

Summer Achievers Site Launch Checklist

June 15, 17, 18	Action Item	Completed?
Making Space FUN & Welcoming	Decorate your OST spaces: (1) Program theme (ie. Olympics), (2) welcoming signs for students and families	
Positive Behavior Expectations for Students	Posters to inform students of the positive behaviors expected are displayed in each OST space being used (Providers can use their own positive behavior expectation language or use the PBIS language from the home/host school site) (i.e., Be Kind, Be Respectful, be Responsible).	
	A plan to address student behavioral concerns is developed, and staff have been trained on this plan.	
Making Arrival Procedures Clear for Students and Families	Colorful signs are posted to the OST provider's assigned entrance door for summer programming. The sign should read "[Name of OST Provider] Summer Achievers Program, Student Entrance. Student Drop Off 8:00 - 8:30am. Pick Up 4:30 - 5:00pm. With questions, call [site director name] at [site director phone]." Additional signs at other school building entrances directing families to the correct entrance.	
	Clearly marked designated space for student sign-ins and where late arrivals can sign-in.	
	OST staff members are assigned to specific duties to support arrival, dismissal and hallway monitoring (including supporting late arrivals and early pick-ups), including any additional support needed to support Day 1 and Week 1 of programming. OST staff schedules maintain adult to child ratios during the enrichment programming time.	
Preparing Academic Space	Signs are posted for each academic classroom with the names of the SDP classroom teacher & OST staff support person, to help students easily identify their assigned classroom.	
	Fun and welcoming signs are posted by each academic classroom.	
	Classroom student roster posted outside of each academic classroom.	
Prepping for Enrichment	All enrichment supplies needed for Week 1 are on-site and organized for easy access for staff to implement scheduled enrichment activities.	
	All OST staff know where enrichment supplies for each activity are located and are trained in leading activities.	
Family Communication	All enrolled families have received a reminder (text, call, or email) about summer programming starting on June 24 th at 8:30am, with arrival between 8:00-8:30am. Use these days to collect any remaining required OST forms from families.	
Daily Attendance	Processes are in place to track student attendance, share attendance concerns with SDP team and OST Site Director, and enter attendance in Cityspan.	
OST Documents	Site Director has a central folder on-site with all key program info: rosters, student emergency contact info, SDP site plans, and other critical information.	

June 18th	Action Item	Completed?
Onboarding SDP Staff	The OST Site Director provides all site-level Summer Achievers SDP Teachers and Lead Point Staff an on-site program orientation. This will be 45-60 minutes and include all of the required elements outlined in the Summer Achievers 2026 Program Orientation Guidance found here: https://philaocfost.phmc.org/provider-resources/	
	SDP and OST staff discuss plans, expectations, and resources for Daily Morning Community Meetings, including where they will occur (classroom or cafeteria), when, and for how long (15, 20 or 30 minutes).	
	Complete a team building (icebreaker) activity with all site-level OST and SDP staff (add link to examples here).	
	Review and confirm student rosters and classroom assignments by grade band. Student's unique physical and behavioral health needs should be included here: i.e, food allergies, asthma, behavioral needs)	
SDP & OST Co-Planning Time	OST Site Director and SDP Lead Point Person meet and discuss: (1) Strategies to integrate OST theme into Academics, (2) Preferred methods to communicate issues and resolve conflicts, (3) Staff contact info (preferably cell phone #s), and (4) Any other co-planning items.	
	OST Site Director and SDP Lead Point Person develop a plan to welcome students on Day 1 of program (ie. a clapping parade outside of school with both OST and SDP staff), and share with all site level staff.	
	Summer Achievers Teacher and their Assigned OST Staff person meet and discuss: (1) Effective ways OST staff can support the teacher during the academic instruction time, (2) Students on their roster to identify needs and effective strategies, (3) Ways OST Program Theme can be integrated into academic instruction time, (4) Build relationship.	
	All SDP and OST Staff are informed and clear on their roles and responsibilities for Day 1 (June 24 th), including additional staff needed to support arrivals, breakfast, transitions, hallway monitoring, etc.	
	All SDP and OST Staff are informed of procedures and resources available to support/address student emotional regulation needs and behavioral challenges.	
SDP Academic Prep Time	SDP teachers have the time they need to set up their classrooms (3 hours).	
OST Enrichment Prep	OST staff have the time they need to set up their enrichment areas and activities; Post daily/weekly program schedule in each classroom to keep students informed.	
Confirm Arrival/Dismissal Procedures	Ensure ALL site-level SDP and OST Staff are aware of program hours, schedules, arrival and dismissal times/entrances and procedures - including Building Engineers, School Safety Officers and IBHS Providers.	
Meals	Confirm with SDP meals provider to confirm # breakfast/lunches and timing for delivery of meals.	

June 22 DAY ONE!	Action Item	Completed?
Prep	All SDP and OST Staff have paper copies of their most up to date academic classroom and/or enrichment rosters.	
	All OST Staff are wearing colorful t-shirts to easily identify them as Summer Achievers staff. OST Providers should consider giving SDP staff same t-shirts to wear, which would be optional for district staff.	
	Arrival signage with contact phone number is secured on school building doors.	
	A designated sign-in area is prepped with sign-in sheets and pens, and a staff person to oversee.	
	OST Staff are assigned to prep for breakfast (ensure meals have arrived, sort by classroom if breakfast is in the classroom, or by grade band if at cafeteria tables, with signs for each grade band at tables).	
Student Arrival	All available OST and SDP staff are outside and greeting students as they arrive on Day 1 (ie. a clapping parade with welcoming signs, staff greeting students with cheers and high 5's).	
	All Staff have a complete student roster list to help connect and direct students to the appropriate classroom/teacher.	
	OST Staff are assigned to help organize students by grade band and teacher assignment, with colorful signs marking the grade band and designated places for students to line up by grade band.	
	At least one OST staff person is assigned as point person for any issues with families.	
	At least one OST staff person is assigned at the main entrance to wait for any late arriving students and to escort them to breakfast and their assigned classroom.	
Breakfast/ Lunch	If meals will be in the cafeteria, students are seated by classroom assignment (with a classroom sign for each table); OST staff assigned to each table reviews schedule of activities with students and positive behavior expectations.	
	If breakfast will be in the classroom, students will be eating during the daily morning community meeting, so review program schedule for the day before the daily morning community meeting.	
	Prepare a back up plan in the event there are not enough breakfasts/lunches available for the number of students who attend on Day 1 (granola bars, small boxes of cereal, juice boxes, etc.).	
	At least one OST staff person is assigned to ensure late arriving students are provided breakfast/lunch	
Daily Morning Community Meeting	Establish norms, or community agreements, for the morning community meetings for students (what they are, why they do them, how they should engage in them) AND for positive behavior expectations throughout the program (i.e., be kind, be respectful, be responsible).	
Academic Time	OST staff assigned to a classroom provide support to students in the classroom as their assigned teacher has requested: bathroom/water breaks, emotional regulation needs and redirecting students, asking students if they need support, encouraging students. OST Staff role is to help make sure all students feel Safe, Welcome, Seen, Recognized, and Supported.	
	OST Staff assigned to Academic classroom connect with their SDP Teacher to discuss student needs and effective strategies; ideas on ways to integrate OST program theme into morning academics; any Day 1 issues to resolve.	
Enrichment Time	Each OST Staff has a student roster for their assigned students to lead during enrichment program time (this list should be modified, as needed, from morning academic classroom roster to ensure 1:12 or 1:15 adult-child required OCF ratios).	

Hallway Monitoring & Transitions	Ensure adequate OST staff are available as hallway monitors to help students transition to breakfast, classroom, lunch, bathrooms, enrichment activities, to maintain safety and reinforce expectations, etc.	
	Ensure all hallway monitors and floaters have full classroom rosters and are equipped to direct students to their assigned classroom and afternoon enrichment space.	
Attendance & Maintaining Rosters	<p>OST provider must enter daily attendance information into Cityspan each day.</p> <ul style="list-style-type: none"> • By 10 a.m., the OST provider must capture the attendance status of all youth that have signed in by the start of the academic program portion of the program. • By 8 p.m. that same day, OST providers must update Cityspan to capture any late arrivals. 	
	On Day 1, if an enrolled student does not attend and the family has not previously informed the provider of their scheduled absence for Day 1, the provider should contact that family and: (1) Remind the parent about their child’s participation in the Summer Achievers program/dates/hours, (2) Seek to understand why the child wasn’t present and help resolve any barriers to attendance,(3) Remind the parent about attendance expectations and why positive attendance is important/helpful to achieving positive outcomes in school for their child, and (4) Remove the child from the roster if the family indicates they are no longer interested in attending.	
	Contact families of students who were absent. If they confirm that they will no longer be attending, use the waitlist to begin outreach to students in the appropriate grade band.	
	Have adequate OST staff on hand, as needed, to help contact families of absent students to remind them about programming, encourage attendance, and help resolve any barriers to attendance.	
Dismissal	Have names of approved adults permitted to pick up listed on each student roster, so OST staff can ensure students are going home with the correct, and approved, adult caregivers.	
	Have designated places for each student group to walk to and wait during dismissal time, along with their assigned OST Group Leader, based on grade/age levels.	
	Have additional staff outside to help direct families to their child’s designated pick-up location at the school.	
	Ensure OST Staff have Sign-Out sheets for each student group and follow OCF guidelines: All children and/or their parents and/or caregivers must sign themselves/their children out each day with their full name and time of dismissal. Staff may not sign out on behalf of children or their parents or caregivers.	
	Ensure staff are available to manage any late family pick-ups.	
	Staff are trained on procedures for managing/responding to late pick ups.	
WEEK ONE Attendance & Maintaining Rosters	Each day that an enrolled student does not attend, OST provider will contact families to explain attendance policies, identify any barriers to attendance, and help resolve those barriers. By the end of Week 1, if a family has been unresponsive to provider outreach efforts and the child remains absent, disenroll this student and invite a family off of the waitlist to join. Be sure to align any open slots with grade bands to ensure academic classrooms do not exceed 20 students.	