Timeline

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| August /September  |
| * Organize office, take inventory of all supplies, store/purge supplies
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| * Schedule debrief meeting
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| * Send surveys to families, instructors and staff
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| 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
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| * Build room reservations into 25Live (college’s room online reservation system)
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| 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
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| * Choose 2 family orientation dates usually one in May and one in June; one June date for San Ramon campus
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| February |
| * Update scholarship letter and choose deadline date end of March to turn in scholarships
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| * Scholarship information goes out through Constant Contact & posted on website
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| * Update DVC College for Kids website with dates, updated info, etc.
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| * Website goes live with brochure
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| * Email families ‘save the dates’ using Constant Contact and include link to brochure
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| March* Complete RTPs (rehire forms) for returning and new teachers/aides/staff (HR)
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| * Work on logistics of parent orientations
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| * Review scholarship applications and award notices emailed by the end of the month
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| * Mail printed brochure
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| * Email ‘registration date’ using Constant Contact
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| * Restock general supplies (create sign-out and sign-in supply sheet)
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| April |
| * REGISTRATION BEGINS April 9, 2019
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| * Book classrooms in 25live
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| * Instructors supplies are requested to order
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| * Monitor orientation enrollment
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| * Ask instructors for lessons and worksheets for copying
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| * Contact IT to submit software installation requests
 |
| * Schedule aides for new family orientations
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| May |
| * Send Instructors Agreements
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| * Teacher’s supply requests due on \_\_\_\_\_\_\_\_\_\_
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| * Deadline for instructors to submit copying requests on \_\_\_\_\_\_\_\_
 |
| * Update new family orientation PowerPoint presentation
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| * 1st new family orientation May 18, 2019
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| * Prepare for instructor and staff orientation scheduled the day before summer starts on June 17, 2019
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| * Organize and assemble bags/boxes with instructors supplies
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| June |
| * Email families important information (parking passes, basecamp location, etc.)
* Make and post signs/maps for College For Kids
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| * 2nd new family orientations scheduled on June 8, 2019 (both campuses)
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| * Orientation for Teachers and Aides on June 17th, 2019
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| * 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
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| * Session II starts July 9, 2019 and ends July 25, 2019
* Schedule end-of-summer party for staff
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