



Creating a Summer Learning Program Schedule

A well-planned summer learning program can support students’ academic achievement and the school-year’s student goals. Now that you’ve identified key dates and created a timeline for completing the necessary tasks, you are ready to create your program schedule.

Step 1: Key Questions

Consider the questions below and figure out what each would look like for your program.

Key Questions	Notes
How long will the program day be? How many days per week?	
What are the different grade/age groups? Or, how many classes will there be? You may need to create a separate schedule for each grade/class.	
What is the staff/volunteer-to-student ratio? Who will be assigned to each group/class?	
What are the goals of your program? What activities do you need to include to accomplish them?	
Consider a theme for your program. What themes would appeal to your students and families?	
Based on your needs assessment, what are the needs of your students, and how much time do you need to allot to each academic area?	
What activities will be done during the program day and how will they be delivered? Consider morning group or afternoon group gatherings, transition times, meal times, academic learning, enrichment learning/electives, recreation, field trips.	





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Step 2: Plan Your Program Schedule

Directions: Use the framework below to plan your program’s schedule. Consider the following factors:

- Program goals
- Intentional enrichment and recreation
- Activity delivery
- Time allotted for each academic area
- Field trips
- Morning/afternoon group gathering
- Transition times
- Meals

Time	Monday	Tuesday	Wednesday	Thursday	Friday

