



Sample Program Schedule

Creating a well-designed program schedule that allocates enough time for homework assistance, project-based learning, and recreation is essential for the success of your program. While creating the schedule, be sure to include enough variation in activity that youth feel like they’re participating in more than an extended school day. Provide youth with opportunities to make decisions, move around, and pursue their own interests, in addition to completing tasks and activities that are required. **Use the questions below as well as the example schedule provided on page 2 to guide you as you complete your schedule in the blank template on page 3.**

Part 1: Ask key questions. Consider the questions below and figure out what it would look for your program.

Key Questions	Notes
How long is the program day? How many days a week?	
What are the different grade/age groups? Or how many classes or groups will be created? You may need to create a separate schedule for each grade/class.	
What is the staff/volunteer-to-student ratio? Who will be assigned to each group/class?	
What are the goals of your program? What activities do you need to include in order to accomplish them?	
Based on your needs assessment, what are the academic and social needs of your students? What content areas will you focus on, and how much time will be allocated to each?	
What activities will be done during the program day, and how will they be delivered? Consider morning group or afternoon group gathering, transition times, meal times, academic learning, enrichment learning/electives, recreation, field trips.	





Sample Program Schedule

Part 2: Plan your program schedule. Use the framework below for reference as you to plan your program’s schedule.

Consider:

<ul style="list-style-type: none"> • Program Goals • Intentional Enrichment & Recreation • Activity Delivery 	<ul style="list-style-type: none"> • Time Allotted for Each Academic Area • Field Trips 	<ul style="list-style-type: none"> • Group Gathering • Transition Times • Meals
---	---	--

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:00 p.m.	Weekly Goal Setting	Snack/ Daily Check-In	Snack/ Daily Check-In	Snack/ Daily Check-In	Weekly Goal Review
4:30 p.m.	Tutoring/ Homework Help	Project Brainstorming	Tutoring/ Homework Help	Project Brainstorming	Tutoring/ Homework Help
5:00 p.m.	Project Work Time	Group Challenge Activity	Project Work Time	Group Challenge Activity	Project Work Time
5:45 p.m.	Session Reflection/ Feedback	Session Reflection/ Feedback	Session Reflection/ Feedback	Session Reflection/ Feedback	Weekly Goal Review/Week Celebration
6:00 p.m.	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal



This resource is in the public domain. Authorization to reproduce it in whole or in part is granted. This resource was funded by the U.S. Department of Education in 2018 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department. Learn more about professional development planning and 21st CCLC learning at <https://y4y.ed.gov>.





Sample Program Schedule

Page 3: Build your own schedule!

Consider:

<ul style="list-style-type: none"> ● Program Goals ● Intentional Enrichment & Recreation ● Activity Delivery 	<ul style="list-style-type: none"> ● Time Allotted for Each Academic Area ● Field Trips 	<ul style="list-style-type: none"> ● Group Gathering ● Transition Times ● Meals
---	---	--

Time	Monday	Tuesday	Wednesday	Thursday	Friday



This resource is in the public domain. Authorization to reproduce it in whole or in part is granted. This resource was funded by the U.S. Department of Education in 2018 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department. Learn more about professional development planning and 21st CCLC learning at <https://y4y.ed.gov>.

