13

# Program Schedule

In Chapter 1, you learned that everyone benefits from having a well-defined schedule. Program staff members should know what program activities are happening and when, and young people should know where to go and for what activity. Developing and maintaining a program schedule and posting it for all to see (physically in your program as well as online, if possible) will help your program run smoothly.

**Directions:** Use or adapt this tool to schedule and keep track of all program offerings that occur during the school year. Be sure to include days offered, time, location, staffing, and any additional information. A sample schedule is provided below to get you started. Use the blank form on the last page for your program.

## Afterschool All-Stars!First Program Session (September–December) – 10 weeks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Time | Activity | Room | Staff |
| Monday | 3:00–3:30 | Snack (all grades) | Cafeteria  | John Smith, Ann Moore, community college volunteers |
| 3:30–4:15 | Homework Center (3–5)Homework Center (6–8) | 82a | Community college volunteers  |
| 4:15–4:30 | Transition to enrichment activities |  | All staff members oversee |
| 4:30–5:30  | Science Alive! (3–5)Karate (3–5)Service Learning Group (6–8)Art Club (6–8) | 6Gym4a4b | Audubon Society staffMark JenningsSally LincolnArts for All staff |
| 5:30–6:00  | Open Rec. | Gym | John Smith, Ann Moore, community college volunteers |
| Tuesday | 3:00–3:30 | Snack (all grades) | Cafeteria  | John Smith, Ann Moore, community college volunteers |
| 3:30–4:30 | Yoga (3–5)Math Club (3–5)Step DancingRobotics | Gym2bAuditorium6 | Jennifer SloanSarah PerryDJ dance staffJeff Fisher |
| 4:30–4:45 | Transition to Homework Centers |  | All staff members oversee |
| 4:45–5:30  | Homework Center (3–5)Homework Center (6–8) | 82a | Community college volunteers  |
| 5:30–6:00  | Open Rec. | Gym | John Smith, Ann Moore, community college volunteers |
| Wednesday | 3:00–3:30 | Snack (all grades) | Cafeteria  | John Smith, Ann Moore, community college volunteers |
| 3:30–4:15 | Homework Center (3–5)Homework Center (6–8) | 82a | Community college volunteers  |
| 4:15–4:30 | Transition to enrichment activities |  | All staff members oversee |
| 4:30–5:30  | Science Alive! (3–5)Karate (3–5)Service Learning Group (6–8)Art Club (6–8) | 6Gym4a4b | Audubon Society staffMark JenningsSally LincolnArts for All staff |
| 5:30–6:00  | Open Rec. | Gym | John Smith, Ann Moore, community college volunteers |
| Thursday | 3:00–3:30 | Snack (all grades) | Cafeteria  | John Smith, Ann Moore, community college volunteers |
| 3:30–4:30 | Yoga (3–5)Math Club (3–5)Step DancingRobotics | Gym2bAuditorium6 | Jennifer SloanSarah PerryDJ dance staffJeff Fisher |
| 4:30–4:45 | Transition to Homework Centers |  | All staff members oversee |
| 4:45–5:30  | Homework Center (3–5)Homework Center (6–8) | 82a | Community college volunteers |
| 5:30–6:00  | Open Rec. | Gym | John Smith, Ann Moore, community college volunteers |
| Friday | Program Closed – Staff Planning |

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

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