42

# Summer Program Schedule

In Chapters 1 and 2, you learned that everyone benefits from having a well-defined schedule. This ensures that both the staff and stakeholders (i.e., youth, families, partners, and community members) know what to expect.

**Directions:** Use or adapt this tool to schedule and keep track of all program offerings that occur during summer programming. Be sure to include days offered, time, location, staffing, and other relevant information. A sample schedule is provided to get you started. Use the blank form at the end of this tool for your program.

## Summer Science CampWeek 1 – Theme “Bugs Gone Wild”

|  | Time | Activity | Location | Staff |
| --- | --- | --- | --- | --- |
| Monday | 8:00–8:30 | Breakfast/check-in | Cafeteria  | John Smith, Ann Moore, community college volunteers |
| 8:30–8:45 | Transition time |  | All staff members oversee |
| 8:45–11:45 | Group 1 Group 2Group 3Group 4Group 5 | ParkParkRm. 2bRm. 3Rm. 5 | Audubon Society staffSmith Hill Park Zoo staffJennifer Johnson and Mark SmithJoe Jennings and Lydia FarmerAdrian Foster and Jenna Ryan |
| 11:45–12:00  | Transition to lunch |  | All staff members oversee |
| 12:00–12:30  | Lunch | Cafeteria | All staff members oversee—program staff members sit with youth in groups |
| 12:30–12:45 | Transition time |  | All staff members oversee |
| 12:45–2:00 | *Activity Choice 1*YogaHip-hopTheaterClay studioBaseball | 2b5AuditoriumArt roomField | Jennifer SloanDJ Dance staffSophia CarterArts for All staffJeremiah Singer and Jose Lopez |
| 2:00–3:15 | *Activity Choice 2*  | All rooms stay same | Same instructors |
| 3:15–3:30 | Dismissal | Cafeteria | All staff members oversee |
| Tuesday | 8:00–8:30 | Breakfast/check-in | Cafeteria  | John Smith, Ann Moore, community college volunteers |
| 8:30–8:45 | Transition time |  | All staff members oversee |
| 8:45–11:45 | Group 1 Group 2Group 3Group 4Group 5 | 2b3ParkParkPark | Jennifer Johnson and Mark SmithJoe Jennings and Lydia FarmerAudubon Society StaffAudubon Society StaffSmith Hill Park Zoo Staff |
| 11:45–12:00  | Transition to lunch |  | All staff members oversee |
| 12:00–12:30  | Lunch | Cafeteria | All staff members oversee—program staff members sit with youth in groups |
| 12:30–12:45 | Transition time |  | All staff members oversee |
| 12:45–2:00 | *Activity Choice 1*Beat-makingGirls, Inc.ChorusPuppet makingSoccer | 2b5AuditoriumArt roomField | Julie FirestoneSasha JonesLawrence FletcherArts for All staffJeremiah Singer and Jose Lopez |
| 2:00–3:15 | *Activity Choice 2*  | All rooms stay same | Same instructors |
| 3:15–3:30 | Dismissal | Cafeteria | All staff members oversee |
| Wednesday | Same as Monday schedule |
| Thursday | Same as Tuesday schedule |
| Friday | Field Trip—Potters Beach Day!  |

## [Program Name][Program Session (Dates) – # Weeks]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Time | Activity | Room | Staff |
| Monday |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Tuesday |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Wednesday |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Thursday |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Friday |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |