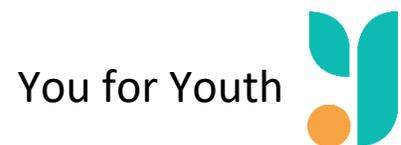




# Implementation Planning Checklist

## Summer Learning



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# Implementation Planner

Use this planner to begin documenting how you will develop your summer learning experience for your students. It will help you focus on the areas needed to make the experience successful.

This planner includes the following sections. Check off the box for each one as you complete it.

- Step 1: Build Your Program Team
- Step 2: Assess Needs and Map Assets
- Step 3: Set SMART Goals
- Step 4: Logistics: Map Your Resources
- Step 5: Intentionally Design Your Summer Learning Program
- Step 6: Motivate, Engage and Retain Students
- Step 7: Engage Families in the Summer Learning Program
- Step 8: Celebrate and Reflect
- Step 9: Assess and Plan for Continuous Improvement

## Step 1. Build Your Program Team

Use the planning space below to decide who needs to be on your program team. In addition, use the Y4Y tool [Identifying Partners](#) as you brainstorm organizations or individuals who would help your team. If you are combining sites during the summer, be sure to have team members from each campus or site represented in your summer learning program.

- Principal
- School-day teachers
- School administrators
- Counselors
- Curriculum coordinators
- Parent involvement staff
- Social workers
- Students
- Families
- Community organizations
- Local business
- Colleges/universities
- Government
- Hospitals
- Other: \_\_\_\_\_

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# Implementation Planner

## Step 2: Assess Needs and Map Assets

There are three important data sets to gather while assessing needs: academic/school-level data, student-level data, and student voice and choice. Identify the data you want to collect:

### School-Level Data

- State assessment data
- District/campus improvement plans
- School and student report cards
- Student attendance/behavior reports
- Other: \_\_\_\_\_

### Student-Level Data

- Student-level deficiencies. Use the Y4Y tool, [Survey of Teacher Programming Needs](#)
- Communication with teachers/principals/family members
- Other: \_\_\_\_\_

### Student Voice

- Student Survey
- Interest Inventory
- Focus Groups
- Other: \_\_\_\_\_

Use the Y4Y tool ***Conducting Your Summer Learning Program Needs Assessment*** to start documenting needs.





# Implementation Planner

**Mapping assets** is the point where you identify resources you can use for your summer learning program. Resources may include new partnerships, space, supplies or funding. Use the space below to brainstorm.

*For example, your local Workforce Development Board offers paid summer work training for high school students and you want to offer a focus on college and career. Invite them to do their program at your site. They meet their goals, you meet your goals, and money is saved on staffing for your program. Just be sure that even your partner-provided staff are fully trained to meet the needs of your students and adhere to your program guidelines.*

Potential Asset	Potential Resource
Local school district	_____
Community organization	_____
_____	_____
_____	_____
Juvenile justice agency	_____
College/university	_____
Hospital	_____
Local business	_____
_____	_____
_____	_____
Service club	_____
Other: _____	_____
_____	_____





# Implementation Planner

## Step 3: Set SMART Goals

Creating goals provides a road map for the program. Work with staff and stakeholders to set as many goals as you see fit, and to ensure everyone understands what the program should achieve. Use the Y4Y [Creating and Using SMART Goals](#) Podcast to assist with setting goals. You should have separate goals for the overall program and for individual activities.

*Sample Program Goal: 80 percent of students who attend the summer learning program regularly will demonstrate an increase in reading skills as measured by pre- and post-program assessments.*

*Sample Activity Goal: 90 percent of students who attend gardening for the entire summer program will demonstrate an increase in understanding of how fractions and measurement apply to real-life activities as measured by rubric.*

Use the figure below to guide development of your program goals:

<b>A</b>	<b>S</b>
<b>80 percent</b>	<b>of students identified as in-need and who regularly attend</b>
<b>will</b>	<b>show</b>
<b>increased proficiency in reading comprehension at the end of the</b>	<b>Book Club activity</b>
<b>as measured by pre- and post-written assessment.</b>	<b>as measured by pre- and post-written assessment.</b>

**Specific** — I am targeting the students who need the support and who attend regularly.

**Measurable** — I am using pre- and post-assessment to measure outcomes.

**Achievable** — I believe that 80% of students can improve if they engage in the activity.

**Relevant** — My goal is relevant because reading comprehension has been identified as a need.

**Time Bound** — I have decided that I will measure outcomes at the end of the Book Club.





# Implementation Planner

## Step 4: Logistics: Map Your Resources

Review these logistical areas and check off any items you need to discuss with your team.

### Schedule

- Program duration (start and end dates)
- Program operations (open and close times)
- Number of hours per day
- Participating sites
- Participating students
- Students struggling academically
- Special needs students
- English language learners

### Space

- Classroom
- Gym
- Computer lab
- Cafeteria
- Library

Use the Y4Y *Site Operations Planner* and *Creating a Summer Learning Program Schedule* tools when your team is ready to make decisions.

### Materials

- Existing resources and supplies
- New resources and supplies
- Food services
- Breakfast
- Lunch
- Snacks
- Dinner
- Using USDA funds



## Implementation Planner

In addition, have a plan for securing and delivering supplies to your staff. Use the chart below to add tasks and ensure that materials are requested, purchased and delivered on time. Use the Y4Y **Program Supply Request Form** to help staff request supplies.

To Do	Responsibility	Date Needed	Notes
<i>Develop procedures for requesting supplies</i>	PD	May 15, 2017	Need to post in a shared file so it is easily accessible
<i>Discuss procedures in staff training</i>	SC	May 20, 2017	Have text and slides ready to insert into primary presentation
<i>Assign staff member to review and purchase all supplies</i>	PD	May 17, 2017	Ask current staff if they would like to work extra hours during the summer

### Budget

Budgeting is often challenging for summer learning leaders. You can start with the budget you have and plan a program that fits, or plan your program and then determine if your budget will support that plan. The first option is clearly the easiest and likely the safest. If you choose the second option, be prepared to either cut back or enlist other funding sources.

Use the Y4Y **Summer Learning Budget Template** for estimating the specific details. The tool has most common categories for out-of-school time budgets and formulas to help with quick estimates.

Check the items you need to know before working on your budget:

- Who develops the budget
- Who tracks budget expenditures
- Who is allowed to make decisions regarding the budget
- Amount of funding and sources
- Number of staff
- Type of staff (school day, youth workers, volunteers, partners)
- Hours for professional development





# Implementation Planner

- Number of students
- Transportation needs
- Food needs
- Supply and material needs
- Other: \_\_\_\_\_

## Staffing

Consider the items below to help you think about staffing your summer learning program.

- Number of staff needed
- Skills needed
- Certified teachers
- Paraprofessionals
- Youth workers
- Volunteers
- Partners

## Professional Development/Coaching Preparation

### Training Logistics

- Potential trainers
- Types of trainings needed
- Training locations
- Other: \_\_\_\_\_

### Training Topics

- Orientation/overview
- Activity planning
- Academic interventions
- Special learning initiatives (e.g., blended, reciprocal and/or project-based learning)
- Engaging families during the summer
- Cultural diversity
- Other: \_\_\_\_\_





# Implementation Planner

## Step 5. Intentionally Design Your Summer Learning Program

Use the Y4Y *Mapping Needs to Activities* tool to help your team think about how to align your summer learning activities to the student needs you identified. The below strategies are often considered in high-quality summer learning programs. Check the ones to discuss with your team.

### Delivery Strategies

- Theme based
- Intensive intervention (e.g., specific skill development, credit recovery)
- Academic enrichment
- Project-based learning
- Service learning
- Sports/physical fitness
- College and career readiness (internships, apprenticeships, field trips)
- Health and nutrition
- Other: \_\_\_\_\_

### Student Grouping

- Age groups/grade levels
- Mixed-age or grade groups
- Skill deficiency
- Special needs
- Other: \_\_\_\_\_

### Quality Standards

- Dosage
- Duration
- Ratios
- Design of intervention activities
- Embedding academics skills into enrichment activities
- Embedding positive youth development
- Embedding 21st century skills
- Other: \_\_\_\_\_





# Implementation Planner

Use the Y4Y *Youth Recruitment Planner* to identify students who need to be enrolled in your summer program. What marketing strategies do you want to discuss with your team to ensure targeted, intentional student recruitment?

## Student Recruitment

- Teacher/school referrals
- Home visits
- Family referrals
- Theme-based program that generates excitement
- Organization/school website
- Social media
- Flyers
- Local public media advertisements (e.g., town newspaper, town website)

## Step 6: Motivate, Engage and Retain Students

Use the Y4Y *Creating Positive Environments for Summer Learning* resource to help plan and train staff on how to create a positive learning environment.

What specific strategies do you want to investigate?

- Intentional activity development
- Incorporate the 5 C's of Positive Youth Development into activities
- How to use guiding questions to encourage higher-order thinking
- Youth mentoring/peer learning
- Team building and leadership
- Provide a welcoming space
- Use age-appropriate strategies for promoting positive behavior
- Use a variety of grouping strategies to build collaboration
- Assign group roles
- Other: \_\_\_\_\_





## Implementation Planner

### Step 7: Engage Families in the Summer Learning Program

Use the Y4Y *Family Engagement Strategies* tool for determining specific details of your family engagement strategy. To get started, check the strategies you want to discuss with your team.

- Survey parents
- Make home visits
- Provide a parent resources center or table
- Designate staff to interact with parents
- Create take-home family activities
- Plan opportunities for family members to participate in program
- Reduce barriers to family participation (work schedule, culture, child care)

### Step 8: Celebrate and Reflect

How will you end the summer program and give youth opportunities to demonstrate what they have learned? Choose the ideas you want to explore.

- Live presentation (dance, poetry slam, panel discussion, etc.)
- Student portfolios
- Oral reports
- Digital product (website, video, podcast, etc.)
- Art show
- Family event
- Graduation event
- Other: \_\_\_\_\_

Be sure to provide opportunities for students, families, staff and administrators to share their thoughts as they reflect on the program. Use the Y4Y *Student* and *Family Surveys* to help you capture their thoughts.

### Step 9: Assess and Plan for Continuous Improvement

Use the Y4Y *Continuous Improvement Planner* to plan steps for assessing and improving your program. Indicate the strategies you want to discuss with your program team.

- Measuring SMART goals
- Developing a plan for fidelity of implementation
- Conducting classroom observations
- Collecting data
- Employing an independent evaluator
- Using assessment results to improve program design
- Sharing results