

This report is to be completed within one week of the first session you observe. After completing the report, please email the report to your Team Lead and to the Training Director at Families & Schools Together at <mailto:fasttrainers@familiesandschools.org>.

Trainer: _____

Trainer Contact Information: _____

Trainer Email: _____

Intern (If applicable): _____

Intern Contact Information: _____

Intern Email: _____

SCHOOL AND/OR SITE DEMOGRAPHICS:

Program Dates _____ Phase I: _____ Site Visit II: _____

School: _____

Principal: _____

Team Contact: _____

ATTENDANCE:

For each category listed below, please indicate the number of people in attendance at this session.

NOTE: Remember that the site must graduate a minimum of five families to be eligible for Team Certification.

Families: _____

Parents/Care-giver: _____

Children: _____

Team Members: _____

Volunteers: _____

School Personnel: _____

Other Visitors: _____ Who were the visitors? _____

Please comment on the level of ethnic and socio-economic matching between the team members and the attending families. Do families appear comfortable interacting with the team? Does the team appear comfortable interacting with families? Please share your observations.

Retention:

What retention strategies were successful?

What were the challenges to successfully retain families if any?

How were team members involved in retention and recruitment?

SITE & FACILITIES OVERVIEW:

Indicate with a ✓ where the following areas are provided and if each area meets the needs of all families participating at this FAST® site.

Facilities	N/A	Meets Needs
Signage & Welcome Area		
Kitchen/Dinner Area		
Family Tables		
Kid's Time Area		
Childcare Area		
Special Play Area		
Main Room		
Resource Table		
Playground		
Bathrooms		
Transportation		
Parking		
Safe Environment		

If anything in the above list was not found to “meet needs,” how will that change in the future? Please describe what the team plans to do to ensure that all facilities “meet needs.”

OVERVIEW OF QUALITY OF IMPLEMENTATION:

When completing this section of the site visit report, be mindful of the details outlined within the Quality of Implementation Checklist (QIC). It is important to review the details and document them based on trainer observations during the site visit. Strengths and challenges should be assessed according to the core components outlined under each section within the QIC and within integrity outlined within the Program Integrity Checklist.

FAST Welcome

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Principal's/FAST Parent Graduate's Welcome

Did principal attend? What role did s/he play, if present? Did FAST Parent graduate attend? What role did s/he play, if present?

Meal

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

FAST® TRADITIONS: FAST Hello

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Music/FAST® Song

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Scribbles

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Feeling Charades

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Buddy Time

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Parent Group

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Kids Time

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Special Play

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Lottery

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Graduation Night:

Was this a graduation night?

If no, when will graduation occur?

How many families graduated?

Were affirmations read in the Parent Group?

Did parents write affirmations for their children?

Did children present appreciations for their parents?

Strengths of the graduation

Challenges to the graduation

Announcements, Closing Circle & Rain

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Parent Empowerment

Did the team effectively empower parents? If yes how was this demonstrated?

Challenges of parent empowerment

Comments or suggestions to support parent empowerment by the team

PROGRAMATIC TEAM INFORMATION:

For each of the areas listed below, please describe the team as a whole by outlining their strengths and challenges and give your observations and recommendations for sessions two through graduation.

- Team Characteristics: Has the team changed? If so, why did it change?

- Team Cohesion: If there were changes in the team, how did the team incorporate the new member(s)? In what ways did having a new member affect team cohesion?

- Integrating Feedback: Does the team actively solicit and listen to the feedback given by team members? Are they able to “integrate” the feedback given into the program?

Debriefing

Please list the team members present for debriefing.

Was anyone missing? If so, please explain.

Was adequate time given to debrief with the team?

When was debriefing conducted (i.e. evening of FAST, next day)?

The following areas must be discussed with the team during debriefing. Initial each area to verify they were discussed.

- Review of paperwork to be turned into the FAST Office (Refer to link sent from FAST Office)_____
- Remind team to complete Implementation Review together as a team, individually complete Team Member Survey, FAST Funding Survey, and School Information Survey (To be completed by Principal)_____
- Determine when and how Parent Surveys will be completed (Should be completed within 2 weeks of graduation)_____
- Determine when and how Teacher Surveys will be completed._____
- Explain that Phase III usually is conducted within 2 months after all surveys and paperwork are received by FAST Office._____

Reminder: Please email this form to the Team Lead and to the Training Director at <mailto:fasttrainers@familiesandschools.org>