Statewide 21st CCLC Meeting and Lunch & Learn Webinar Series

"High Quality Field Trips"

Monday, January 24, 2022
12:00pm-1:30pm
Federal Programs & Monitoring Support Division

North Carolina Department of
PUBLIC INSTRUCTION

NCDPI 21st CCLC Program Staff

Leadership Team
Dr. LaTricia Townsend, Director
Tina Letchworth, Asst. Director
Susan Brigman, Section Chief

Program Administrators
Megan Orleans
Eric Rainey
Wendy Buck
Dr. Darren Hamilton
Hawhana Locklear
Margaret Primus
Gina White

Fiscal Program Administrators
Katrina Blount
Tara Powe

Fiscal Analysts
Ashton Moss
Monica Pask

Data Manager
Anita Harris

Administrative Assistants
Richard Trantham
Melba Strickland

Agenda

- Updated 21st CCLC Staff Map

- 2nd Installment of Funds

- Strategic Spending

- Reduction/Termination of Funds

- Announcements/Reminders
  - FY 22 Summer Mini Grant Competition
  - Synergy 2022

Updated 21st CCLC Staff Map

Susan Brigman, Section Chief ~ Specialty Programs

Susan.Brigman@dpi.nc.gov

Program Staff:

Sandhills/North Central Regions- Hawhana Locklear Hawhana.Locklear@dpi.nc.gov

North Central Region – Eric Rainey Eric.Rainey@dpi.nc.gov

Piedmont-Triad/North Central Regions – Gina White Gina.White@dpi.nc.gov

Southwest Region- Margaret Quick-Primus Margaret.Primus@dpi.nc.gov

Northeast/Southeast Regions- Wendy Buck Wendy.Buck@dpi.nc.gov

Northwest/West/Southwest– Darren Hamilton Darren.Hamilton@dpi.nc.gov

Special Projects Program Administrator - Megan Orleans Megan.Orleans@dpi.nc.gov

Fiscal Staff:

North Central/Northeast/Southeast/Sandhills Regions -Tara Powe Tara.Powe@dpi.nc.gov and Ashton Moss Ashton.Moss@dpi.nc.gov

Piedmont-Triad/Northwest/West/Southwest Regions – Katrina Blount Katrina.Blount@dpi.nc.gov and Monica Pask Monica.Pask@dpi.nc.gov

21st CCLC Second Installment

21ST CENTURY COMMUNITY LEARNING CENTERS
PROGRAM ATTENDANCE UPDATE
(Cohort 14 & 15)

Contact Information		
Cohort #	Cohort 14	Cohort 15
Unit #		
Program Name		
21st CCLC Program Director Name		
21st CCLC Program Director Email		
SBE-Approved Application Information		
Number of students to be served per SBE-approved application:		
Number of program sites per SBE-approved application:		
21st CCLC Program Operation Days/Hours:		
Enrollment and Attendance Information		
Total Overall Current Enrollment (as listed in 21DC):		
Total Number of Students Participating 15 or more hours (as listed in 21DC)		
Overall Average Daily Attendance (ADA) (as listed in 21DC)		
Dates of Operation (for current program year)	MM/DD/YY _____ to MM/DD/YY _____	

Program Site/Center Information Complete for each site/center; Include all building/office suite numbers as appropriate (Ex. Bldg. L, Suite B)	Total number of students enrolled in current program year**	Total number of students who have attended for 15 or more hours in current program year**	Total number of private school students enrolled in current program year	Total Average Daily Attendance (ADA) per site/center level**
Site # 1 School /Location Name & Physical Address: _____				
Site # 2 School /Location Name & Physical Address: _____				
Site # 3 School /Location Name & Physical Address: _____				
Site # 4 School /Location Name & Physical Address: _____				

Add cells and additional pages as necessary.

21ST CENTURY COMMUNITY LEARNING CENTERS
PROGRAM ATTENDANCE UPDATE
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Enrollment and Attendance Information		
Total Overall Current Enrollment (as listed in 21DC):		
Total Number of Students Participating 15 or more hours (as listed in 21DC)		
Overall Average Daily Attendance (ADA) (as listed in 21DC)		
Dates of Operation (for current program year)	MM/DD/YY _____ **to** MM/DD/YY _____	

How to access information from 21DC

Welcome

Welcome to the 21DC Data Collection system.

Instructions and information for 21DC Data Collection system:
School Year and Attendance module
Changes for GPRA Compliance for 2021 Summer - Revised July 2021

There are changes being made to the Activities section to comply with new GPRA requirements, so you will not be able to add the Activities until we are finished with the development.

The data is collected as you enter it.

21DC for 2021-2022 School Year is now open. Please note that school rosters aren't considered stable until the first week of October.

Please remember to edit the Grantee information if there have been changes within your organization.

System	Open Date	Closing Date	Year	Status	Cohort(s)
21DC	Sept 13, 2021	July 31, 2022	2021-2022 School Year	Open	13, 14 & 15

Please contact Anita Harris by e-mail at anita.harris@dpi.nc.gov if you have any questions. Include the acronym *21DC* in the beginning of the subject line of your email along with your **name**, **phone #**, **unit #**, and a brief description of the issue.

Regards,

21DC System Administrator

Grantee Tab /ADA number

Grantee | Center | Feeder School | Partner | Activity | Staff | Student | Attendance | Private Participation | 21APR Participation

Grantee

* Term: [2021-2022 School Year] * Active: Yes * Modified: [All] * Submitted: [All]

* Grantee: [Cohort 15 Grantee C50 - Boys & Girls Club of Cabarrus County]

🔍 ⌄ [   ] [Go] [Actions ⌄] [Attendance Summary] ⟵ Click on the "Attendance Summary" button

	Term	Cohort	Grantee	Active Status	Modified Status	Submitted	Grantee Name	Organization Type	Address	City	Zip Code	Contact	Phone	Email	Changed By	Changed On	No. of Center	ADA
View	2021-2022 School Year	15	C50	Y	Y	N	Boys & Girls Club of Cabarrus County	Community-Based Organization	247 Spring St NW	Concord	28026	Jonathan Helms	7047212582	jonh@bgclubcab.org	jonathan_helms	01/19/2022 17:09:52	1	100

Use this number for the "Overall Average Daily Attendance"

North Carolina Department of
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Attendance Summary

NOTE: Updated Attendance Summary Tab will be available for viewing on 21DC starting TUESDAY, 1/25 @ 12pm.

Use this number for the "Total number of students participating 15 or more hours"

Program Site/Center Information

Program Site/Center Information Complete for each site/center; Include all building/office suite numbers as appropriate (Ex. Bldg. L, Suite B)	Total number of students *enrolled* in current program year**	Total number of students who have attended *for 15 or more hours* in current program year**	Total number of *private school students* enrolled in current program year	Total *Average Daily Attendance* (ADA) per site/center level**
Site # 1 School /Location Name & Physical Address:				
Site # 2 School /Location Name & Physical Address:				
Site # 3 School /Location Name & Physical Address:				
Site # 4 School /Location Name & Physical Address:				

Add cells and additional pages as necessary.

Determining # of students @ 15+ hours at the Center Level

Step 1: Click on the 'Center' Tab.
Step 2: Select (1) Center from the drop-down menu
Step 3: Click on the 'Student' tab
Step 4: Calculate the # of students @ 15+ hours

MRS	First Name	Middle Name	Last Name	Grade	Gender	Days Attended	Hours Attended	Date First Attended

Survey	Attendance
1 - 43 of 43	

Use #s at the bottom as a guide; Check for multiple pages

Use this number for the "Total number of students participating 15 or more hours"

Signature Section

* *While students are enrolled on the first day that they enter the program, students must attend the program for at least fifteen (15) hours before their attendance counts toward meeting the overall enrollment goals.*

** *All attendance and enrollment numbers must come from 21DC.*

By signing below, I am attesting that all of the data above is current and accurate information to the best of my knowledge and aligns with the data entry into the 21DC System. (Note: hand-written signatures are required)

Program Director or Designee Signature: _____ **Date:**_____

Fiscal Agent Organizational Chief
Administrator or Designee Signature: _____ **Date:**_____

21st CCLC Training Resource:

Carryover Budget Strategic Spending Technical Assistance webinar held on Monday, October 25, 2021 from 11am-12:30pm

21st CCLC Strategic Carryover Spending Worksheet

21st CCLC Carryover Technical Assistance Meeting Recording-10/25/2021 *Password:* UfPPmTq2

Reduction/Termination of Funds

FY22 Competitive Summer Mini-Grant

Summer 2022 Grant Program focused on funding Program's with innovative learning strategies and hands-on enrichment elements during the upcoming summer months.

RFP and Webinar Recordings: https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers#rfp

Applications are due **Wednesday, February 9, 2022 at 12:00PM** at at least 'Draft Completed' status in CCIP.

Click here for more information

SAVE THE DATE

SYNERGY
CONFERENCE 2022

APRIL 19-22, 2022
KOURY CONVENTION CENTER
GREENSBORO, NORTH CAROLINA

NORTH CAROLINA
NCCAP
CENTER for AFTERSCHOOL PROGRAMS
Public School Forum of North Carolina

North Carolina Department of
PUBLIC INSTRUCTION

PUBLIC SCHOOL
FORUM of north carolina

WWW.NCAFTERSCHOOL.ORG/SYNERGYCONFERENCE2022/

Developing High Quality Field Trips

Agenda

- 21st CCLC Program Director Survey
- Field Trips: Introduction
- Choosing Field Trips/Destination: Best Practices
- Choosing a Specific Field Trip or Destination
- Risk Analysis
- Field Trip Planning: Best Practices
- Field Trip Expenses
- Documentation
- Field Trip Due Dates
- Approval Process
- Next Lunch & Learn
- Questions

How did we determine the Lunch & Learn Topics?

SERVE Center

North Carolina 21st Century Community Learning Center (CCLC) Program

2020-21 Program Director

End-of-Year Survey Results

- **Prepared by:**

Malitsitso Moteane, M.Sc. Ed

Kathleen Mooney, M.A.

Wendy McColskey, Ph.D.

Melissa Williams, M.A.

Field Trips: Introduction

Goal

High quality field trips should provide standardized procedures for planning and conducting field trips to maximize the enrichment experience opportunities during out-of-school time and to minimize harm to 21st CCLC Programs, its employees, children, and volunteers.

Field Trips: Introduction

➢ Field trips often called "activity trips" are an important part of out-of-school time enrichment.

➢ Research suggest that most field trips almost always conclude without incidents.

➢ However, incidents/accidents do occur from time to time.

➢ Most accidents could be avoided with precautions prior to taking the trip.

➢ This "Lunch & Learn" will assist in planning and conducting safe, successful, and high-quality field trips.

Choosing Field Trip Destinations: Best Practices

➢ Field trips should be selected, planned, evaluated, and approved according to the Grant Guidance.

https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers

➢ Field trips require thoughtful selection, careful advance preparation, and a plan for children to assimilate the experience before, during, and after the field trip.

Choosing Field Trip Destinations: Best Practices Cont'd

➢ Field trips should enhance/enrich the curriculum and the State Board of Education (SBE) approved 21st CCLC application.

➢ Field trips need to demonstrate age-appropriateness.

➢ Field trips should minimize potential hazards that make trip unduly risky.

➢ Field trips should ensure a sense of excitement with minimal risks.

Choosing a Specific Field Trip or Destination

➢ Field trips must support the approved programs goals and objectives listed in the subgrantee's SBE approved grant proposal.

➢ Field trips must correlate to a curriculum being implemented during the 21st CCLC Program at the time of the field trip.

Choosing a Specific Field Trip or Destination Cont'd

- ➢ Art Galleries/Centers/Exhibits

- ➢ Business Industries/Civic Associations & Clubs

- ➢ Environmental Sites

- ➢ Fairs/Festivals

- ➢ Farms/Dairies

- ➢ Museums

- ➢ Musical Performances

- ➢ Government Buildings/Agencies

- ➢ Historical/Archeological Sites

- ➢ Schools/Colleges/Universities

Risk Analysis

Each field trip should be evaluated for potential risks to participants. Here are three risk analyses for consideration.

➤ Environmental Risk Analysis

➤ Facility Risk Analysis

➤ Supervision Risk Analysis

Risk Analysis

Environmental Risk Analysis

➢ Will the activity take place in a stable location (hiking, outdoor pursuits, camping).

➢ Does the activity require special clothing or equipment (water activities, extreme heat or cold, or exposure to animals, plants, etc.).

➢ Are there seasonal concerns (snowboarding, skiing, inclement weather).

Risk Analysis

Facility Risk Analysis

➢ Does the facility provide adequate parking?

➢ Are there bathroom facilities near the activity?

➢ Does the facility have an AED (Automated External Defibrillator) device and First Aid facilities/kits?

➢ Is there a location for feeding children and attendees?

Risk Analysis

Supervision Risk Analysis

➢ Are there specific skills required of personnel supervising field trip participants.

➢ Do staff know how they should supervise children during the activity.

➢ Are there other considerations to consider (motorized activities, STEM-related theme park rides, water activities (canoeing, water rides, fishing), and trip attendees with health-related needs.

Field Trip Planning: Best Practices

- ➢ **INTENTION**

- ➢ **What are the desired educational outcomes of the field trip?**

- ➢ **PREPARATION**

- ➢ **What are our policies and procedures to ensure successful experience?**

- ➢ **REFLECTION**

- ➢ **How will I know that student learning and knowledge has improved?**

- ➢ **How will student learning be documented?**

Field Trip Planning: Best Practices

INTENTION: What are the desired educational outcomes of the field trip?

➢ Field Trips offer a high impact way of engaging students in ***meaningful learning***.

➢ Use different senses and skills, practice making observations and interpretations, implement strategies from class, collect data for future work, teamwork skills, etc.

➢ Support the goals and objectives in SBE approved application.

Field Trip Planning: Best Practices

INTENTION: What are the desired educational outcomes of the field trip?

➢ Utilize same mindset of classroom instruction when it comes to student learning.

  ➢ What do I want my students to learn/gain from the trip?

  ➢ How can I turn this experience into knowledge?

➢ Share learning objectives with students ahead of time.

➢ Conduct pre-trip activities to prepare students for learning and build excitement.

Field Trip Planning: Best Practices

PREPARATION: What are our policies and procedures to ensure successful experience?

➤ Is the field trip accessible to all students?

> ➤ *Alternate activities must be identified for non-participants.*

➤ How will consent, emergency, and medical/insurance information be collected from parents/caregivers?

➤ What is the appropriate adult-to-student ratio needed to ensure adequate supervision?

Field Trip Planning: Best Practices

PREPARATION: What are our policies and procedures to ensure successful experience?

➢ How will staff/volunteers be identified and trained to ensure appropriate safety and supervision?

> ➢ *Provide all adults: trip itinerary, contact information, student names, rules for safety and supervision, background info/ trip specific learning goals and objectives*

➢ What form of transportation will be used and is it in compliance with safe transport of students?

➢ Have the rules, especially pertaining to safety and supervision, been discussed with all students?

Field Trip Planning: Best Practices

REFLECTION: How will I know that student learning and knowledge has improved? How will student learning be documented?

➢ Reflection provides an opportunity for students to organize and make sense of their field trip experience.

➢ After a certain threshold of experience is reached, REFLECTION promotes greater understanding for students rather than additional experience. *(Di Stefano et al. (2016))*

➢ Signals to students that the field trip is important and is expected to have lasting, rather than short-term, ephemeral effects.

Field Trip Planning: Best Practices

REFLECTION: How will I know that student learning and knowledge has improved? How will student learning be documented?

➢ Examples: post-trip write-ups, trip critiques, revisit pre-trip activities, analyze data from day of trip activities (written observations, scavenger hunts)

➢ Provides evidence of learning taking place. Without evidence, it didn't happen!

➢ Program Staff should also conduct an overall assessment and evaluation of the field trip experience. What went well? How can we improve? Were the intended goals and objectives achieved?

Field Trip Expenses: General

➢ Is the overall expense of the trip the most reasonably priced and available activity to yield the desired educational outcomes for the students?

➢ No fees of any kind can be collected from parents/caregivers for field trip participation.

➢ 21st CCLC grant funds can be used to pay for field trip admission for parents/caregivers and 21st CCLC staff members acting as chaperones while attending DPI-approved field trips and/or an approved family engagement initiative.

Field Trip Expenses: Lunch/Food

➢ 21st CCLC Programs should partner with school's nutrition department or another funding source to provide food.

➢ If this is not an option, 21st CCLC grant funds can be used to pay for a brown-bag student lunch that is reasonable and appropriate in costs and falls within the USDA nutritional guidelines.

➢ Brown-bag lunches can cost no more than $3.00 per lunch per student (detailed in Field Trip Approval Form).

➢ Chaperone/Staff food costs **cannot** be covered by 21st CCLC funds.

Field Trip Expenses

➢ **ALL EXPENSES** related to the field trip must be detailed on the Field Trip Approval Form

➢ Admission fees, separated out by students and program staff/chaperones

➢ Allowable lunches (students only)

➢ Transportation Costs – covered by a contract or using approved mileage rate, Driver Costs (if separate from a contract)

➢ Budgeted for in an approved 208 Budget or 209 Budget Amendment

Attendees: (List the number of students and program staff attending)			
Costs:	Quantity or Number	Cost Per Item	Total
Student Fee:			
Program Staff Fee:			
Transportation Costs (contract amount or #miles x cost per mile)			
Bus Driver Costs (# drivers x hourly rate x hours)			
Grand Total			$
Are the 21st CCLC funds for this field trip in the approved FY Budget or Amendment?	Yes	No	

Documentation

➢ Pre-visit activity

➢ Activity during field trip

➢ Post-activity

➢ Evaluation of the impact of field trips

➢ Student participation sign-in sheets

➢ Brown-bag lunch receipts

➢ Field trip related expenses

Field Trip Due Dates

Fall:

➤ Last business day in September 2021 for field trips taken October 2021 – January 2022

Spring:

➤ Last business day in January 2022 for field trips taken February 2022 – May 2022

Summer:

➤ Last business day in April 2022 for field trips taken June 2022 – August 2022

Approval Process

➢ Field trip request form must be emailed to eric.rainey@dpi.nc.gov by the designated seasonal due date.

➢ Must be submitted at least 30 days prior to the anticipated trip date for DPI review and approval.

➢ All field trips must be pre-approved by DPI prior to any expenditure(s) related to the field trip.

➢ Any proposed changes to approved field trips during the grant year must be emailed to eric.rainey@dpi.nc.gov for review and approval no later than 10 days prior to the field trip.

➢ Subgrantees should always submit the current year's field trip request form.

Name of Program		Unit Number	
		Cohort	
Person Completing Form		Date of Form	

For each proposed summer field trip, complete and email this form to: eric.rainey@dpi.nc.gov for prior approval if requesting 21st CCLC reimbursement. Do not complete if there are no costs or if using other funding sources.

Forms NOT submitted at least 30 days prior to the scheduled trip will not be approved, and trips that occurred without prior approval will be subject to repayment. Also, please email any proposed minor changes to approved field trips to eric.rainey@dpi.nc.gov at least 10 days prior to scheduled trip for review and approval.

Goal: List the goal(s) from the grant application that is (are) associated with the proposed field trip. *Please note any adjustments in programming due to COVID if field trip goals differ from those stated in grant application.*

Objective: List the objective(s) from grant application that is (are) associated with the proposed field trip. *Please note any adjustments in programming due to COVID if field trip objectives differ from those stated in grant application*

Description of Field Trip		
Date of TRIP:	Time:	Duration:
Location: (Name and address of field trip destination)	Distance: (Total number of miles round trip)	Type of Transportation:

Field Trip Destination: (List title and topic including website link(s), as applicable)

Pre-Activity(s):

Activity(s) During the Field Trip: *For multi-day trips please attach a daily agenda*

NC 21ST CCLC FIELD TRIP APPROVAL FORM (REVISED 3/29/21)

Post-Activity(s):

Attendees: (List the number of students and program staff attending)

Costs:	Quantity or Number	Cost Per Item	Total		
Student Fee:					
Program Staff Fee:					
Transportation Costs (contract amount or #miles x cost per mile)					
Bus Driver Costs (# drivers x hourly rate x hours)					
Grand Total			$		
Are the 21st CCLC funds for this field trip in the approved FY Budget or Amendment?			Yes		No

Contact Eric Rainey at eric.rainey@dpi.nc.gov. *for further guidance if needed.*

I hereby attest I am responsible for repayment of 21st CCLC federal funds in the event of any questioned cost as a result of any FPMS(federal program monitoring support) monitoring, or audit (internal, state or federal) associated with this virtual field trip.

Printed Name:

Signature:

Title:

Date:

NC 21ST CCLC VIRTUAL FIELD TRIP APPROVAL FORM (REVISED 3/29/21)

Name of Program		Unit Number	
		Cohort	
Person Completing Form		Date of Form	

For each proposed (virtual) summer field trip, complete and email this form to: eric.rainey@dpi.nc.gov for prior approval if requesting 21st CCLC reimbursement. Do not complete if there are no costs or if using other funding sources.

Virtual field trips must occur at the program site(s) to ensure attendance and supporting documentation are collected. Virtual field trip forms NOT submitted at least 30 days prior to the scheduled trip will not be approved, and virtual field trips that occurred without prior approval will be subject to repayment. Also, please email any proposed minor changes to approved virtual field trips to eric.rainey@dpi.nc.gov at least 10 days prior to scheduled trip for review and approval.

Goal: List the goal(s) from the grant application that is (are) associated with the proposed field trip. *Please note any adjustments in programming due to COVID if field trip goals differ from those stated in grant application.*

Objective: List the objective(s) from grant application that is (are) associated with the proposed field trip. *Please note any adjustments in programming due to COVID if field trip objectives differ from those stated in grant application*

Description of Field Trip		
Date of TRIP:	Time:	Duration:
Name of virtual field trip provider (Ex. NC Museum of Science)	Contact Person of virtual field trip provider (Name, email address, phone#)	Website link of virtual field trip provider (Ex. https://naturalsciences.org)

Virtual Field Trip Destination: (List title and topic including website link(s), etc.)

Virtual Field Trip Presentation Logistics (List the on-site room location(s) and devices)

Pre-Activity(s):

Activity(s) During the Virtual Field Trip: (attach the virtual trip schedule)

NC 21ST CCLC VIRTUAL FIELD TRIP APPROVAL FORM (REVISED 3/29/21)

Post-Activity(s):

Attendees: (List the number of students and chaperones attending)

Costs:	Quantity or Number	Cost Per Item	Total		
Student Fee:					
Program Staff Fee:					
Transportation Costs (contract amount or #miles x cost per mile)					
Bus Driver Costs (# drivers x hourly rate x hours)					
Grand Total			$		
Are the 21st CCLC funds for this virtual field trip in the approved FY Budget or Amendment?			Yes	No	

*Contact Eric Rainey at eric.rainey@dpi.nc.gov for further guidance if needed.

I hereby attest I am responsible for repayment of 21st CCLC federal funds in the event of any questioned cost as a result of any FPMS(federal program monitoring support) monitoring, or audit (internal, state or federal) associated with this virtual field trip.

Printed Name:
Signature:
Title:
Date:

Next Lunch & Learn
February 28, 2022
12:00 – 1:30 pm

Questions?