**Summer Program Overview**

**2012**

Dates – Summer program will be held five weeks, beginning June 18th and ending July 27th. **The program will not be held the first week of July.** The program will be open Monday – Friday, 8:30 – 12:30. Breakfast and lunch will be provided at each site. Students will have the opportunity to be transported to Boys & Girls Club for those families that want their children in an all-day program.

Each school will:

1. Be open the entire program.
2. Actively recruit to have a minimum daily attendance of 60 students. Attendance under this number may result in the program being closed. Teacher to student ratio will be 18:1. If the ratio falls below this, a reduction in staff will be made.
3. Be open to all current K-4th grade students. Additional targeted recruiting is encouraged.
4. Provide a fun, academic atmosphere that addresses both reading and math.
5. Adopt a country that is participating in the summer Olympics and coordinate and implement fun activities that teach the culture of that country.
6. Have one consistent lead teacher for the entirety of the summer program.
7. Have the lead teacher and FRC Coordinator attend all district planning meetings.
8. Agree to work with Kenton County Library’s summer reading program.

**Role of the Family Resource Center Coordinator**

* Assist with planning of daily activities.
* Lead recruitment efforts with lead teacher to have an average daily attendance of 60 students.
* Organize and track registration forms.
* Track attendance on Learning Partner Dashboard excel sheet.
* Assist with hiring of youth workers.
* Attend all planning meetings.
* Be present for afternoon drop-off of Boys and Girls Club attendees.

**Role of Lead Teacher**

* Lead planning for the summer program at his/her school.
* Assist with recruitment.
* Work with Family Resource Center in recruitment efforts.
* Work with teachers to plan a fun reading and math curriculum for the summer program.
* Collect weekly timesheets.
* Assist with hiring youth workers.
* Supervise teachers and youth workers.
* Conduct mid-summer evaluations with youth workers.
* Be the point person for all student discipline issues.
* Attend all planning meetings

**Timeline**

March 2nd – Schools formally commit to summer program.

March 9th – Lead teacher is identified.

March 14th – Planning meeting – 3:30 – 4:30

March 28th – Planning meeting – 3:30 – 4:30

April 18th – Planning meeting – 3:30 – 4:30

April 30th – Recruitment begins

May 16th – Final planning meeting – 3:30 – 4:30

**Proposed Budget**

It is proposed that Covington Independent Public Schools enter into an agreement with the City of Covington to cover $69,000 of the summer program expenses, including salaries, supplies and fieldtrips.

It is proposed that Covington Independent Public Schools cover remaining expenses and transportation costs not to exceed $20,000.