



Summer Planning Timeline

This one-page document outlines key steps to designing a high quality summer program and resources available for support. The timeline includes when you should begin processes such as setting goals, planning curriculum, hiring staff and professional development opportunities and events offered in San Francisco. This summer planning calendar is aligned with the Expanded Learning Collaborative Summer Quality Self-Assessment (QSA) tool and city-wide trainings. Any numbers you see in (parentheses) represent the page number of the Expanded Learning Collaborative [Resource Guide](#) that will support you with the particular topic.

You will find the Summer Quality Self-Assessment tool, including other resources to bring this plan to life, within this website, <http://sfelc.org/publications-and-tools/>. Good luck and thanks for making summer matter!

January – February

- Gather stakeholders' (youth, families, school faculty, CBOs, district leadership) input on their hopes and needs for the summer program (Ch 8, p. 5-16)
- Develop a planning team (Ch 1, p. 13-14)
- Develop and/or review Youth Learning Goals (Ch 6, p. 14-19)
- Assess required resources :
 - Funding – How much, who, MOU/contract (Ch 2, p. 8-9)
 - Enrollment – How many, who, when, needed daily attendance (Ch 1, p. 15-17)
 - Location – Where, cost, requirements, MOU/contract
 - Schedule – Hours, daily, weekly, fieldtrip (Ch 12, p. 12-14)
 - Staffing – How many, who, cost, trainings, meetings, prep (before, during and after program) and direct service hours (Ch 7, p. 8-9)
 - Community Partnerships and Volunteers (Ch 3)
 - Supplies – food, materials, transportation (Ch 2, p. 15-16)
- Create, update and/or find curriculum that connect to Youth Learning Goals, program theme, and culture (Ch 12, p. 12-16 and Ch 6, p. 31-36 and)



March - April

- Finalize curriculum that connects to Youth Learning Goals, program theme, and culture
- March 8th** - [Summer Resource Fair](#)- attend and recruit families to see their child's summer options.
- Begin recruitment for your program through other avenues such as; adding your program on www.sfkids.org or to the [Children's Council Summer Resource Guide](#).
- Hire new staff and/or identify returning summer staff (Ch 7, p. 8-10) and [Staff Core Competencies](#)
- Train new staff and enroll in intensive summer training opportunities
 - March 14th** - Summer Learning Conference in San Francisco, supporting administration and line staff. Click [here](#) to register!
 - March 20th** - [Summer Quality Self-Assessment Tool](#) Workshop. Click [here](#) to register.

May – June

- Train new staff and enroll in intensive summer training opportunities
 - May 9th** - Summer Matters Conference for Line Staff ([Partnership for Children and Youth](#))
- Facilitate in-service staff trainings (Ch 7, p. 10-15)
- Summer program begins (most often the first two weeks of June)
- Weekly check-in meetings with staff
- June 20th** - [Summer Learning Day](#), a national advocacy day designed to promote awareness of the importance of summer learning for youth across the country.

July – September

- Assess and debrief the overall quality of the summer program using the [Summer Quality Self-Assessment Tool](#). Evaluate:
 - Progress of youth learning goals and include input from stakeholders such as staff, youth, and parents.
 - Program administration and finance for following summer. What went well and what needs improvements?