



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													
Summer Program Operations Chart													
Location #1					<i>Mayberry Elementary School</i>								
Address													
Phone Number													
Summer Administrator													
Participating Campuses/Sites					<i>ABC Elementary</i>								
Capacity					<i>Up to 250</i>								
Students:					<i>Total Targeted: 250 (provide number by grade level below)</i>								
<i>K=15</i>	<i>1=20</i>	<i>2=20</i>	<i>3=25</i>	<i>4=20</i>	<i>5=20</i>	<i>6=</i>	<i>7=</i>	<i>8=</i>	<i>9=</i>	<i>10=</i>	<i>11=</i>	<i>12=</i>	
Type of designated space (e.g., school building, community center, alternate facility)					<i>School building, use of gym, cafeteria, outdoor play area</i>								
Most activities will happen on site					<i>Yes/No</i>								
Most activities will happen off site					<i>Yes/No</i>								
Transportation required					<i>Yes/No</i>								
Summer Feeding Program offered					<i>Yes/No</i>								





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					<i>DEF Middle School</i>								
Address													
Phone Number													
Summer Administrator													
Participating Campuses/Sites													
Capacity					<i>Up to 250</i>								
Students:					<i>Total Targeted: 250 (provide number by grade level below)</i>								
<i>K=</i>	<i>1=</i>	<i>2=</i>	<i>3=</i>	<i>4=</i>	<i>5=</i>	<i>6=25</i>	<i>7=26</i>	<i>8=20</i>	<i>9=</i>	<i>10=</i>	<i>11=</i>	<i>12=</i>	
Type of Designated Space (i.e. school building, community center, alternate facility).					<i>School building, use of gym, cafeteria, outdoor play area</i>								
Most activities will happen on site					<i>Yes/No</i>								
Most activities will happen off site					<i>Yes/No</i>								
Transportation required					<i>Yes/No</i>								
Summer Feeding Program offered					<i>Yes/No</i>								

