1. **DAILY SCHEDULE**
	1. **Schedule**: Please attach your daily schedule with your work plan submission.
	2. **Opening Activities**: (75 words or less) Please detail your opening activities.
	3. **Academic Instruction**: Please confirm your site is delivering **[agreed upon academic requirement, i.e. number of hours, subjects, etc.]**
	4. **Transitions**: (250 words or less) Have you built in time for transitions (including bathroom breaks, snack breaks) in your program day? Please briefly describe how you will ensure academic requirements will be met if transition times interfere or unexpected delays occur.
	5. **Enrichment Activities**: (75 words or less) Briefly describe your plans for enrichment activities.
	6. **Special Events**: (75 words or less) Briefly detail any special events and/or field trips you have planned for this summer.
	7. **Lunches**: Please indicate the source of your student lunches.
	8. **Planning Time**: Please describe the time you have devoted in your schedule for teacher/staff joint planning/ meeting time (before, during, or after program day).
2. **PROGRAM CONTENT**
	1. **Academic Plan:** (300 words or less) Please detail your plan to deliver academic instruction over summer. Please address the following:
		1. Describe the curricula your site is using
		2. Describe the role of paraprofessionals & non-profit staff in the delivery of academics
		3. Describe how you will monitor the implementation of curricula to ensure quality
	2. **Integration:** (250 words or less) Describe strategies your site will implement to tie together academic and enrichment blocks.
	3. **Health & Wellness:** (250 words or less) How will your site promote student physical activity?
	4. **Coaching:** Please describe how your site will utilize coaching this summer (if applicable).
3. **STUDENT RETENTION**
	1. **Attendance:** What best practices will your site implement to maintain high attendance during summer? Please list three strategies and briefly detail.
	2. **Day 1:** (250 words or less) What are your site’s plans to ensure that each student that attends on Day 1 has a friend, and each student who is absent is contacted? These are national best practices for attendance and retention.
	3. **Attendance Policy:** (250 words or less) What is your site’s attendance policy (including procedures for admitting wait listed students)? Please address the following questions:
		1. How does your site determine admitted v. wait listed students?
		2. What is the threshold (# of days absent, etc.) for an admitted student’s seat to become available?
		3. Who will communicate available seat to wait listed student and family?
		4. How will you ensure newly admitted students (off the wait list) become acclimated to academic and enrichment activities?
	4. **Family Engagement Strategy:** (250 words or less) Please detail your partnership’s strategy to engage parents/guardians during and at the end of the summer program.
	5. **Transportation:** Please detail your plans for student transportation.
4. **PLANNING**
	1. **Planning: (300 words or less)** Please detail your site’s plans for pre-summer planning (including on-site planning) with all teachers/staff. Include: date(s), times, content to be covered, and agenda.
	2. **Policies:** Detail how you will communicate roles & responsibilities and student discipline policy to staff.
	3. **Professional Development:** Please detail any additional professional development your site is providing to teachers and/or staff.