

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 II: _____
 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/RETENTION:

Were more families recruited since site visit? If so, how many?

Were families who attended session one retained through week three?

What were the challenges to successfully recruit more families, if any?

Does the team have a plan to retain families? If so, please share it.

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		
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

Family Craft Activity *(Completed for families who were recruited after week 1)*

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

Kids Time

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

Grandparent Group (If applicable)

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:** 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.

- *Retention Strategies*_____
- *Special Presentation Planning* _____
- *Graduation Preparation (Parent-led theme, guests, affirmations presented in Parent Group)*_____

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