

CATCH Kids-Club

The County Health Educator(s) or Health Promotion Staff of Oklahoma State Department of Health will provide technical assistance to after-school programs participating in CATCH Kids-Club (CKC).

Here are the general responsibilities of providing technical assistance:

- Explain all aspects of the CKC program including:
 - Each component of the program (Nutrition lessons, physical activity sessions, snack lessons, and family involvement)
 - The Administration Packet and three year commitment
 - Implementation and booster trainings
 - The four levels of evaluation and data collection protocol
 - Website navigation: <http://catch.health.ok.gov>
- Assist the After-School Program (ASP) in completing all required documents, including renewal agreements, and sending the completed forms to central office. Renewal agreements must be submitted to the ASP by August 1st and formally renewed prior to September 30th of each year.
- Provide contact information for county health educators (if applicable) and health promotion staff at central office.
- Assist the ASP in ordering the curriculum package either through OSDH or independently. Explain the requirements to have OSDH purchase the curriculum package:
 - *Funds must be available*
 - *ASP must agree to evaluations at a minimum of Level 2*
 - *ASP participates in implementation training*
 - *ASP commits to implement the CKC program for three successive years*
 - *ASP is actively involved in teaching the nutrition lessons and physical activity sessions*
 - *ASP agrees to store equipment in a secure place and to complete periodic inventory logs*
- Assist the ASP with registering for implementation training and booster trainings if necessary. Co-teach CKC nutrition lessons and physical activity sessions as needed to guide the staff.
- Administer both pre and post-evaluations (based on the level of evaluation chosen by the ASP and data collection protocol).
- Be available to answer questions and address concerns of the ASP. Communicate the needs and participation status of the ASP to central office.
- Provide feedback to the ASP through at least two observations per year (one nutrition observation and one physical activity observation). Return these completed forms to central office.
- Assist in the creation of and be an active member of a CKC Team to work with the ASP. The CKC Team should meet monthly and be comprised of ASP teachers, health educators, and other external partners such as local extension educators, grocers, farmers, etc. Explain the purpose of the monthly CKC Team meetings :
 - Establish lesson plans
 - Identify resources needed for scheduled lessons
 - Address issues and concerns