Timeline

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| August /September |
| * Organize office, take inventory of all supplies, store/purge supplies |
| * Schedule debrief meeting |
| * Send surveys to families, instructors and staff |
| October |
| * Reconcile budget for previous fiscal year * Determine operating budget for November - October * Determine next summer’s dates and deadlines * Start setting up summer classes in RschoolToday (online catalog and registration system) |
| November/December |
| * Send email to previous instructors and aides, ask if they will return next summer |
| * Build room reservations into 25Live (college’s room online reservation system) |
| January |
| * Recruit new hires   + Post jobs at local schools, recruit faculty/students, attend camp job fairs |
| * Finalize course catalog   + (revise titles and descriptions, add new classes and drop low performing classes) |
| * Check with HR for any updated HR paperwork that needs to be changed or added to hiring packet |
| * Choose 2 family orientation dates usually one in May and one in June; one June date for San Ramon campus |
| February |
| * Update scholarship letter and choose deadline date end of March to turn in scholarships |
| * Scholarship information goes out through Constant Contact & posted on website |
| * Update DVC College for Kids website with dates, updated info, etc. |
| * Website goes live with brochure |
| * Email families ‘save the dates’ using Constant Contact and include link to brochure |
| March   * Complete RTPs (rehire forms) for returning and new teachers/aides/staff (HR) |
| * Work on logistics of parent orientations |
| * Review scholarship applications and award notices emailed by the end of the month |
| * Mail printed brochure |
| * Email ‘registration date’ using Constant Contact |
| * Restock general supplies (create sign-out and sign-in supply sheet) |
| April |
| * REGISTRATION BEGINS April 9, 2019 |
| * Book classrooms in 25live |
| * Instructors supplies are requested to order |
| * Monitor orientation enrollment |
| * Ask instructors for lessons and worksheets for copying |
| * Contact IT to submit software installation requests |
| * Schedule aides for new family orientations |
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| May |
| * Send Instructors Agreements |
| * Teacher’s supply requests due on \_\_\_\_\_\_\_\_\_\_ |
| * Deadline for instructors to submit copying requests on \_\_\_\_\_\_\_\_ |
| * Update new family orientation PowerPoint presentation |
| * 1st new family orientation May 18, 2019 |
| * Prepare for instructor and staff orientation scheduled the day before summer starts on June 17, 2019 |
| * Organize and assemble bags/boxes with instructors supplies |
| June |
| * Email families important information (parking passes, basecamp location, etc.) * Make and post signs/maps for College For Kids |
| * 2nd new family orientations scheduled on June 8, 2019 (both campuses) |
| * Orientation for Teachers and Aides on June 17th, 2019 |
| * Set up Basecamp, print maps and room schedules * Summer session 1 begins June 18th and ends July 3, 2019 (no classes July 4th) |
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| July |
| * Ongoing registration for session II |
| * Session II starts July 9, 2019 and ends July 25, 2019 * Schedule end-of-summer party for staff |
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