## **SUMMER PLANNING GUIDE**

These questions may be used for planning alternative programs such as summer learning [or summer instruction] and before- and after-school programs.



Determine the Budget	☑ What are the available funding sources?
	☑ How much funding is available?
Set the Duration	☑ How many days, weeks?
	☑ How many hours each day?
Identify Target Groups of Students	☑ Which students will be served?
Identify Staffing	✓ How many staff members are needed?
	✓ Are specialists needed?
Plan Academic and Enrichment Activities	☑ Which subject areas will be the focus?
	☐ How much time will be spent on each activity?
	☐ How can we individualize instruction for each student?
	☐ How will students be assessed?
	☑ What curriculum resources will be used?
	☑ What technology will be incorporated?
	☑ What enrichment activities will be included?
Family Outreach	☐ How can we enlist home and/or family involvement?
	☑ What resources can we provide to boost involvement?
Measuring Success	☑ How will we measure success?

For more information, visit the RAND Summer Learning Series at https://www.rand.org/content/dam/rand/pubs/research\_reports/RR300/RR366/RAND\_RR366.pdf

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