

Program Planning Highlights

Planning is the key to running a successful and impactful program. Here are some highlights from the BellXcel Program Planner task list to support you as you plan for an effective program. Topics are broken into four categories to help you think about themes through your planning process.

8-9 Weeks Prior to Program Launch	
Program Administration	Now is the time to conduct a needs assessment, articulate your program goals, draft your budget, plan for quality, develop a staff recruitment strategy, establish a site technology plan, confirm site space, and consider participant transportation needs.
Participant Management	Consider what your recruitment and enrollment strategy is and begin to design recruitment fliers and enrollment forms/applications.

6-7 Weeks Prior to Program Launch	
Program Administration	Time to finalize budgets, begin hiring staff, meet with site point of contact (principals, directors, etc), determine food needs and find a provider, finalize program schedule, establish a plan for engaging funders, create safety plans, and determine site evaluation plan.
Participant Management	Execute your participant recruitment campaign.
Curriculum & Instruction	Launch enrichment course planning and purchase necessary curriculum.

3-4 Weeks Prior to Program Launch	
Program Administration	Begin planning for staff onboarding and training, establish plans for staff appreciation, continue to execute staff recruitment and hiring, purchase materials and supplies, determine staff and participant technology needs, create a safety drill schedule, and create incident report procedures.
Participant Management	Execute your participant recruitment campaign, enroll participants, communicate enrollment next steps to families/caretakers/guardians, and develop an attendance strategy.
Curriculum & Instruction	Finalize enrichment course planning (courses, partnerships, etc) and determine what enrichment lesson planning will look like for staff.
Culture & Climate	Draft sitewide behavior management plan and draft site plan for incorporating social emotional learning (SEL) routines and lessons.

2 Weeks Prior to Program Launch	
Program Administration	Now it's time to execute staff onboarding and training, assign professional learning courses to staff, meet with site point of contact to confirm building access and other site logistics, finalize safety plans, set up site spaces, produce necessary policy and procedure materials, complete material purchases, re-confirm snack/meal provider, and create first day/week plans.
Participant Management	Finalize enrollment, cluster participants, invite participants from waitlist, and finalize attendance strategy and prepare necessary materials.
Curriculum & Instruction	Receive and inventory curriculum materials, purchase enrichment class materials, and determine where materials will be securely stored.
Culture & Climate	Finalize and distribute site wide behavior management plan and finalize and distribute plan for incorporating SEL.

1 Week Prior to Program Launch	
Program Administration	At this point you'll want to distribute master and individual schedules to staff, meet with staff to ensure everyone is prepared for day 1/week 1, finalize site set up, finalize site logistics, and confirm who the emergency point of contact is for the space.
participant Management	Confirm participant enrollment with guardians, invite participants from the waitlist, gather additional participant enrollment information/paperwork if applicable, and host an orientation.
Curriculum & Instruction	Distribute curriculum to staff and review week 1 enrichment course plans with staff.
Culture & Climate	Post visuals that align with and support your behavior management plan, prepare materials you need for your behavior management plan, post visuals that align with and support SEL routines, and prepare other necessary materials to support SEL routine implementation.

BellXcel's evidence-based Program Planner supports you as you design, plan, and implement your program. Our curated list of tasks are rooted in decades of research on what it takes to plan a high-quality program. You stay organized, focused, and efficient while addressing big picture planning and drilling down to the day-to-day details. With the Program Planner, you can set deadlines to ensure all staff know when tasks are due, add collaborators to share ownership of tasks, and add your own tasks.

Reach out to solutions@bellxcel.org to schedule a live tour and see these tasks yourself!