

Sample Instruments

PARTICIPATION IN EARLY CHILDHOOD EDUCATION PROGRAM

Education Focus Area: Early Childhood Education

Output: Number of children who completed participation in CNCS-supported early childhood education programs (ED21).

This is a measure of completion: children must participate for the minimum amount of time to be counted toward the output. At the outset of the activity, the program should indicate how much time (i.e. how many days or hours) is required in order to complete the activity.

Sample Instruments

Early Childhood Education Program: Student Monthly Contact Log

This instrument can be used to track regular contact between a student and a National Service participant (“participant”) or other adult community volunteer. The logs can be tallied to determine how many times the student met with the participant or community volunteer and how many hours were spent with the student. In this way, the log can determine if the threshold has been met and the child “completed participation”.

The log also asks the participant to describe the activity and provides room for “comments”. These notes might be helpful to participants and other community volunteers who are serving more than one student and need to keep track of the individual needs. Comments would also be helpful to participants and other community volunteers who begin working with a student previously served by another participant/community volunteer.

Early Childhood Education Program: Education Service Output Summary

This instrument can be used to track the number of students who participate in a series of educational activities and document who completes the early childhood education program. This log collects output data on the amount or “dosage” of service students received, or level of participation of the students.

Early Childhood Education Program: Student Monthly Contact Log

Instructions

What is the purpose?	To determine the number of hours and number of contacts per month between the student and the participant or community volunteer. The instrument also documents the type of activity, when, how long, and where the contact was made.
Who should complete this instrument?	The participant or community volunteer should be responsible for documenting the contacts made with each student.
When should we complete this instrument?	Each time the participant or community volunteer meets with the student.
What should we do to prepare?	Modify the “Early Childhood Education: Program Student Monthly Contact Log” to fit the needs of your early childhood education program. Develop a log for each student receiving services. A new log should be developed each month for each student working with a participant. The log has rows for eight contacts; if the participant or community volunteer has more contacts with the student each month, use additional logs or add more rows to the document.
What should we do afterwards?	Participants and other community volunteers should submit the “Early Childhood Education Program: Student Monthly Contact Log” to the project director each month. The participant/community volunteer may want to keep a copy of the logs before submitting them to track students and ensure against lost data. The person responsible for the data – participant and/or project director—should keep all the contact logs together in a safe place; these are your data.
Can I use an alternative instrument?	Different forms can be developed or used to document contacts with students who participate in your early childhood education program. For example, you may want to develop an electronic monthly contact system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document these outputs.

Organization Name
Early Childhood Education Program Name

Early Childhood Education Program: Student Monthly Contact Log

Student Name: _____ Age: _____

Program Name: _____

Pre-school: _____

National Service Participant providing service: _____ Month of service: _____

Educational goal: _____

(e.g., pre-literacy skills, social skills, etc.)

Instructions: The participant or community volunteer enters information in this log each time he or she meets with a student (one log per student per month). Completed logs are to be turned into a supervisor at the end of each month. If the participant or volunteer meets with more than one student at the same time, she or he needs to document the contact on each of the student’s logs and note when more than one student participated in the activity session in the “Comments” column.

	Activity session description	Date	Amount of Time*	Location	Comments
EX	<i>Led student in literacy readiness activities.</i>	<i>4/16/10</i>	<i>30 minutes</i>	<i>Play Center</i>	<i>Look for new games to help with letters.</i>
1					
2					
3					
4					
5					
6					
7					
8	<i>add rows as needed</i>				

Total hours:

Total sessions:

* Suggest you track hours in whole and decimal number for easy addition (e.g. .5 hour or .75 hour)
Reminder: At the end of each month, submit this log to your supervisor and develop a new log for the student.

Early Childhood Education Program: Education Service Output Summary

Instructions

What is the purpose?	To determine how many students completed your program as measured by those attending the minimum required hours or activity sessions.
Who should complete this instrument?	Designated persons (e.g., participant, supervisor) should be responsible for documenting attendance at all sessions.
When should we complete this instrument?	At the beginning of your early childhood education service or at the beginning of each early childhood education program session. The “Early Childhood Education Program: Student Monthly Contact Logs” can be collected, tallied and added to this summary as they are completed.
What should we do to prepare?	<p>Enter the names of the students you expect to work with in alphabetical order. Developing this log in an Excel Spreadsheet will allow you to easily add more names and sort for duplications.</p> <p>Modify the “Early Childhood Education Program: Service Output Summary” to fit your early childhood education program. For example, you will need to add rows as you enter more children.</p>
What should we do afterwards?	Keep all the summaries together in a safe place; these are your data . You will aggregate this data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your early childhood education program’s service. It is suggested that you develop an electronic attendance summary system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document these outputs.

Early Childhood Education Program: Service Output Summary

Early Childhood Education Program Name: _____

Person completing this form: _____ Month/Year: _____

Instructions: Enter the students' names in the first column followed by the start date. Take the information from the tallied "Early Childhood Education Program: Monthly Student Contact Logs" and enter the total number of activity sessions and the number of hours for each student for the designated period of service. Students who have attended the required number of sessions or hours will have met the program's completion requirement (output).* Document those students who met output ED21 by placing a "1" in the column.

Student Name				Activity Sessions	Hours	ED21 Place a "1" if completed the education program (at least _____ hours/sessions).
Last	First	Start Date of Student	End Date of Student	Total # Sessions: _____	Total # of hours: _____	Met Output ED21
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10. <i>add rows</i>						

*To complete participation, students must participate in at least ___ sessions or receive ___ hours of service.

Total number of students that started the early childhood education program service: _____

Total number of students that completed the required number of hours/sessions: _____ (ED21).