

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>.

FAST Trainer: _____
 Phone: _____
 Email: _____
 FAST Intern: _____
 Phone: _____
 Email: _____

SCHOOL AND/OR SITE DEMOGRAPHICS:

Program Dates Phase I: _____ Site Visit I: _____
 School/Site: _____
 Principal/Director: _____
 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.

RECRUITMENT:

What recruitment strategies were successful?

Where there challenges to successfully recruit families? If so, what were they?

How were team members involved in recruitment?

If five or fewer families were in attendance, describe the team’s recruitment plan as discussed during the debriefing. What recruitment strategies will each team member participate in to support these efforts?

SITE & FACILITIES OVERVIEW:

Indicate with an X 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 if applicable		
Special Play Area		
Special Reading 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?

Family Flag Activity/Craft Activity

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

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/FUN Song

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 (S)

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Grandparent Group (If applicable)

Strength 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/One on One Time

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Special Reading

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

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:** How many men/women on team? What is the ethnic makeup of the team? Are the collaborative agency supervisors supportive of their staff person on the team, and supportive of FAST?

- **Team Collaboration:** How well/effectively does team work together? Are they able to effectively network with those outside of their area of expertise? Do they effectively form goals with those outside of the team?

- **Team Cohesion:** Are they actively engaged w/ the overall goals of the program? Do they offer or exchange ideas with one another? Do they coach and support each other to strengthen weak areas of implementation? Do they get along with one another? Are all partners empowered? Are everyone's strengths being used or tapped into?

- Feedback: Is the team receptive to feedback from the trainer?

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. Check each area to verify they were discussed.

- *Documenting observations of parents for affirmations_____*
- *Moving from recruitment to retention after week 3. (No families can join after week 3)
_____*
- *Following up with families if pre-surveys were not completed. Make sure to discuss who will ensure that pre-surveys are completed. ____*
- *Complete Student Key for Teachers and inform teachers of students participating in FAST_____*

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