in your program.
- Hold a team meeting to discuss what everyone observed in the tool. Talk about strengths, areas for improvement, and outline next steps.

Implement

- Use your **Quality Tool** results, survey data, observation results, and other relevant info to set goals on how you want your program to improve throughout the rest of the year.
- Hold staff accountable for goals and discuss progress frequently.
- Assess goals: Have you met your goal, are you making progress, or do your goals need revising?

Reflect

- Review overall goals for year. What can be incorporated into summer or fall programming?
- Begin planning for summer or next year.
- Review next year's funding requirements.

