

DOINGWHATWORKS



SAMPLE MATERIAL

After-School Weekly Schedule Example

Diehl Elementary School, Pennsylvania

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Organize Instruction

Providing instructional support requires coordination of resources such as staffing and adequate indoor space. For the long run, mapping out-of-school program structure and composition can inform decisions about hiring and retaining qualified staff, ensuring that the program provides sufficient variety of services and supports, and effectively sharing and managing resources such as facilities, equipment, and staff. This spreadsheet presents multiple tabs which help program staff plan for and organize program planning. The file includes multiple worksheets for entering information about daily and weekly schedules by site enrollment and worksheets for estimating allowance and student groups by activity type. The spreadsheet also includes space to enter student-oriented and program details, such as student/instructor ratio for each class, number of classes, enrichment offerings, clubs, mentoring match-ups, and logistics for each activity.

The schedule, staffing, and activity planning shown in this spreadsheet is done at the district level in collaboration with principals and site

managers. Careful planning around programming and staffing allows the program to provide variety and enrichment in planned activities. Moreover, collaborative planning focused on program design ensures that district resources are used wisely and site-specific student needs are addressed.

DAILY SCHEDULE EXAMPLES BASED ON 45 STUDENTS

Daily Schedule: 3 Rotating Groups / Snack First					
Time Frame	Minutes	Number of Groups	Number of Students per Group	Group	Session
2:30-3:00	30	1-3	45	All	Snack / Social / Attendance
3:05-3:45	40	3	15	A	Homework / Study Session
			15	B	Health & Fitness
			15	C	Enrichment: Art / Social / Academic
3:50-4:30	40	3	15	B	Homework / Study Session
			15	C	Health & Fitness
			15	A	Enrichment: Art / Social / Academic
4:35-5:15	10	3	15	C	Homework / Study Session
			15	A	Health & Fitness
			15	B	Enrichment: Art / Social / Academic
5:20-5:30			45	All	Dismissal
Snack / Social can be whole group of small groups. Each group has 15 students.					

Daily Schedule: 3 Rotating Groups / Snack & Homework First					
Time Frame	Minutes	Number of Groups	Number of Students per Group	Group	Session
2:30-2:45	15	1	45	All	Snack / Social / Attendance
2:50-3:35	45	3	15	All	Homework / Study Session
3:40-4:10	30	3	15	A	Social Skills
			15	B	Health & Fitness
			15	C	Enrichment: Art / Academic
4:15-4:45	30	3	15	B	Social Skills
			15	C	Health & Fitness
			15	A	Enrichment: Art / Academic
4:50-5:20	30	3	15	C	Social Skills
			15	A	Health & Fitness
			15	C	Enrichment: Art / Academic
5:20-5:30	10	3	45	All	Dismissal
SM, 1 teacher responsible for snack. Other teachers do not start until 2:45.					

Study Skill Lesson/Mentoring/Two Rotating Sessions					
Time Frame	Minutes	Number of Groups	Number of Students per Group	Group	Session
2:30-3:30	60	3	15	All	Snack / Study Skill / HW
2:30-2:50	20	1	15	A	Study Skill Lesson
2:50-3:10	20	1	15	B	Study Skill Lesson
3:10-3:30	20	1	15	C	Study Skill Lesson
3:35-4:25	50	2	22	X	Health & Fitness
			22	Z	Enrichment: Arts & Crafts
4:30-5:20	50	2	22	Z	Health & Fitness
			22	X	Enrichment: Arts & Crafts
3:35-4:30	105	Mentoring: Meet w/ 3 students, 15 minutes each. If scheduled 2 days per week, all students will be seen once every-other month.			
5:20-5:30	10	3	45	All	Dismissal

Club Night					
Time Frame	Minutes	Number of Groups	Number of Students per Group	Group	Session
2:30-3:05	35	1	45	All	Snack / Fitness / Attendance
3:10-3:55	45	3	15	All	Homework / Study Session
4:00-5:20	80	3-4	12	Club A	Tennis
			12	Club B	Student Ambassador
			12	Club C	Cooking
			12	Club D	Drama
5:20-5:30	10	5	45	All	Dismissal
* SM and 1 teacher scheduled for snack. * Two teachers start at 3:00. * A 4th teacher starts at 4:00 for an 4th club.					

The School District of the City of Erie, PA
CHAMPS Afterschool Programs

WEEKLY SCHEDULE EXAMPLE

Based on 45 Students

MONDAY					
Study Skills / Mentoring					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-3:30	60	B. Albert	A	Snack/ SS/ HW	101
	60	J. Benze	B	Snack/ SS/ HW	102
	60	R. Cotter	C	Snack/ SS/ HW	103
2:30-2:50	20	S. Mayer	A	SS Lesson	101
2:50-3:10	20	S. Mayer	B	SS Lesson	102
3:10-3:30	20	S. Mayer	C	SS Lesson	103
3:35-4:25	50	B. Albert	X	Fitness / Nutrition	Gym
	50	J. Benze	Z	Crafts	Art
4:30-5:20	50	B. Albert	Z	Fitness / Nutrition	Gym
	50	J. Benze	X	Crafts	Art
3:35-4:30	55	R. Cotter	Mentoring: 3 Students		103
5:20-5:30	10	Two	All	Dismissal	

2:30-3:30	4	Staff
3:30-4:30	3	Staff
4:30-5:30	2	Staff
Total	9	Hours

TUESDAY					
3 Gp. Rotation					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-2:45	15	E. Mail	All	Snack/Attd	Gym
2:50-3:35	45	L. Bean	A	H W	101
	45	I. Write	B	H W	102
	45	U. Nique	C	H W	103
3:40-4:10	30	L. Bean	A	Fitness	Gym
	30	I. Write	B	Social Skills	101
	30	U. Nique	C	Academics	102
4:15-4:45	30	L. Bean	B	Fitness	Gym
	30	I. Write	C	Social Skills	101
	30	U. Nique	A	Academics	102
4:50-5:20	30	L. Bean	C	Fitness	Gym
	30	I. Write	A	Social Skills	101
	30	U. Nique	B	Academics	102
5:20-5:30	10	One	All	Dismissal	

2:30-2:45	1	Staff	0.25	0.25
2:50-5:20	2	Staff	2.50	5
2:45-5:30	1	Staff	2.75	2.75
Total Hours				8

WEDNESDAY					
Study Skills / Mentoring					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-3:30	60	T. Bar	A	Snack/ SS/ HW	101
	60	Z. Braa	B	Snack/ SS/ HW	102
	60	K. Tea	C	Snack/ SS/ HW	103
2:30-2:50	20	S. Mayer	A	SS Lesson	101
2:50-3:10	20	S. Mayer	B	SS Lesson	102
3:10-3:30	20	S. Mayer	C	SS Lesson	103
3:35-4:25	50	T. Bar	X	Fitness	Gym
	50	Z. Braa	Z	PRSM	Art
4:30-5:20	50	T. Bar	Z	Fitness	Gym
	50	Z. Braa	X	PRSM	Art
3:35-4:30	55	K. Tea	Mentoring: 3 Students		103
5:20-5:30	10	Two	All	Dismissal	

2:30-3:30	4	Staff
3:30-4:30	3	Staff
4:30-5:30	2	Staff
Total	9	Hours

THURSDAY					
Club Day					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-3:05	35	E. Mail	All	Snack / Fitness	Gym
3:10-3:55	45	R. Burg	A	HW / Study	101
	45	H. Kobel	B	HW / Study	102
	45	D. Regan	C	HW / Study	103
4:00-5:20	80	R. Burg	1	Tennis Club	Gym
	80	H. Kobel	2	Student Ambassador	102
	80	D. Regan	3	Cooking Club	103
	80	S. Tress	4	Drama Club	101
5:20-5:30	10	Two	All	Dismissal	

2:30-3:05	1	Staff	0.50	0.5
3:00-4:00	1	Staff	1.00	1
3:00-5:30	3	Staff	2.50	7.5
Total Hours				9

Weekly Allowance (Based on 4 Days)

Total Teacher Hours for the Week::	36
Plus Site Manager	12
Total Hours for the Week::	48
Total Alloted Hours	4 Days/ 3 hours/ 4 Staff 48

Hours Scheduled (This week)

Mon	9	Allowance	48	Hours
Tues	8	Used	35	Hours
Wed	9	Balance	13	Hours
Thur	9			
Total	35			

DAILY SCHEDULE EXAMPLES BASED ON 30 STUDENTS

Daily Schedule: 2 Rotating Groups / Snack & Homework First					
Time Frame	Minutes	Number of Groups	Students per Group	Group	Session
2:30-2:55	25	1	45	All	Snack / Social / Attendance
3:00-4:00	60	2	15	All	Homework / Study Session
4:05 - 4:40	35	2	15	A	Social Skills / Character Ed
	35		15	B	Health & Fitness
4:45-5:20	35	2	15	B	Social Skills / Character Ed
	35		15	A	Health & Fitness
5:20-5:30	10	1	30	All	Dismissal
SM, 1 teacher responsible for snack. Other teachers do not start until 2:45.					

Study Skill Lesson/Mentoring/Two Rotating Sessions					
Time Frame	Minutes	Number of Groups	Students per Group	Group	Session
2:30-3:30	60	2	15	All	Snack / Study Skill / HW
2:45-3:05	20	1	15	B	Study Skill Lesson
3:10-3:30	20	1	15	C	Study Skill Lesson
3:35-4:25	50	2	15	X	Health & Fitness
			15	Z	Enrichment: Arts & Crafts
4:30-5:20	50	2	15	Z	Health & Fitness
			15	X	Enrichment: Arts & Crafts
3:35-4:30	105	Mentoring: Meet w/ 3 students, 15 minutes each. If scheduled 2 days per week, all students will be seen once every-other month.			
5:20-5:30	10	2	15	All	Dismissal

Club Night					
Time Frame	Minutes	Number of Groups	Students per Group	Group	Session
2:30-3:05	35	1	30	All	Snack / Fitness / Attendance
3:10-3:55	45	2	15	All	Homework
4:00-5:20	80	3	10	Club A	Tennis
			10	Club B	Student Ambassador
			10	Club C	Cooking
5:20-5:30	10	2	30	All	Dismissal
* SM and 1 teacher scheduled for snack. * One teacher start at 3:00. * A 3rd teacher starts at 4:00 for an 3rd club.					

The School District of the City of Erie, PA

CHAMPS Afterschool Programs

WEEKLY SCHEDULE EXAMPLE**BASED ON 30 STUDENTS**

MONDAY					
Daily Schedule: 2 Rotating Groups / Snack & Homework First					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-2:55	25	1	45	All	Snack / Social / Attendance
3:00-4:00	60	2	15	All	Homework / Study Session
4:05 - 4:40	35	2	15	A	Social Skills / Character Ed
	35		15	B	Health & Fitness
4:45-5:20	35	2	15	B	Social Skills / Character Ed
	35		15	A	Health & Fitness
5:20-5:30	10	1	30	All	Dismissal
SM, 1 teacher responsible for snack. Other teachers do not start until 2:45.					

2:30-3:00	2	Staff	0.5	1
3:00-5:30	3	Staff	2.5	7.5
Total		Hours		8.5

TUESDAY					
Club Night					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-3:05	35	1	30	All	Snack / Fitness / Attendance
3:10-3:55	45	2	15	All	Homework
4:00-5:15	75	2	15	Club A	Tennis
			15	Club B	Student Ambassador
5:15-5:30	15	1	30	All	Dismissal
* SM and 1 teacher scheduled for snack. * One teacher start at 3:00.					

2:30-3:00	2	Staff	0.5	1
3:00-5:15	3	Staff	2.25	6.75
3:00-5:30	2	Staff	0.25	0.5
Total		Hours		7.75

WEDNESDAY					
Study Skill Lesson/Mentoring/Two Rotating Sessions					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-2:45	15	1	30	All	Snack
2:45-3:30	45	2	15	All	Study Skill / HW
2:45-3:05	20	1	15	B	Study Skill Lesson
3:10-3:30	20	1	15	C	Study Skill Lesson
3:35-4:25	50	2	15	X	Health & Fitness
			15	Z	Enrichment: Arts & Crafts
4:30-5:20	50	2	15	Z	Health & Fitness
			15	X	Enrichment: Arts & Crafts
5:20-5:30	10	2	15	All	Dismissal

2:30-2:45	1	Staff	0.25	0.3
2:45-3:30	4	Staff	0.75	3
3:30-5:30	3	Staff	2	6
Total		Hours		9.3

Weekly Allowance (Based on 4 Days)		Daily Allowance	
Total Teacher Hours for the Week::	24	1 Day	3 Hours
Plus Site Manager	12	3 Staff	
Total Hours for the Week::	36	9 Total	

THURSDAY					
Club Night					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-3:05	35	1	30	All	Snack / Fitness / Attendance
3:10-3:55	45	2	15	All	Homework
4:00-5:20	80	3	10	Club A	Tennis
			10	Club B	Student Ambassador
			10	Club C	Cooking
5:20-5:30	10	2	30	All	Dismissal
* SM and 1 teacher scheduled for snack. * One teacher start at 3:00. * A 3rd teacher starts at 4:00 for an 3rd club.					

2:30-3:00	2	Staff	0.5	1
2:30-4:00	3	Staff	1.5	4.5
4:00-5:30	4	Staff	1.5	6
Total		Hours		11.5

Hours Scheduled (This week)

Mon	8.5	Allowance	36	Hours
Tues	7.75	Used	37.05	Hours
Wed	9.3	Balance	-1.05	Hours
Thur	11.5			
Total	37.05			

The School District of the City of Erie, PA

CHAMPS Afterschool Programs

DAILY SCHEDULE EXAMPLES BASED ON 60 STUDENTS

Daily Schedule: 3 Rotating Groups / Snack First / Leadership					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-3:00	30	1-4	60	All	Snack / Social / Attendance
3:05-3:45	40	3	16	A	Homework / Study Session
			16	B	Health & Fitness
			17	C	Enrichment: Art / Social / Academic
3:05-5:20	135	1	10	L	Building Leadership
3:50-4:30	40	3	16	B	Homework / Study Session
			17	C	Health & Fitness
			16	A	Enrichment: Art / Social / Academic
4:35-5:15	40	3	17	C	Homework / Study Session
			16	A	Health & Fitness
			16	B	Enrichment: Art / Social / Academic
5:20-5:30	10	4-Jan	60	All	Dismissal

Snack / Social can be whole group or small groups.
Each group has 15 students.

Daily Schedule: 3 Rotating Groups / Snack & Homework First					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-2:45	15	1	60	All	Snack / Social / Attendance
2:50-3:35	45	4	15	All	Homework / Study Session
3:40-4:10	30	3	20	A	Social Skills
			20	B	Health & Fitness
			20	C	Enrichment: Art / Academic
4:15-4:45	30	3	20	B	Social Skills
			20	C	Health & Fitness
			20	A	Enrichment: Art / Academic
4:50-5:20	30	3	20	C	Social Skills
			20	A	Health & Fitness
			20	C	Enrichment: Art / Academic
5:20-5:30	10	3	60	All	Dismissal

SM, 1 teacher responsible for snack. Other teachers do not start until 2:45.

Mentoring/Two Rotating Sessions					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-3:30	60	4	15	All	Snack / Study Skill / HW
3:35-4:25	50	4	15	A	Health & Fitness
			15	B	Enrichment: Arts & Crafts
			15	C	Health & Fitness
			15	D	Enrichment: Arts & Crafts
4:30-5:20	50	4	15	B	Health & Fitness
			15	A	Enrichment: Arts & Crafts
			15	D	Health & Fitness
			15	C	Enrichment: Arts & Crafts
3:35-5:20	105	Mentoring: Meet w/ 3 students, 15 minutes each. If scheduled 2 days per week, all students will be seen once every-other month.			
5:20-5:30	10	3	45	All	Dismissal

Club Night: 1-2 Days Per Week					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-3:05	35	1	60	All	Snack / Fitness / Attendance
3:10-3:55	45	4	15	All	Homework / Study Session
4:00-5:20	80	3-4	15	Club A	Tennis
			15	Club B	Student Ambassador
			15	Club C	Cooking
			15	Club D	Drama
5:20-5:30	10	5	60	All	Dismissal

* SM and 1 teacher scheduled for snack.
* Three teachers start at 3:00.

Non-Rotation / Leadership					
Time Frame	Minutes	Number of Groups	Number Students per Group	Group	Session
2:30-3:05	35	1	60	All	Snack / Fitness / Attendance
3:10-3:55	60	4	15	All	Homework / Study Skills Session
4:00-5:20	80	4	10	L	Leadership
			17	A	Health & Fitness
			16	B	Enrichment: Arts & Crafts
			16	C	Academics / Character
5:20-5:30	10	4	60	All	Dismissal

* SM and 1 teacher scheduled for snack.
* Three teachers start at 3:00.

The School District of the City of Erie, PA
CHAMPS Afterschool Programs

WEEKLY SCHEDULE EXAMPLE**Based on 60 Students**

MONDAY					
Non-Rotation Leadership					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-3:05	35	B. Albert	All	Snack/ Attendance	Gym
3:10-3:55	60	B. Albert	A	Homework / SS	101
	60	J. Benze	B	Homework / SS	102
	60	R. Cotter	C	Homework / SS	103
	60	S. Mayer	L	Homework / SS	104
4:00-5:20	20	S. Mayer	L	Leadership	104
	50	B. Albert	A	Health & Fitness	Gym
	50	J. Benze	B	Arts & Crafts	Art
	50	R. Cotter	C	Academics & Character	103
5:20-5:30	10	Two	All	Dismissal	Gym

2:30-3:00	1	Staff	0.50	0.5
3:05-5:20	2	Staff	2.25	4.5
3:00-5:30	2	Staff	2.50	5
Total Hours				10

TUESDAY					
Two Rotation & Mentoring					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-2:45	15	E. Mail	All	Attendance	Gym
2:45-3:30	45	E. Mail	A	Snack/SS/HW	101
	45	L. Bean	B	Snack/SS/HW	102
	45	I. Write	C	Snack/SS/HW	103
	45	U. Nique	D	Snack/SS/HW	104
3:35-4:25	50	L. Bean	A	Health & Fitness	Gym
	50	I. Write	B	Academics	103
	50	U. Nique	C	Arts & Crafts	104
	50	L. Bean	D	Social Skills	102
4:30-5:20	50	L. Bean	B	Health & Fitness	Gym
	50	I. Write	A	Academics	103
	50	U. Nique	D	Arts & Crafts	104
	50	L. Bean	C	Social Skills	102
3:35-4:30	55	E. Mail	Mentor w/ 3 students		101
5:20-5:30	10	Two	All	Dismissal	

2:30-4:30	1	Staff	2.00	2
2:45-5:20	2	Staff	2.50	5
2:45-5:30	2	Staff	2.75	5.5
				12.5

WEDNESDAY					
Leadership With 3 Rotating					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-3:00	30	T. Bar	All	Snack/ Att / Social	Gym
3:05-3:45	40	T. Bar	A	Study Skill / HW	101
	40	Z. Braa	B	Health & Fitness	Gym
	40	K. Tea	C	Art & Social	Art
3:05-5:20	135	S. Mayer	L	Building Leadership	104
3:50-4:30	40	T. Bar	C	Study Skill / HW	101
	40	Z. Braa	A	Health & Fitness	Gym
	40	K. Tea	B	Art & Social	Art
4:30-5:20	40	T. Bar	B	Study Skill / HW	101
	40	Z. Braa	C	Health & Fitness	Gym
	40	K. Tea	A	Art & Social	Art
5:20-5:30	10	Two	All	Dismissal	Gym

2:30-3:00	1	Staff	0.5	0.5
3:05-5:20	2	Staff	2.25	4.5
3:00-5:30	2	Staff	2.5	5
Total Hours				10

THURSDAY					
Club Day					
Time	Minutes	Teacher	Gp	Act	Rm
2:30-3:05	35	E. Mail	All	Snack / Fitness	Gym
3:10-3:55	45	R. Burg	A	HW / Study	101
	45	H. Kobel	B	HW / Study	102
	45	D. Regan	C	HW / Study	103
	45	E. Mail	D	HW / Study	104
4:00-5:20	80	R. Burg	1	Tennis Club	Gym
	80	H. Kobel	2	Student Ambassador	102
	80	D. Regan	3	Cooking Club	103
	80	E. Mail	4	Drama Club	101
5:20-5:30	10	Two	All	Dismissal	Gym

2:30-3:05	1	Staff	0.50	0.5
3:05-5:20	2	Staff	2.25	4.5
3:05-5:30	2	Staff	2.50	5
Total Hours				10

Total Teacher Hours for the Week::	42.5
Plus Site Manager	12
Total Hours for the Week::	54.5
Total Alloted Hours 4 Days/ 3 hours/ 5 Staff	60

Hours Scheduled (This week)

Mon	10	Allowance	60	Hours
Tues	13	Used	42.5	Hours
Wed	10	Balance	17.5	Hours
Thur	10			
Total	43			

CHAMPS Blank Daily Activity Schedule

[illegible][illegible]

CHAMPS

Formula for Budgeting Teachers & Site Managers

15 Student Site		15 Student Site	
<u>3</u>	Hours per Day/	<u>3</u>	Hours per Day/
<u>2</u>	Teachers & SM Scheduled/	<u>2</u>	Teachers & SM Scheduled/
6	Total Hours Allotted per Day/	6	Total Hours Allotted per Day/
<u>8</u>	Total Days per Pay Period		Total Days per Pay Period
48	Total Hours Allotted per Pay		Total Hours Allotted per Pay

30 Student Site		30 Student Site	
<u>3</u>	Hours per Day/	<u>3</u>	Hours per Day/
<u>3</u>	Teachers & SM Scheduled/	<u>3</u>	Teachers & SM Scheduled/
9	Total Hours Allotted per Day/	9	Total Hours Allotted per Day/
<u>8</u>	Total Days per Pay Period		Total Days per Pay Period
72	Total Hours Allotted per Pay		Total Hours Allotted per Pay

45 Student Site		45 Student Site	
<u>3</u>	Hours per Day/	<u>3</u>	Hours per Day/
<u>4</u>	Teachers & SM Scheduled/	<u>4</u>	Teachers & SM Scheduled/
12	Total Hours Allotted per Day/	12	Total Hours Allotted per Day/
<u>8</u>	Total Days per Pay Period		Total Days per Pay Period
96	Total Hours Allotted per Pay		Total Hours Allotted per Pay

60 Student Site		60 Student Site	
<u>3</u>	Hours per Day/	<u>3</u>	Hours per Day/
<u>4</u>	Teachers Scheduled/	<u>4</u>	Teachers Scheduled/
<u>12</u>	Total Hours Allotted per Day	<u>12</u>	Total Hours Allotted per Day
<u>3.5</u>	Site Manager Total Hours	<u>3.5</u>	Site Manager Total Hours
15.5	Total Hours Allotted per Day/	15.5	Total Hours Allotted per Day/
<u>8</u>	Total Days per Pay Period		Total Days per Pay Period
124	Total Hours Allotted per Pay		Total Hours Allotted per Pay

Homework & Snack Groups		
Group 1	Group 2	Group 3
Room	Room	Room
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17

Activity Groups		
Group A	Group B	Group C
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17

Club Groups			
Book Club	Craft Club	Cooking club	Drama Club
Teacher:	Teacher:	Teacher:	Teacher:
Room:	Room:	Room:	Room:
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13

Homework & Snack Groups		
Group 1	Group 2	Group 3
Room _____	Room _____	Room _____
1 _____	1 _____	1 _____
2 _____	2 _____	2 _____
3 _____	3 _____	3 _____
4 _____	4 _____	4 _____
5 _____	5 _____	5 _____
6 _____	6 _____	6 _____
7 _____	7 _____	7 _____
8 _____	8 _____	8 _____
9 _____	9 _____	9 _____
10 _____	10 _____	10 _____
11 _____	11 _____	11 _____
12 _____	12 _____	12 _____
13 _____	13 _____	13 _____
14 _____	14 _____	14 _____
15 _____	15 _____	15 _____
16 _____	16 _____	16 _____
17 _____	17 _____	17 _____
18 _____	18 _____	18 _____
19 _____	19 _____	19 _____
20 _____	20 _____	20 _____
21 _____	21 _____	21 _____
22 _____	22 _____	22 _____

ACTIVITY GROUPS		
Group 1	Group 2	Group 3
Room _____	Room _____	Room _____
1 _____	1 _____	1 _____
2 _____	2 _____	2 _____
3 _____	3 _____	3 _____
4 _____	4 _____	4 _____
5 _____	5 _____	5 _____
6 _____	6 _____	6 _____
7 _____	7 _____	7 _____
8 _____	8 _____	8 _____
9 _____	9 _____	9 _____
10 _____	10 _____	10 _____
11 _____	11 _____	11 _____
12 _____	12 _____	12 _____
13 _____	13 _____	13 _____
14 _____	14 _____	14 _____
15 _____	15 _____	15 _____
16 _____	16 _____	16 _____
17 _____	17 _____	17 _____
18 _____	18 _____	18 _____
19 _____	19 _____	19 _____
20 _____	20 _____	20 _____
21 _____	21 _____	21 _____
22 _____	22 _____	22 _____

Club Groups				
Tennis Club	Craft Club	Cooking club	Drama Club	
Teacher:	Teacher:	Teacher:	Teacher:	
Room:	Room:	Room:	Room:	
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13