

Learning Recovery

Toolkits and User Guide



21ST
CCLC **NTAC**
National Technical Assistance Center

For out-of-school time and summer learning programs



Learning Recovery Toolkits and User Guide

The Learning Recovery Toolkit consists of the five topical toolkits described in this guide, a Learning Recovery Research and Practice Brief, and a Learning Recovery Tip Sheet. The toolkit and its components were developed for 21st Century Community Learning Centers (21st CCLC) programs, but any out-of-school time (OST) program can use them.

How to Access the Tools

The tools listed in this guide are included in topical toolkits that are part of the Learning Recovery Toolkit, which is available on the [21st CCLC National Technical Assistance Center \(NTAC\) website](https://www.21stcclcntac.org/). You can view or download a PDF version of each topical toolkit — or you can download a zip file that includes (1) the PDF version of the user guide and topical toolkit and (2) a Microsoft Word version of each tool for easy customization.

Suggested Uses

SEA Coordinators can:

- Recommend tools or toolkits to 21st CCLC program leaders on topics that address State or program needs/priorities.
- Use them in State or regional training events.
- Suggest specific tools or toolkits in response to requests from program directors or site coordinators.

Program directors can:

- Review tools and topics for ones that match program or individual needs/priorities.
- Use them in training events.
- Provide specific tools or toolkits to site coordinators.

Site coordinators can:

- Select tools or toolkits that match the professional development needs of all staff or the needs of individuals such as new hires or new activity leaders.
- Use the tools as job aids or training tools.

What's in This Guide

This guide describes what's in the Learning Recovery Toolkit, which bundles a research and practice brief, a tip sheet, and five topical toolkits:

- Literacy
- Math
- Planning and Implementation
- Social and Emotional Learning
- STEAM

Want to Know More About Learning Recovery?

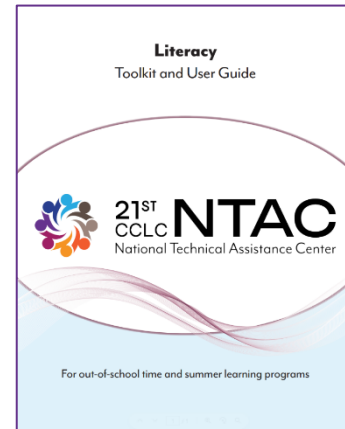
The 21st CCLC NTAC Learning Recovery Toolkit includes a **Learning Recovery Research and Practice Brief** that contains additional information about learning recovery and a bibliography with links to research and resources.



Literacy Toolkit

The Literacy Toolkit includes a user guide and the following tools:

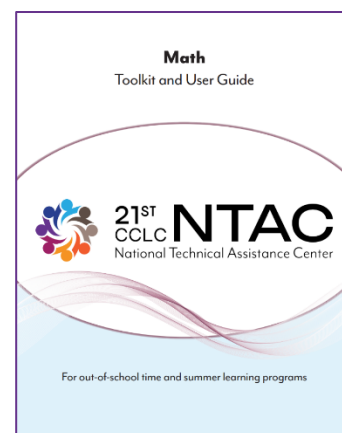
- Active Listening: Skill-Building Strategies and Self-Assessment
- Before-During-After (BDA) Reading Activity Planner
- Editing Tips for Students and Writing Activity Leaders
- Effective Questioning for Readers
- Effective Vocabulary Instruction Using Marzano’s Six Steps
- Graphic Organizers to Support Literacy
- Instructional Strategies for English Learners
- K-12 Literacy Ideas for Programs and Families
- Learning Recovery Tip Sheet
- Literacy Activity Center Planner
- Literacy Anchor Standards With Planner
- Literacy Everywhere
- Peer Editing Checklist
- Phonemic Awareness and Playing With Sounds
- Prewriting Activities
- Reader Questionnaires
- Reading Comprehension Checklist
- Reading Fluency Strategies
- Six Stages of Reading Development: A Skills Checklist
- Step-by-Step Literacy Adventures
- Strengths-Based Literacy Progression Ladders
- Text Genre Checklist
- Vocabulary Development Ideas and Activities
- Writers Workshop



Math Toolkit

The Math Toolkit includes a user guide and the following tools:

- Activity Center Planner
- Building Math Confidence and Competence Research and Practice Brief
- Financial Literacy Knowledge and Activities Across Age Groups
- How Thoughts and Emotions Affect Learning
- Learning Recovery Tip Sheet
- Math Anxiety and Four MUSTs for Addressing It
- Math Anxiety Self-Assessment and Autobiography
- Math Booklist for Staff and Students
- Math Glossary
- Math Messages That Build Confidence
- Math Moments at Home
- Math Skills for Students to Learn and Practice

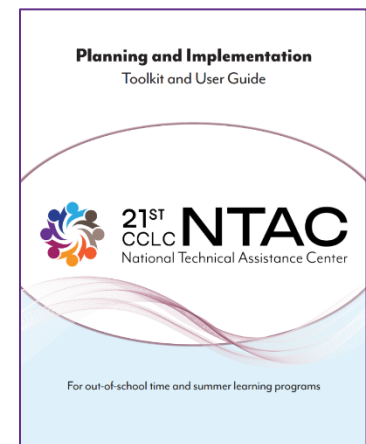


- Math Standards
- Math Thrills: Putting Fun Into the Equation
- Math Understanding: Helping Students Think Conceptually
- Nurture a Growth Mindset
- Science and Mathematics Vocabulary Builder
- Simple Ways to Add Math to Program Activities
- Strategies to Help Every Student Learn and Enjoy Math
- Ways to Help Students in Math if You're Not a Math Teacher

Planning and Implementation Toolkit

The Planning and Implementation Toolkit includes a user guide and the following tools:

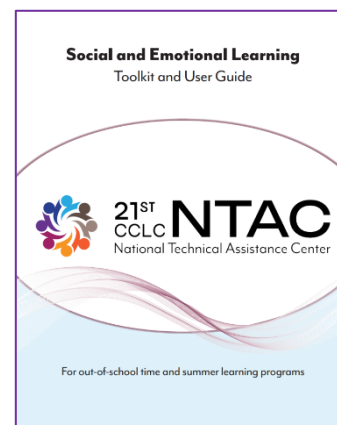
- Activity and Program SMART Goals
- Activity Observation Checklists
- Blended Learning Planner
- Building Connections With Families
- Communicating About Homework Help and Tutoring
- Conducting a Program Needs Assessment
- Continuous Improvement Planner
- Family Engagement Activity Types
- Family Survey
- Five Strategies for Effective Homework and Tutoring Time
- Guiding Questions for Project-Based Learning
- Identifying Partners on a Continuum
- Intentional Activity Design Planner
- Learning Recovery Implementation Checklist
- Learning Recovery Logic Model
- Learning Recovery Tip Sheet
- Logistics Planner
- Mapping Community Assets
- Mapping Needs to Activities
- Professional Learning Planner and Self-Reflection Survey
- Program Supply Request Form
- Program Team Planner
- Sample Schedules for Learning Recovery
- Student Assessment and Adjustment Plan
- Student Survey
- Summer Program Ideas to Engage Students
- Tips and Tricks to Plan a Successful Culminating Event



Social and Emotional Learning

The Social and Emotional Learning Toolkit includes a user guide and the following tools:

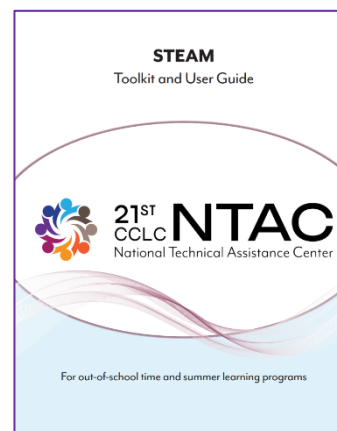
- Booklist: Teaching Students Who've Experienced Trauma
- Concentric Circles Discussion Format
- Craft Activities for Managing Stress
- Delivery Methods for Social and Emotional Learning
- Developing a Support Network for Program Staff
- Family Engagement and Support Strategies
- Five Skill Domains of Social and Emotional Learning
- Health and Wellness Research and Practice Brief
- Icebreaker Activities
- Intentional Activity Design Planner
- Learning Recovery Tip Sheet
- Math Booklist for Staff and Students
- Practice Frameworks for Social and Emotional Learning
- Rubric for Assessing Social and Emotional Competencies
- Staff and Program Health and Wellness Assessment
- Stages of Child and Adolescent Development Overview
- Stress Reduction for Work-Life Balance
- Student Health and Wellness Interest Inventory
- Student Trauma Booklist
- Teaching Resilience Booklist
- Trauma-Informed Care: Key Terms



STEAM

The STEAM Toolkit includes a user guide and the following tools:

- Activity Center Planner
- Creating a Scientist's Notebook
- Design Thinking Framework: Project Planning Template
- Design Thinking Task Tracker for Students
- Everyday STEAM Strategies
- Four Characteristics of STEAM: Planning Worksheet
- Guiding Questions for Project-Based Learning
- Informal Assessments of Student Learning
- Integrating Project-Based Learning Into Program Activities
- Investigating Issues in Your Community
- Learning Recovery Tip Sheet
- Makerspace Checklist for Home and Virtual Learning
- Next Generation Science Standards at a Glance
- Project Assessment and Reflection: Planning Worksheet
- Science and Mathematics Vocabulary Builder



- Science Interest Survey: All Grades
- Science Skills Rubric
- Scientific Inquiry Skills Checklist
- Selecting Student Roles for Group Work
- STEAM Activity Example
- STEAM Approach: Staff Self-Check
- STEAM at a Glance
- STEAM Careers: Myth Busting
- Student Portfolio Planning and Review Checklist
- Student Self-Monitoring Checklist for Project Work
- The Five Whys Questioning Technique

You can access these tools in the
Learning Recovery Toolkit
at 21stcclcntac.org.

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