## Site Operations Planner

Many logistical details are involved in planning your summer program, especially if you are offering programming or activities at multiple locations. Use the chart below to help you document the details of your operating plan.

First Summer Learning Program Site

| Summer Program Timeline Chart |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Start date |  |  |  |  |  |  |  |  |  |  |  |  |
| End date |  |  |  |  |  |  |  |  |  |  |  |  |
| Total number of weeks |  |  |  |  |  |  |  |  |  |  |  |  |
| Program Schedule/Hours |  |  |  |  |  |  |  |  |  |  |  |  |
| Day of the week |  |  |  |  | A.M. |  |  |  | P.M. |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |  |
| Scheduled meal time/lunch break |  |  |  |  |  |  |  |  |  |  |  |  |
| Total hours per week |  |  |  |  | $\square$ |  |  |  |  |  |  |  |
| Summer Program Operations Chart |  |  |  |  |  |  |  |  |  |  |  |  |
| Location \#1 |  |  |  |  | Mayberry Elementary School |  |  |  |  |  |  |  |
| Address |  |  |  |  |  |  |  |  |  |  |  |  |
| Phone Number |  |  |  |  |  |  |  |  |  |  |  |  |
| Summer Administrator |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating Campuses/Sites |  |  |  |  | ABC Elementary |  |  |  |  |  |  |  |
| Capacity |  |  |  |  | Up to 250 |  |  |  |  |  |  |  |
| Students: |  |  |  |  | Total Targeted: 250 (provide number by grade level below) |  |  |  |  |  |  |  |
| $K=15$ | 1=20 | $2=20$ | 3=25 | $4=20$ | 5=20 | 6= | $7=$ | $8=$ | 9= | 10= | 11= | $12=$ |
| Type of designated space (e.g., school building, community center, alternate facility) |  |  |  |  | School building, use of gym, cafeteria, outdoor play area |  |  |  |  |  |  |  |
| Most activities will happen on site |  |  |  |  | Yes/No |  |  |  |  |  |  |  |
| Most activities will happen off site |  |  |  |  | Yes/No |  |  |  |  |  |  |  |
| Transportation required |  |  |  |  | Yes/No |  |  |  |  |  |  |  |
| Summer Feeding Program offered |  |  |  |  | Yes/No |  |  |  |  |  |  |  |

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Site Operations Planner
Second Summer Learning Program Site

| Summer Program Timeline Chart |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Start date |  |  |  |  |  |  |  |  |  |  |  |  |
| End date |  |  |  |  |  |  |  |  |  |  |  |  |
| Total number of weeks |  |  |  |  |  |  |  |  |  |  |  |  |
| Program Schedule/Hours |  |  |  |  |  |  |  |  |  |  |  |  |
| Day of the week |  |  |  |  | A.M. |  |  |  | P.M. |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |  |
| Scheduled meal time/lunch break |  |  |  |  |  |  |  |  |  |  |  |  |
| Total hours per week |  |  |  |  |  |  |  |  |  |  |  |  |
| Summer Program Operations Chart |  |  |  |  |  |  |  |  |  |  |  |  |
| Location \#2 |  |  |  |  | DEF Middle School |  |  |  |  |  |  |  |
| Address |  |  |  |  |  |  |  |  |  |  |  |  |
| Phone Number |  |  |  |  |  |  |  |  |  |  |  |  |
| Summer Administrator |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating Campuses/Sites |  |  |  |  |  |  |  |  |  |  |  |  |
| Capacity |  |  |  |  | Up to 250 |  |  |  |  |  |  |  |
| Students: |  |  |  |  | Total Targeted: 250 (provide number by grade level below) |  |  |  |  |  |  |  |
| $K=$ | $1=$ | $2=$ | $3=$ | $4=$ | $5=$ | 6=25 | 7=26 | $8=20$ | 9= | 10= | 11= | $12=$ |
| Type of Designated Space (i.e. school building, community center, alternate facility). |  |  |  |  | School building, use of gym, cafeteria, outdoor play area |  |  |  |  |  |  |  |
| Most activities will happen on site |  |  |  |  | Yes/No |  |  |  |  |  |  |  |
| Most activities will happen off site |  |  |  |  | Yes/No |  |  |  |  |  |  |  |
| Transportation required |  |  |  |  | Yes/No |  |  |  |  |  |  |  |
| Summer Feeding Program offered |  |  |  |  | Yes/No |  |  |  |  |  |  |  |

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