SUMMER LEARNING TOOLKIT

Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org

G GUIDANCE FOR SAMPLE:

BOSTON YMCA SITE SCHEDULE

This document provides guidance on how to use the Boston YMCA Site Schedule sample in the Summer Learning Toolkit. You can also access the sample in the Planning and Management section of the Toolkit.

What is the *BOSTON YMCA SITE SCHEDULE* sample and how can you use it?

Developed by the YMCA of Boston, a program operator in the Boston Summer Learning Project, the site schedule provides a snapshot of a typical program day and week. The schedule illustrates group rotations through large- and small-group academic and enrichment activities over the course of a week. The schedule is used by program staff for site management.

Why is having a site schedule important?

A successful day in a summer program, one where staff and students accomplish all they have set out to do, is dependent upon on buses arriving on time, classes starting and ending on time, students and teachers knowing where to go, and meals being provided as planned. If not properly planned for and staffed, daily transitions for meals, bathroom breaks, and class rotations can disrupt the program schedule and take away critical time for instruction and enrichment. Site schedules create routines for staff and students that enable them to focus less on logistics and more on learning and enrichment. They also enable site leaders to locate students and staff quickly if needed.

Who can benefit from this resource?

- District central office managers
- School-based program leaders
- Nonprofit program leaders
- Teachers
- Enrichment staff

Tips for establishing an effective summer program schedule

- As you allocate spaces for program activities, consider the distance between program areas (classes, cafeteria, restroom, outdoor space, etc.), and group activities close together to minimize transition time and disruptions.

- Consider the temperature of all spaces and the anticipated noise level of various activities as you plan your schedule, taking care to assign spaces that will be comfortable and productive for students and staff throughout the day.

- Consider creating multiple versions of your schedule to provide both a big picture of the entire site at a glance as well as the movements of each particular group throughout the day. Once finalized, share the program schedule with families and post it throughout the program space.