



Chicago Youth Centers 21st Century New School Start Up Work Plan

21st CCLC Director	Due Date	Notes
Review 21stCCCL Literature		
Review 21stCCCL Approved Grant Application		
Set Up 21st CCLC Compliance Binder		
Review and Create 21st CCLC Policies		attendance, retention, transportation, dismissal, signing & out, handbooks, incentives, etc
Review ISBE 21st CCLC Webinars		
Review all documents and forms		registration form, waivers, field trip permission slips, attendance, etc
Set up meetings w/ principals		
Set up meetings w/ site coordinators		
Train Staff		new policies, procedures, documents, Time & Effort Logs, time sheets, protocols
Host Partner Meeting		
Review Budget		
Create document to track PPICS Data		
Review all accounting procedures for ordering		
Create procedure for requesting field trips		
Create A Start Up Materials & Supply list for schools		reading/math curriculum, arts & crafts, sports, first aid, board games, copy paper, etc.
Create Subcontractor Handbook/SOP		
Create Team Calendar		
Select Program Observation and Monitoring Tool		



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21 st CCLC Site Coordinator	Due Date	Notes
Set up Files		
Set up 21st CCLC Site Binder		include forms, documents, policies and compliance information
Create 21st CCLC Recruitment Flyer		English and Spanish (if needed)
Host 21st CCLC Student Fair		invite contractors or special instructors can be held w/ schools back to school night
Set up subcontractor/workers Sign in Folder		
Review & Xerox Copies of Registration Packet		
Create Program Schedule		
Create an Attendance Binder		
Create Emergency Card		
Create Attendance Sign in Sheets for 10 weeks		
Review & Xerox Parent Handbook		
Visit Alderman's Office		
Create a Welcome/ Acceptance Letter		Send home mini program schedules so parents know what clubs kid has
Setup mailboxes for staff		order cardboard mailboxes from Staples
Identify Field Trips		must submit field trip request form
Create Bathroom/Hallway Pass System		Make laminated passes
Create system for communicating with staff		order two way radios very helpful
Review Site Budget		
Check with Lunchroom Staff Regarding Snacks		Put in the request 2-3 weeks before program will start

Attend LSC, PTA and/or NCLB Meetings		
Host 21st CCLC Orientation		
Order Materials and Supplies		
Identify classrooms and space w/ Principal		
Set up School Office or Space		
Get Engineer and Principal's cell phone #		
Review 21stCCCL Literature		
Meet Principal and other school staff		office & program space, phone, computer access, copy machine access, schedule,
Create FE Calendar		
Train site staff		
Input registered students into database		
Collect Data Needed For PPICS		Including surveys, grades, and other demographics
Review ISBE 21 st Webinars		
Visit You For Youth		
Review Program Observation and Monitoring Tools		
Review All Previous Evaluation Reports		

SAMPLE