APPENDIX B: Schedule of Operation - SAMPLE

SCHOOL(S) SERVED: ABC School

Directions: Complete a typical Schedule of Operation form for each proposed site. If the schedule is the same for each site you may use one form to include all sites.

SCHOOL YEAR:

Activity	Time of Day	Where? By Whom?	M	T	W	TH	F	SA	SU
Snacks and Attendance	**3:30-3:45**	**MP Room Coordinators**	**X**	**X**	**X**	**X**	**X**		
Academic Supports	**3:45-4:30**	**Classrooms Teachers**	**X**	**X**	**X**	**X**	**X**		
Recreation/PA	**4:30-5:15**	**Gym Partners**		**X**		**X**			
Enrichment	**4:30-5:15**	**Classrooms Staff**	**X**		**X**		**X**		
Transportation home	**5:15**	**Staff**	**X**	**X**	**X**	**X**	**X**		