



# Summer Program Master Planning Timeline

Use this all-in-one planning tool to make sure you're keeping track of all the ways you can improve your program, starting in September!

**KEY:** **Purple PLAN & IMPLEMENT:** Make a Plan for this indicator and put your plan into action during this time  
**Teal TRAINING:** Include this topic in Pre-Program Staff Training

	Fall	Winter	Spring	in the month before program opens	during program	after program
<b>STARTING IN SEPTEMBER...</b>						
<b>PURPOSE</b>						
Assess the needs of the community, and make sure the mission and vision of the program are connected with documented school or community needs.	Purple					
Identify which youth to target for enrollment, based on school or community needs.	Purple			Teal		
Review stakeholder feedback and program data from the previous summer, if you have it, to inform planning for next summer.	Purple					
Develop specific, measurable, attainable, relevant, time-limited youth outcome goals for the summer program in both academic and non-academic areas.	Purple	Purple		Teal		
<b>PROGRAM SUSTAINABILITY</b>						
Develop or update a strategic plan for your summer program.	Purple	Purple				
Aggregate data, information and stories from the most recent summer into an annual report or brief for key program stakeholders.	Purple	Purple				
Develop a budget for the summer program that includes more than two diverse sources of funding. Part-time staff costs will represent a large portion of your budget; determine a feasible adult to youth ratio for paid staff. Research available funding and funding timelines. Develop joint funding proposals with partners.	Purple	Purple	Purple	Purple	Purple	Purple
Spread the word that your program is important: involve staff, families and youth in reaching out to funders and policymakers about the need for and benefits of the program.	Purple	Purple	Purple	Purple	Purple	Purple
Identify and join summer learning groups in the community. Whether for professional development or policy, ensure your program is at the table.	Purple	Purple	Purple	Purple	Purple	Purple
<b>PLANNING</b>						
Develop curriculum, field trips and partnerships that build a continuum for participants who attend the the program for consecutive summers.	Purple	Purple	Purple			
Understand requirements and deadlines for offering summer nutrition at your program. Apply to be a feeding site.	Purple	Purple	Purple	Teal		
Select your program dates. Aim for a minimum of 120-150 hours of programming for all youth.	Purple	Purple				
<b>STAFF</b>						
Consider professional development opportunities for your year-round and seasonal staff, based on last summer's results and staff feedback.	Purple	Purple	Purple			
Develop job descriptions for all seasonal positions. Be prepared to offer jobs at least three months in advance of the program to ensure you secure the best and brightest staff.	Purple	Purple				
<b>PARTNERSHIPS</b>						
Develop a partnership wish list; then reach out to schools or community-based organizations for introductory meetings.	Purple	Purple	Purple			
Communicate with families of the previous summer's participants. Plan a reunion or special event for youth, families and staff to promote retention in the program for next summer.	Purple	Purple	Purple			

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<b>STARTING IN JANUARY...</b>						
<b>PURPOSE</b>						
Develop a youth recruitment plan. Develop student applications, recruitment fliers, consent forms and acceptance status letters. Develop and implement strategies to build awareness and promote enrollment, including key methods, events and messengers.						
Develop an evaluation plan. How will you measure progress for each youth outcome and quality improvement goal? Include both quantitative and qualitative assessments.						
Set a goal for staff retention. Reach out to high-quality staff from the previous summer and invite them to return.						
<b>PLANNING</b>						
Lower your ratio by using volunteers, parents, pre-service teachers and other community members to help with your activities.						
Plan for moderate to vigorous physical activity for all youth in your program every day.						
Involve youth in planning the program. Collect their input on relevant topics and offerings for the summer program.						
Offer paid collaborative planning time for frontline staff and site coordinators to plan curriculum and special events.						
Develop a standard unit and lesson plan format for the program. Ensure templates include connections to academic standards, pacing and sound instructional and youth development strategies. Research commercially available curriculum to meet program goals.						
Consider a meaningful theme or essential question for your summer program to connect activities, field trips, special events and units.						
Hire a certified teacher to review or develop curriculum and assist non-teachers in program planning and delivery.						
Develop a comprehensive program schedule complete with special events and field trips.						
Confirm facilities/sites.						
<b>STAFF</b>						
Develop and implement a staff recruitment plan based on program goals and identified staff competencies. Make job offers at least three months prior to the start of the program.						
<b>PARTNERSHIPS</b>						
Develop MOUs with program partners to outline roles, responsibilities and resource allocation.						
Develop and implement a plan for sharing data with partners.						
<b>STARTING IN MARCH...</b>						
<b>PURPOSE</b>						
Make sure your frontline staff is versed and involved in the program's evaluation process.						
Develop an attendance policy and plans to reduce the no-show rate and maximize program attendance. Ensure that all youth attend at least 75%-80% of the program.						
Compile attendance lists and develop your attendance tracking tool.						
Develop the student information database (name, grade, contact, school, previous participation, school year data, siblings).						
Develop a plan to collect stakeholder feedback on your program. Collect feedback from staff, youth, partners and other key stakeholders.						

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<b>PLANNING</b>						
Order materials and supplies.						
Confirm transportation vendor and develop pick-up and drop-off schedule.						
Plan field trips with connections to program themes and goals. Use the Field Trip tip sheet to plan an intentional experience.						
Plan a culminating event for families, youth, staff and partners: a showcase, celebration, talent show or competition to show off the successes of your summer program.						
<b>STAFF</b>						
Plan your staff training to align with program goals and staff competencies. Allow time for staff to model activities and plan with grade-level or subject-matter teams. Identify staff who can facilitate portions of the training.						
Develop and implement a staff observation protocol. Consider peer observation or staff input to the process. Communicate expectations for the observation content, process and feedback loop during staff training.						
Make sure that your site coordinators are empowered to make decisions for the benefit of their site, including day-to-day budget, vendor, field trip and personnel decisions.						
<b>PARTNERSHIPS</b>						
Incorporate key program delivery partners into collaborative planning and staff training. Anyone working with your participants should be on the same page about the culture, goals and behavior management strategy of your program.						
Plan and implement a family engagement strategy that involves both voluntary and required participation from families. Plan a two-way feedback loop that allows families and staff to communicate regularly about successes and struggles.						
Plan a family orientation event.						
<b>INTEGRATED</b>						
Engage veteran staff and partners to develop the program's behavior management strategy, including shared visual and spoken cues, program principles and opportunities for youth leadership. Remember to think about rituals and leadership roles at arrival, departure, meal times and transitions to create a smooth and successful program.						
<b>UNIQUE PROGRAM CULTURE</b>						
Develop or confirm program principles. What characteristics or qualities describe successful staff and youth in your program? How do staff and youth incorporate them in day-to-day program interactions?						
<b>STARTING IN MAY...</b>						
Plan the summer staff meeting schedule. Explore staff development, team-building and other activities that can be incorporated into daily staff meetings in an intentional way.						
Plan and send invitations to your Summer Learning Day event!						
Develop and distribute all consent forms (research, photo/video release, etc.) and permission slips.						
Order food and materials for staff training.						
Organize materials and supplies for distribution to sites. Set a schedule for distribution.						

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<b>WEEKS BEFORE THE PROGRAM STARTS...</b>						
Confirm food service with vendor.						
Confirm transportation schedule and locations.						
Confirm site evaluation schedule and protocol.						
Double check materials and supplies lists and inventory.						
Confirm paperwork from staff and youth.						
Confirm field trips with host sites.						