

Science Matters Summer Enrichment Academy

Timing	Description	Assigned to	Due by	OIX
Logistics Rooms/Website	Determine dates for next summer			0
	Book Parker rooms (if applicable - #352, 354. 356)			0
	Complete AU event registration			0
	Order bags			0
	Begin work on t-shirt design			0
	Order shirts for students/staff			0
	Inventory and order (if needed) weekly student name tags and folders			0
	Confirm staff parking with Don Andrea and request summer parking			0
	Update scholarship app but do not post - send out at individual request			0
	Remove old information from website.			0
	Leave 'general' SM info on website - post 2018 reg dates when			0
	Turn reg link 'on' on established day/time			0
	Update on-line registration process and details; create reg database			0
	Update "paper registration forms that will be sent following on-line reg			0
	Post course descriptions (can be up prior to reg opening)			0
	Update/post program details			0
Update/post FAQ			0	
Instructors/Room Directors/Counselors	If possible, host summer wrap-up meeting with previous year instructors to assess summer successes, future suggestions, etc. If meeting is not possible, communicate via email for thoughts. Send thank you for past			0
	Using list of previous instructors and room directors, create list of potential 2018 instructors			0
	Email all possible instructors with early Jan meeting date to: discuss summer dates; possible course topics; instructor commitments by week; due date for description overview			0
	Create course titles/descriptions based on instructor details and seek approval from teacher once written			0
	Hire all instructors, Room Directors, and Counselors, both FT			0
	Between TES, PSC, or student employees, set staff up accordingly to ensure payment			0
	All staff - complete annual MOC training (annual) and background checks (every 3 years) as applicable			0
	Schedule 1-2 moving days with FT and summer staff			0
	Schedule May meeting to discuss class specifics (supply budget, class rosters, field trips, etc.)			0
	Address allergies with upcoming students			0
Schedule both FT and PT staff (primarily counselors) according to schedule. Ensure hours are tracked for proper pay			0	
Marketing	Update annual Science Matters ad			0
	Send print ad to OCM for approval			0
	Contact Auburn-Opelika parents mag for publication dates			0
	Promote dates/course topics for camp through office newsletter			0
	Submit blurb for AU Daily (if applicable based on availability)			0
	Determine room themes and decorate accordingly. Purchase supplies as			0
	Check all supply carts and order as needed. Ensure well-stocked supply of: scissors, glue (liquid and stick), markers, pencils, crayons, construction and regular paper, tape, colored pencils, stickers, pencil sharpeners, chalk, etc.			0
	Order wall/table paper as needed: Oriental Trading Company			0
	Schedule 1-2 moving days with FT and summer staff			0
	1s/2nd grade room: from Dean Rd, bring over tables/chairs, easels, and ABC rug for room. Mark (caution tape) and remove all excess AU chairs			0

Classroom Set-up	1st/2nd grade room: from Dean Rd/5th floor. stock room with supplies for centers: puzzles, hexbugs, match box cars, blocks, kinex, etc.			0
	1st/2nd grade room: order popsicle people and create behavior boards			0
	3rd/4th grade room: order chairs from facilities as needed for summer			0
	Additional supplies for each room include: trash cans, safety goggles, swiffer (with pads and cleaner), tissues, chlorox wipes, paper towels, hand sanitizer, glue guns, first aid kits			0
	Order trash can liners			0
	Check status of functional/available vacuum cleaner			0
	Check quantity and useability of recess equipment; order replacements as needed			0
	Check quantity of prize boxes - restock as needed			0
	Identify area for daily lunch boxes			0
	Prepare emergency contact/medical situation binder for each class			0
	Prepare emergency procedure manual for each class			0
	Create door signs with each weekly topic/grade			0
	Create weekly shopping list for supplies requested by teachers			0
	Create weekly snack/drink list and purchase as needed from Sams/WalMart. Be aware of allergies and purchase accordingly. Snacks can be set in common location along with drink station - water and			0
	Snack purchases need to include cups and spoons - lots'			0
Lunch order forms - leave supply in rooms for quick reference			0	
Participating Students/Parent Info	Set-up registration notebooks: Class selection/payment binder, medical binder (allergies and emergency contact); legal binder (code of conduct),			0
	For students carrying Epi-pens; send extra Medical form to be signed by physician and returned			0
	7-10 days prior, send parents email with Monday check-in and parking details: parking pass, etc.			0
	Weekly: print participant name tags - 4 copies (1 for folder, 3 for students)			0
	Weekly: Label folders - place at assigned seats each Friday (in prep for			0
	Weekly: Print pick-up passes for each student (2 copies per student per			0
	Weekly: Print payment receipts - give to parents on their first Monday			0
	Weekly: Create check-in sheet/class roster/role sheet for staff to use - daily attendance, missing forms/signatures, emergency # for parent, etc. One			0
	Weekly: Print extra copies of parking maps for parents			0
	Weekly: Print 'teaser' with social media tags to encourage parents to follow			0
	Weekly: Print extra copies of Program details for parents to pick up as			0
	Weekly: Pull t-shirts by size - one shirt per summer			0
	Weekly: Label bags for each student to distribute with shirts - one per			0
	Track demographics weekly for SM program report			0

Registration Prep Checklist				
	Description	Assigned to	Due by	0/X
	Creast Shopping List and shop for snacks/drinks			0
	continue creating weekly staff schedules			0
each week prepare for camp:	send reminder letter to all participating (remind all info is online)			0
	make nametags			0
	print pick-up passes			0
	print receipts			0
	label/pull t-shirts			0
	label/pull bags			0
	label folders			0
	check-in sheets (1 per class)			0
	roll sheets (1 per class)			0
check in	receipts			0
	pick-up pass			0
	parent info sheet			0
	missing code of conducts			0
	record demographics weekly			0

Detailed Room Prep Checklist				
	Description	Assigned to	Due by	0/X
	furniture from dean road			0
check all supply carts and quality of supplies on carts (dry markers, etc.); order as needed	scissors			0
	glue (liquid and stick)			0
	markers			0
	pencils			0
	crayons			0
	construction paper			0
	masking tape			0
	colored pencils			0
	stickers			0
	hand pencil sharpeners			0
	plain paper			0
	chalk			0
	Order paper to cover tables- Oriental trading online			0
Bring down 1st/2nd grade centers from 5th floor	puzzles			0
	bones			0
	bugs			0
	marble run			0
	cars			0
	hexbugs			0
All rooms	remove AU desks (tie caution tape around legs to identify which ones need to go back to rooms)			0
	set-up and arrange tables			0
	ABC rug in 1st/2nd			0
	move in tables/chairs from dean Rd (1st/2nd)			0
	move in centers			0
	bring in and clean trash cans- order more liners if needed (minimum one per day x # of classrooms)			0
	set-up snack areas after reviewing allergies for each room			0
	set-up behavior boards (wipe boards, clothes pins, kid silhouette craft sticks)			0
	sort out prize boxes and purchase more as needed			0
	identify area for lunch boxes			0
	Safety goggles- kids?			0
	brain quest on carts			0
	erector sets			0
	uno cards			0
	swiffer/brooms- swiffer supplies (pads, cleanser/batteries)			0
	tissues			0
	chlorox wipes			0
	paper towels			0
hand sanitizers			0	
clocks			0	
glue guns			0	
first aid kits			0	

Contains Gluten	Gluten-Free	Contains Egg/Dairy	Egg/Dairy Free	Nut Free	Gluten/Egg/Dairy/Nut
Kellogg's Rice Krispies Treats Pepperidge Farm Goldfish Nabisco Nilla Wafers Nabisco Oreo/Golden Oreo/Chips Nabisco Teddy Graham (Honey and Chocolate)/Barnum and Biale's Animal Crackers/Honeydew Graham	Country Time Lemonade Flavorice Fruit Ice pops Frigo Cheese Heads String GoGo Carez squeeze applesauce Halos Mandrians	Frigo Cheese Heads String Kellogg's Rice Krispies Treats Nabisco Chips Ahoy Nabisco Nilla Wafers Pepperidge Farm Goldfish (Cheddar)	Country Time Lemonade Flavorice Fruit Ice pops GoGo Carez squeeze applesauce Halos Mandrians Lays Classic Potato Chips	Country Time Lemonade Flavorice Fruit Ice pops Frigo Cheese Heads String GoGo Carez squeeze applesauce Halos Mandrians	Country Time Lemonade Flavorice Fruit Ice pops GoGo Carez squeeze applesauce Halos Mandrians Lays Classic Potato Chips
Nature's Bakery Fig Bar (Blueberry/Raspberry) Smartfood Popcorn White Cheddar Cheese	Lays Classic Potato Chips Member's Mark Freeze Dried Sliced Fruit Motts assorted fruit flavored snacks	Smartfood Popcorn White Cheddar Cheese Snack Pack Pudding (Chocolate/Vanilla) Utz Chesse Balls (Cheddar)	Member's Mark Freeze Dried Sliced Fruit Motts assorted fruit flavored snacks Nabisco Teddy Graham (Honey and Chocolate)/Barnum and Biale's Animal Crackers/Honeydew Graham	Kellogg's Rice Krispies Treats Lays Classic Potato Chips Member's Mark Freeze Dried Sliced Fruit	Member's Mark Freeze Dried Sliced Fruit Motts assorted fruit flavored snacks Sun-Maid Raisens
	Snack Pack Pudding (Chocolate/Vanilla) Sun-Maid Raisens Utz Chesse Balls (Cheddar) Yoplait GoGurt (Strawberry/Berry)	Yoplait GoGurt (strawberry/Berry)	Nabisco Oreo/Golden Oreo Nature's Bakery Fig Bar (Blueberry/Raspberry) Sun-Maid Raisens	Motts assorted fruit flavored snacks Nabisco Nilla Wafers Nabisco Oreo/Golden Oreo/Chips Ahoy Nabisco Teddy Graham (Honey and Chocolate)/Barnum and Biale's Animal Crackers/Honeydew Graham Nature's Bakery Fig Bar (Blueberry/Raspberry) Pepperidge Farm Goldfish Smartfood Popcorn White Cheddar Cheese Snack Pack Pudding (Chocolate/Vanilla) Sun-Maid Raisens Utz Chesse Balls (Cheddar) Yoplait GoGurt (strawberry/Berry)	