APPENDIX D: Schedule of Operations

SCHOOL SERVED: _____

Directions: Complete a typical Schedule of Operations form for both school year and summer. Programs serving elementary students afterschool must operate a minimum of: 15 hours per week, 5 days per week, 32 weeks per year. Programs serving middle and high school students afterschool must operate a minimum of: 10 hours per week, 5 days per week, 32 weeks per year. Summer programs for all grade levels must operate for a minimum of (beginning 2nd year of grant cycle): 4hours per day, 5 days per week, and 4 weeks per year.

SCHOOL YEAR:

Typical Daily Schedule (chronologically listed)

Timeframe/Length	Activity	Description	M	Tu	W	Th	F	Sa	Su
Example: *3:00pm - 4:00pm*	*Academic Assistance*	*Literacy, STEM, ELL, homework club, and tutoring*	X	X	X	X	X		

SUMMER:

Typical Daily Schedule (chronologically listed)

Timeframe/Length	Activity	Description	M	Tu	W	Th	F	Sa	Su