

Summer Planning Timeline

A Checklist for the Entire Year

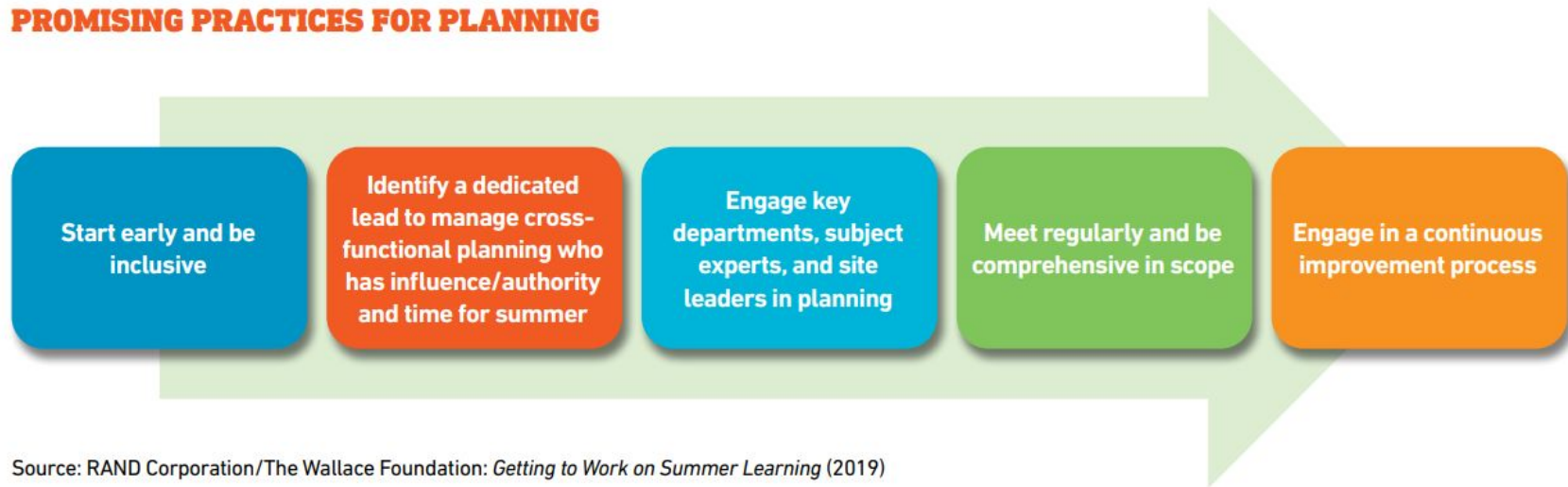
Companion to the [2021 California Summer Learning Guide](#)



**Research shows that
program leaders who
commit to a program in the
fall and begin planning by
January run smoother
programs with fewer
disruptions.**

The Wallace Foundation

PROMISING PRACTICES FOR PLANNING



Source: RAND Corporation/The Wallace Foundation: *Getting to Work on Summer Learning* (2019)

Planning Stages

The Early Stages

01 September to
December

02 January to
March

Pedal to the Metal

03 Two months
before 1st day

04 Two to four
weeks before
1st day

During and After

05 During summer
program

06 After summer
program



Stages 1 & 2

The Early Stages

**Stage 1:
September -
December**

Identify community needs; from these needs identify youth to target for enrollment

Review feedback and data from previous summer, if available

Develop specific, measurable student outcomes for the upcoming summer and update or develop your CQI plan

Develop a budget: Consider desirable adult to youth ratio (keep in mind that staffing will be your largest cost); research different funding streams; identify possible funding partners

Come up with partnership wish list and set up introduction meetings

Update or develop your marketing plan

**Stage 2:
January-March**

Update or develop policies and procedures, parent/staff handbooks, forms, applications, emergency plans, etc.

Determine location, transportation, and any vendors needed for activities; start those conversations

Update or develop job descriptions and your staff training plan

Update or develop daily/weekly/monthly schedule for program, including field trips and special events; decide on themes if using

Start to push out marketing materials (flyers, brochures); be sure to send to families from previous years

Start staff recruitment: Invite rockstar staff from previous years to come back; advertise; reach out to local high schools, colleges, and workforce boards; start volunteer recruitment as well

Start staff interviews

A photograph of several children in a classroom setting, focused on a project. They are sitting at a wooden table, looking down at papers. One child in the foreground is wearing a green t-shirt and is using a yellow pencil. Another child next to them is wearing glasses and a black shirt. The background shows a classroom with a whiteboard, an American flag, and various educational posters on the wall. A semi-transparent blue overlay covers the left side of the image, containing text. There are also orange decorative shapes in the top right and bottom right corners.

Stages 3 & 4

Pedal to the Metal

**Stage 3:
Two months before
first day**

- Start early enrollment process
- Continue with staff interviews
- Continue youth enrollment
- Start making offers and getting temporary staff set up with HR process
- Order materials and supplies
- Confirm and finalize field trips, transportation, meal service, locations and any vendors needed
- Make sure staff know when training starts, send reminders

**Stage 4:
Two to four weeks
before first day**

- Finalize staff training plan
- Set all staff meeting dates for entire summer, make sure they are included in the schedule
- Host parent info nights for families that are signed up for program
- Organize materials for distribution
- Host staff trainings
- Confirm food service with department or vendor
- Confirm transportation schedule and locations
- Double check materials and supplies lists and inventory
- Confirm paperwork from staff and youth
- Confirm field trips with host sites
- Get attendance sheets ready and organized



Stages 5 & 6

During and After

Stage 5: During summer program	Meet with staff often; consider observing staff so you can offer helpful feedback
	Continue to enroll youth, collect paperwork, and collect payments as needed
	Communicate with families
	Communicate with vendors, meal services, etc. as needed
	Engage in your predetermined CQI process, ensure staff are engaging as well

Stage 6: After summer program	Celebrate!
	Shut down program (store supplies, clean rooms, return materials, etc)
	Collect data from families, staff, youth and other stakeholders
	Get final HR details taken care of for temp summer staff
	Take a deep breath, and relax for a moment before you start the process again

**“An hour of
planning can save
you 10 hours of
doing.”**

- Dale Carnegie





www.partnerforchildren.org