

Monday, June 6th, 2022

Staff Schedule			
Hours	Staff	Activity	Cleaning
Off	Jeramey	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floor
7:30a - 3:30p	Zach	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floors after meals and before end of shift.
8:30a - 4:30p	Cale	Morning Prep / Programs	Wipe Surfaces/Sweep Floors before end of shift.
9:00a—5:30p	Lindy	Morning Prep / Programs	Wipe Surfaces before end of shift.
9:00a—5:00p	Emily	Workforce and Float	

Morning Schedule	
Time	Activity
7:30 - 9:00 AM	Structured Free Time Wake Up Activities
8:00 - 8:30 AM	Breakfast / Staff Cleaning
9:05 - 9:15 AM	Announcements
9:15 - 12:00 PM	Morning Programs

Afternoon Schedule	
Time	Activity
12:00 - 1:00 PM	Lunch / Free time
1:00 - 3:00 PM	Afternoon Programs
3:00 - 3:30 PM	Snack / Free time
3:30 - 5:30 PM	Structured Free Time

Reminders	
Staff Prep	Staff Announcements
Have the following: <ul style="list-style-type: none"> • Clipboard • Daily Schedule • Activity Sheets • Behavior Forms • Radio • Name Badge 	<ul style="list-style-type: none"> • Ensure we have our radios on us and are giving confirmation to front desk when a youth is being picked up. • Ensure we are properly cleaning all rooms being utilized. All staff help clean. • Remind youth of expectations every day. • LET'S HAVE FUN!

Tuesday, June 7th, 2022

Staff Schedule			
Hours	Staff	Activity	Cleaning
Off	Jeramey	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floor
7:30a - 3:30p	Zach	Afternoon Prep / Activities	Wipe Surfaces/Sweep Floors after meals and before end of shift.
8:30a - 4:30p	Cale	Morning Prep / Activities	Wipe Surfaces/Sweep Floors before
9:00a—5:30p	Lindy	Morning Prep / Programs	Wipe Surfaces before end of shift.
9:00a—5:00p	Emily	Workforce and Float	

Morning Schedule	
Time	Activity
7:30 - 9:00 AM	Structured Free Time Wake Up Activities
8:00 - 8:30 AM	Breakfast / Staff Cleaning
9:05 - 9:15 AM	Announcements
9:15 - 12:00 PM	Morning Programs

Afternoon Schedule	
Time	Activity
12:00 - 1:00 PM	Lunch / Free time
1:00 - 3:00 PM	Afternoon Programs
3:00 - 3:30 PM	Snack / Free time
3:30 - 5:30 PM	Structured Free Time

Reminders	
Staff Prep	Staff Announcements
Have the following: <ul style="list-style-type: none"> • Clipboard • Daily Schedule • Activity Sheets • Behavior Forms • Radio • Name Badge 	<ul style="list-style-type: none"> • Ensure we have our radios on us and are giving confirmation to front desk when a youth is being picked up. • Ensure we are properly cleaning all rooms being utilized. All staff help clean. • Remind youth of expectations every day. • LET'S HAVE FUN!

Wednesday June 8th, 2022

Staff Schedule

Hours	Staff	Activity	Cleaning
8:30a—5:30p	Jeramey	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floors
7:30a - 3:30p	Zach	Afternoon Prep / Activities	Wipe Surfaces/Sweep Floors after meals and before end of shift.
8:30a - 4:30p	Cale	Morning Prep / Activities	Wipe Surfaces/Sweep Floors before end of shift.
8:00a - 3:00p	Lindy	Morning Prep / Programs	Wipe Surfaces before end of shift.
9:00a—5:00p	Emily	Workforce and Float	

Morning Schedule

Time	Activity
7:30 - 9:00 AM	Structured Free Time Wake Up Activities
8:00 - 8:30 AM	Breakfast / Staff Cleaning
9:05 - 9:15 AM	Announcements
9:15 - 12:00 PM	Morning Programs

Afternoon Schedule

Time	Activity
12:00 - 1:00 PM	Lunch / Free time
1:00 - 3:00 PM	Afternoon Programs
3:00 - 3:30 PM	Snack / Free time
3:30 - 5:30 PM	Structured Free Time

Reminders

Staff Prep	Staff Announcements
Have the following: <ul style="list-style-type: none"> • Clipboard • Daily Schedule • Activity Sheets • Behavior Forms • Radio • Name Badge 	<ul style="list-style-type: none"> • Ensure we have our radios on us and are giving confirmation to front desk when a youth is being picked up. • Ensure we are properly cleaning all rooms being utilized. All staff help clean. • Remind youth of expectations every day. • LET'S HAVE FUN!

Thursday June 9th, 2022

Staff Schedule

Hours	Staff	Activity	Cleaning
10:00a—5:30p	Jeramey	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floor
7:30a - 3:30p	Zach	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floors after meals and before end of shift.
8:30a - 4:30p	Cale	Morning Prep / Programs	Wipe Surfaces/Sweep Floors before end of shift.
7:30a - 3:30p	Lindy	Morning Prep / Programs	Wipe Surfaces before end of shift.
9:00a—5:00p	Emily	Workforce and Float	

Morning Schedule

Time	Activity
7:30 - 9:00 AM	Structured Free Time Wake Up Activities
8:00 - 8:30 AM	Breakfast / Staff Cleaning
9:05 - 9:15 AM	Announcements
9:15 - 12:00 PM	Morning Programs

Afternoon Schedule

Time	Activity
12:00 - 1:00 PM	Lunch / Free time
1:00 - 3:00 PM	Afternoon Programs
3:00 - 3:30 PM	Snack / Free time
3:30 - 5:30 PM	Structured Free Time

Reminders

Staff Prep	Staff Announcements
Have the following: <ul style="list-style-type: none"> • Clipboard • Daily Schedule • Activity Sheets • Behavior Forms • Radio • Name Badge 	<ul style="list-style-type: none"> • Ensure we have our radios on us and are giving confirmation to front desk when a youth is being picked up. • Ensure we are properly cleaning all rooms being utilized. All staff help clean. • Remind youth of expectations every day. • LET'S HAVE FUN!

Friday June 10th, 2022

Staff Schedule

Hours	Staff	Activity	Cleaning
10:00a - 5:30p	Jeramey	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floors
7:30a - 3:30p	Zach	Afternoon Prep / Programs	Wipe Surfaces/Sweep Floors after meals and before end of shift.
8:30a - 4:30p	Cale	Morning Prep / Programs	Wipe Surfaces/Sweep Floors before
7:30a - 3:30p	Lindy	Morning Prep / Programs	Wipe Surfaces before end of shift.
9:00a—5:00p	Emily	Workforce and Float	

Morning Schedule

Time	Activity
7:30 - 9:00 AM	Structured Free Time Wake Up Activities
8:00 - 8:30 AM	Breakfast / Staff Cleaning
9:05 - 9:15 AM	Announcements
9:15 - 12:00 PM	Morning Programs

Afternoon Schedule

Time	Activity
12:00 - 1:00 PM	Lunch / Free time
1:00 - 4:00 PM	Movie— Ice Cream
3:00 - 3:30 PM	Snack / Free time
4:00—5:30 PM	Staff Challenges Structured Free Time

Reminders

Staff Prep	Staff Announcements
Have the following: <ul style="list-style-type: none"> • Clipboard • Daily Schedule • Activity Sheets • Behavior Forms • Radio • Name Badge 	<ul style="list-style-type: none"> • Check the Weekly Plan binder and the Daily Plan binder for individual assignments and descriptions of program/activity expectations. • Ensure we have our radios on us and are giving confirmation to front desk when a youth is being picked up. • Ensure we are properly cleaning all rooms being utilized. All staff help clean. • Remind youth of expectations every day. • LET'S HAVE FUN!