

Subgrantee Deliverables Calendar for HB2 Out of School Time Program Academic Year 2023- 2024 (FY24) FALL SEMESTER

September 2023				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Item	Timeline	Additional details
Confirm Set-Up & Learning Center Program Profile (Exhibit C in your Request for Application)	Three weeks after program start date	Complete Learning Center Program Profile on File
Program Attendance	Regularly	All attendance should have a way to report attendance in the program to be request in the Mid-Year Report
Director Call/QMC	Monthly Starting November	Program Director to check-in with Quality Management Team (QMT) to discuss program quality (safety, attendance, instructional strategies, grades, etc.) and action plan progress
Fall into Place	October 25 – 27, 2023	Fall into Place Conference: Virtual (10/26-10/27)
Goal Setting/Action Plan	Prior to QMT Visit	Learning Center(s) Continuous Quality Improvement (CQI) Goal Setting/Action Plan to be completed
Program Launch Review	November 15, 2023	Program Launch documents should be completed and shared with QMT for review Sub-Contractor Assurance Forms Family Handbook(s) & Team Member Handbook(s) Developed
State Webinar	December 14, 2023	End of Semester Check-In

Subgrantee Deliverables Calendar for HB2 Out of School Time Program Academic Year 2023 - 2024 (FY24) SPRING SEMESTER

January 2024				
M	TU	W	TH	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
28	30	31		

February 2024				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Item	Timeline	Additional details
Program Attendance	Regularly	All attendance should have a way to report attendance in the program to be request in the End of Year Report
Director Call/QMC	Monthly Starting	Program Director to check-in with Quality Management Team (QMT) to discuss program quality (safety, attendance, instructional strategies, grades, etc.) and action plan progress
QMC Spring Monitoring Visit	March-April	Fidelity of implementation - Review Action Plan and Progress toward strategies- discuss recommendations for program improvement. Conduct joint observation at one learning center with QMT
State Webinar	May 13, 2024	FY24 Reflection and FY25 Planning for Successful Launch
Student and Family Engagement Survey Closes	June 7, 2024	Student and Family Engagement Survey Closes
All Request for Reimbursements Due	July 7, 2024	Request for Reimbursements Deadline in OBMS