



Building a Comprehensive Schedule

Managing Your 21st CCLC Program



YOU FOR YOUTH

Session Objectives



- Explain the basics of building a balanced schedule.
- Create a monthly and weekly schedule to effectively organize activities to impact student achievement.
- Apply strategies to maximize learning during transitions and to build routines into the program schedule.



Why Schedule?



- Essential in reaching goals.
- Impacts student achievement.
- Ensures that everything is included.
- Keeps everyone on task.



Types of Schedules

September 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

October 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

April 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2017				
M	T	W	T	F
				1
4	5	6	7	8

May 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11





How to Build a Schedule



Program
Requirements

Monthly
Schedule

Weekly
Schedule



Assessing a Program Schedule



- Request For Proposal (RFP)
- Proposed activities
- Space availability
- Staff availability



Questions?



Program
Requirements

Monthly
Schedule

Weekly
Schedule



Monthly Schedule



- Identify start and end dates.
- Keep in mind operation requirements.
- Block off holidays, professional development time and non-programming days.
- Include advisory board meetings and family engagement events.



YOU FOR YOUTH

Creating a Monthly Schedule

- Work in pairs or small groups.
- Review the RFP and grant requirements.
- Consult the school calendar.
- Create a monthly calendar for the program year.





Questions?



Program
Assessment

Monthly
Schedule

Weekly
Schedule



Weekly Schedules



- Meets program goals
- Includes a variety of activities
- Informs stakeholders
- Flexible but adaptable

Balancing Act



- Academic intervention
- Academic enrichment
- Recreation



Tips for Creating a Weekly Schedule



- Find a weekly schedule template
- Start with one grade at a time
- Assigning the appropriate staff
- Avoid double booking
- Keep within adult to student ratio



Creating Schedules For Multiple Grades

- In pairs or small groups
- Start with one grade
- Review the RFP and grant requirements
- Plot out the activities
- Assign staff to activities
- Keep it balanced



Sample Schedule For XYZ Afterschool Program Grade 3



Staff Assigned: Ms. Alfred, Mr. Sunny & Mr. Kay (Unless otherwise noted)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:45-3:25	Arrival, Sign-in, Snack – All Staff				
3:25 – 4:10	Homework (AI)	Tutoring with University Buddies (AI)	Homework (AI)	Tutoring with University Buddies (AI)	Homework Help (AI)
4:10-5:00	Reader's Theater (AE)	Gardening (AE)	Gardening (AE)	Reader's Theater (AE)	Gardening (AE)
5:00-5:45	Soccer (Rec) Wright , Alfred & Kay	Basketball (Rec) Wright , Alfred & Kay	Lacrosse (Rec) Wright , Alfred & Kay	Basketball (Rec) Wright, Alfred & Kay	Track and Field (Rec) Wright , Alfred & Kay
5:45-6:00	Closing and Dismissal Cafeteria				



Program Space



- Accommodate activities
- Complements group(s) size
- Affect learning and behavior

Sample Schedule for XYZ Afterschool Program Grade 3



Alfred – RM 101 / Sunny & Kay RM 102 (Unless otherwise noted)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:45-3:25	Arrival, Sign-in, Snack – All Staff Cafeteria				
3:25 – 4:10	Homework (AI)	Tutoring with University Buddies (AI)	Homework (AI)	Tutoring with University Buddies (AI)	Homework Help (AI)
4:10-5:00	Reader's Theater (AE)	Gardening (AE) (School Yard)	Gardening (AE) (School Yard)	Reader's Theater (AE)	Gardening (AE) (School Yard)
5:00-5:45	Soccer (Rec- Gymnasium) Wright , Alfred & Kay	Basketball (Rec- Gymnasium) Wright , Alfred & Kay	Soccer (Rec- Gymnasium) Wright , Alfred & Kay	Basketball (Rec- Gymnasium) Wright, Alfred & Kay	Soccer (Rec- Gymnasium) Wright , Alfred & Kay
5:45-6:00	Closing and Dismissal Cafeteria				

Arrival Routines



- Allow ample time for transitions.
- Separate arrival time from homework time.
- Create routines.
- Maintain a positive outlook.



Snack Time



- Snack time is a traditional arrival routine.
- It requires coordination.
- Plan for distribution and clean-up.
- Remember the social aspects.



Dismissal



- Think of where and when students will be released.
- Routines are just as important at the end of the day.



Arrival and Dismissal



- Review the weekly schedule.
- Modify the schedule for arrival and dismissal.



Sample Schedule for XYZ Afterschool Program Grade 3

Alfred – RM 101 / Sunny & Kay RM 102 (Unless otherwise noted)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:45-2:55	Arrival & Sign-in (Cafeteria)				
2:55- 3:15	Snack Time (Cafeteria)				
3:15-3:25	Opening Circle (Cafeteria)				
3:25 – 4:15	Homework (AI)	Tutoring with University Buddies (AI)	Homework (AI)	Tutoring with University Buddies (AI)	Homework Help (AI)
4:15-5:00	Reader's Theater (AE)	Gardening (AE) (School Yard)	Gardening (AE) (School Yard)	Reader's Theater (AE)	Gardening (AE) (School Yard)
5:00-5:30	Soccer (Rec – Gymnasium) Wright , Alfred & Kay	Basketball (Rec – Gymnasium) Wright , Alfred & Kay	Soccer (Rec – Gymnasium) Wright , Alfred & Kay	Basketball (Rec – Gymnasium) Wright , Alfred & Kay	Soccer (Rec – Gymnasium) Wright , Alfred & Kay
5:30-5:55	Closing Activity (Cafeteria)				
5:55-6:00	Bus Dismissal (Front Door)				
6:00	Pick-up Dismissal (Cafeteria)				

Transition Times



- Transitions take time and can be stressful.
- Allow staff to plan activities accordingly.
- Plan for “travel time” between activities.

Sample Schedule for XYZ Afterschool Program Grade 3



Alfred – RM 101 / Sunny & Kay RM 102 (Unless otherwise noted)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:45-2:55	Arrival, Sign-in, Snack (Cafeteria)				
2:55-3:15	Snack Time (Cafeteria)				
3:15-3:25	Opening Circle (Cafeteria)				
3:25-3:30	Transition				
3:30 – 4:10	Homework (AI)	Tutoring with University Buddies (AI)	Homework(AI)	Tutoring with University Buddies (AI)	Homework Help (AI)
4:10 -4:15	Transition				
4:10-4:55	Reader's Theater (AE)	Gardening (AE- School Yard)	Gardening (AE-School Yard)	Reader's Theater (AE)	Gardening (AE -School Yard)
4:55-5:00	Transition				
5:00-5:35	Soccer (Rec – Gymnasium) Wright , Alfred & Kay	Basketball (Rec – Gymnasium) Wright , Alfred & Kay	Soccer (Rec – Gymnasium) Wright , Alfred & Kay	Basketball (Rec – Gymnasium) Wright , Alfred & Kay	Soccer (Rec – Gymnasium) Wright , Alfred & Kay
5:35-5:40	Transition				
5:40-5:55	Closing(Cafeteria)				
5:55-6:00	Bus Dismissal (Front Door)				
6:00	Pick-up Dismissal				

Strategies for a Smooth Transition



- Think about what students are doing at this time.
- Provide verbal and nonverbal cues.
- Teach students expectations for routines.
- Provide positive feedback after transitions.



Review

- Collect information needed to create a schedule.
- Start with the monthly calendar.
- Provide balanced activities.
- Include transitions and time for arrival and departure routines.





Next Steps

What supports are needed to make this process successful?