

Summer Learning Program Timeline

Instructions: Planning a high-quality summer learning program involves making a timeline, noting key tasks, tracking status, assigning staff roles, and setting deadlines. See example below.

| Tasks | Status | Notes | Task Lead | Staff Involved | Deadline |
|---|---|---|---------------------------|----------------------------|-------------------------------|
| <i>List and review the tasks for each time period</i> | <i>Indicate "complete" or "in progress"</i> | <i>Include additional details and notes such as the number of students to be served, etc.</i> | <i>Person responsible</i> | <i>Person(s) to assist</i> | <i>Final date to complete</i> |

Initial Planning: Fall (September-November)

| Tasks | Status | Notes | Task Lead | Staff Involved | Deadline |
|--|--------|-------|-----------|----------------|----------|
| Conduct a needs assessment | | | | | |
| Establish a planning team | | | | | |
| Create vision, mission and goals | | | | | |
| Determine potential community partners | | | | | |
| Create a budget | | | | | |
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Logistical Planning: Winter (December-February)

| Tasks | Status | Notes | Task Lead | Staff Involved | Deadline |
|---|--------|-------|-----------|----------------|----------|
| Determine program space | | | | | |
| Brainstorm recruitment strategies & estimate enrollment | | | | | |
| Order materials | | | | | |
| Secure partners or special events with MOUs | | | | | |
| Create program calendar | | | | | |
| Consider student transportation needs | | | | | |
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Summer Learning Program Timeline

| Recruitment and Planning: Spring (March-May) | | | | | |
|--|--------|-------|-----------|----------------|----------|
| Tasks | Status | Notes | Task Lead | Staff Involved | Deadline |
| Recruit staff and volunteers | | | | | |
| Train staff | | | | | |
| Recruit students | | | | | |
| Communicate with caregivers | | | | | |
| Establish curriculum | | | | | |
| Organize field trips | | | | | |
| Create daily schedule | | | | | |
| Determine meal program | | | | | |
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| Active Programming: Summer (June-August) | | | | | |
| Tasks | Status | Notes | Task Lead | Staff Involved | Deadline |
| Enroll students | | | | | |
| Pre- and post-program testing | | | | | |
| Order materials | | | | | |
| Conduct observations and site visits | | | | | |
| Collect program data | | | | | |
| Analyze program data | | | | | |
| Reflect on data and begin planning for next summer | | | | | |
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