

STRUCTURE

Planning for the Day



Afterschool programming can be taxing at times but creating a thoughtful plan is essential to ensure the day is successful for both the youth and staff. The following tips and strategies can guide you through the planning process. Whether it be full days of program or various breaks, these tips can help you keep youth energized in activities and learning throughout the day.



- Planning and scheduling allows predictable activities and routine for youth and staff, which is a key to managing behavior expectations.
- Schedules should account for all time from the opening time of the program until closing.
- Schedules should include times for learning components, activities, meals and snack, transitions, clean-up, and rest time. Transitions should be planned out to eliminate wait time and to act as a progression between activities for youth.
- Procedures allow staff and children to enact rules and policies. Example: Everyone will wash their hands often. (rule) How, Where, When? (procedures).

Virtual Field Trips:

Field trips are a staple of afterschool experiences for youth, and with concerns about social distancing, group size, and limited availability of venues, it may be time to consider virtual field trips in order to broaden the overall experience for youth this summer.

Several destinations are now offering virtual experiences such as guided tours, interactive online exhibits, and activities.

- Contact museums, national, state, and county parks, and local businesses directly to see what they may have available.
- Consider creative opportunities with partners that may be mutually beneficial, such as:
 - Partnering with virtual content providers to fill program gaps in specialized areas such as art, music, or prevention where you may have had in-person demonstrations in the past.
 - Offer to be a pilot program for an institution that may be prepping for the fall and is looking to try out new strategies in online learning and content delivery.

RESOURCES

Routines and Transitions:

National Afterschool Association (naaweb.org)

- Planning Tips to Make the Most of Your Full Day Program
- Tips for Transitioning with Kids
- Easy Group Management

Lesson Planning:

The Afterschool Guide to Homework Systems (naaweb.org/my-resources/program-resources)

- Guide to homework practices

That Afterschool Life (thatafterschoollife.com)

- How to Create an Afterschool Lesson Plan

National Center for Community Schools (nccs.org)

- Afterschool Curriculum Planning Resource Toolkit

Activities

- **The Afterschool Guide for Creating Outstanding Team-Building Games (naaweb.org/my-resources/program-resources)** A new school year is a great time for team building games! NAA's Afterschool Guide includes icebreakers and teambuilding activities for both youth and staff.
- **UAN Activity Database:** A collection of activities and curriculums for both in-person and virtual programs



Found in the Quality Tool

www.utahafterschool.org/quality

The following indicators in the Quality Self-Assessment Tool support staff recruiting and retention

Learn New Skills:

A-1. Youth are actively engaged in learning activities that promote critical/creative thinking skills and build on individual interests/strengths

A-2. Academic supports/interventions are aligned with school-day curricula and address student learning needs

B-1. Program offers a variety of life skill activities and needs-based support that promote personal growth and responsible behaviors toward self and others

C-1. Program provides a variety of opportunities that enhance personal growth and development