



**Maple Elementary School District**  
**Extended Learning Program Plan**  
**2025-2026 School Year**

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## **Executive Summary**

For the 2025/2026 school year Maple qualifies for a higher funding level due to the UPP adjustments by the legislature. Due to these changes, all students in grades TK - 6 that apply to the ELOP program will have an opportunity for enrollment as outlined by the rules for enrollment. Applications are sent to all TK - 6 families and considered for enrollment.

## **Curriculum**

The focus will be on hands-on collaborative activities for the majority of the time with students. Focus engagement activities will be done through clubs in which students sign up for and rotate once or twice throughout the year and meet twice per week. Academic tutoring is available through a third party vendor 4 days each week.

## **Requirements**

To run the program as fluently as possible, some requirements must be met. Such requirements include access to a sufficient amount of classrooms and storage areas, classroom keys, and designated workspaces. The program also requires facility cleaning and a part time custodian will be responsible for this facility work.

## **Staff**

### **Program Director | Monday - Friday | 10:30 am - 6:00 pm**

Research evaluates, and prepares lesson plans based on the curriculums for the afterschool program. Manage supplies and oversee the budget of the program. Oversee tutoring within the program. Supervision: includes but is not limited to interviewing and recruiting YDPs and developing expectations; evaluating the performance of subordinates; recognizing and disciplining employees; handling complaints and solving problems; handling disciplinary actions within the program of students.

### **Program Coordinator | Monday - Friday | 11:30 pm - 6:00 pm**

Responsibilities include but are not limited to assisting in the preparation of lesson plans. Implement daily activities while facilitating a safe environment. Manage and enforce discipline policies and provide effective guidance. Maintain a clean environment.

### **Activity Leaders (2) | Monday - Friday | 2:00 pm - 6:00 pm\***

Responsibilities include but are not limited to implementing daily activities while facilitating a safe environment. Manage and enforce discipline policies and provide effective guidance. Clean up after activities in the classrooms

\*Hours may vary on a need basis

## Program Budget (Staffing for regular year program)

Description	Est. Rates	Estimated Hours	Estimated Amount
Program Director	Salary	204 days	<b>\$48,960</b>
Program Coordinator	\$21.74	1,120	<b>\$24,348</b>
YDP	\$18.21	832	<b>\$15,150</b>
YDP	\$18.21	832	<b>\$15,150</b>
Supplies	1,500	Per semester	<b>\$3,000</b>
<b>Estimated Total</b>			<b>\$106,608</b>
			<b>*29% (Benefits)</b>
			<b>\$133,654</b>

\*Pay rates are subject to change  
 Above numbers are rough  
 estimates

## Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:30 - 8:30</b>	<b>Morning Activity time Library</b>				
<b>2:00-2:25</b>	Prep (25 min)				
<b>2:25-2:55</b>	Primary Snack (20 Min)				
<b>2:55-3:10</b>	Primary Story Time (20 Min)				
<b>3:00-3:15</b>	Intermediate Snack (15 min)				
<b>3:15-3:45</b>	Homework (30 Min)				
<b>3:50-4:35</b>	Activity 1 (45 Min)	Club	Activity 1 (45 Min)	Club	Activity 1 (45 Min)
<b>4:30</b>	Pick-Up Start				
<b>4:40-5:25</b>	Activity 2 (45 Min)	Club	Activity 2 (45 Min)	Club	Activity 2 (45 Min)
<b>5:30</b>	Pick-Up End				
<b>5:30-6:00</b>	Clean Up & Team Debrief				

## **Schedule Breakdown**

### **Story Time**

In order to help students excel in their reading and writing, afterschool will hold a storytime for Primary after snack time. During this 20-minute session, selected books within the curriculum and grade level will be read aloud to students by the Activity Leader.

### **Homework Time**

Students will have the opportunity to work on their homework with assistance during this block—but this may not guarantee completion. Students who would like to receive help with their homework may come to the tutoring center at this time.

### **Tutoring**

Tutoring will be provided 4 days per week to students through an application process. These sessions will be with an outside vendor.

### **Clubs (Subject to change)**

Clubs will be optional educational experiences that offer students the ability to develop skills at a given task. Each club will cover a handful of subjects within its parameters. Students who participate in clubs are expected to adhere to the rules set forth by the advisors of their respective clubs. Applications for club membership will be evaluated by faculty advisors and approval must be granted before participation begins.

#### **Little Big**

Little Big Club is a mentoring club for 6th, 7th, and 8th graders that operates within the program. Club members are given the opportunity to mentor younger students, but art activities will also be used to help keep the younger students engaged.

#### **Debate**

Debate Club provides opportunities for students to engage in educated arguments with other students. Students will learn quick thinking and the clear articulation of ideas. The organization and prioritization skill set reflects students' ability to convey their ideas clearly and effectively

#### **STEM**

This club, which focuses on science, technology, engineering, and mathematics (STEM), will teach students STEM-based activities, with an emphasis on coding, engineering, and other sciences. Activities will include hands-on projects with 3D pens, printers, Ozobots, and experiments.

### **Sports**

The Sports club is a practice-oriented learning environment in which students learn basic sports skills. Students will participate in a variety of activities, including throwing a ball, swinging a bat, and taking appropriate stances to develop proficiency in sports.

### **Cooking**

The Cooking Club intends to initiate healthy lifestyle choices among students. Its mission is to educate participants about food and its impact on health.

### **Game**

Members of the game club will learn skills such as strategy, cooperation, decision making, and how to prevail over challenges. Such skills are beneficial in a social environment because life challenges require these skills.

### **International**

The International Club is a fun group where kids learn about different cultures. Students will do cool things like try new foods, learn words in different languages, and play games from around the globe.

### **Music**

Music club is a practice-oriented learning environment in which students learn basic music skills. Students will participate in a variety of activities, including basic instrumental use, reading music, as well as freedom of self-expression through music.

## **Activities**

Two 45-minute activities will be scheduled daily. These activities can be physical education, arts and crafts, science experiments, cooking, and so forth. The activities are educationally stimulating and engaging. They can be adapted to meet the needs of all the students in the class.

## **TEAM EXPECTATIONS**

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### **1. Time Matters**

- Be on time—every minute counts.
  - We have responsibilities to take care of, and our time with students moves quickly.
  - Be present and intentional—don't rush, but don't delay.
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### **2. Dress Appropriately**

- The same dress code applies to us as it does to the kids.
  - Avoid graphic tees or any clothing that wouldn't be allowed for students.
  - Represent the program professionally at all times.
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### **3. Phones & Distractions**

- Keep a no distraction mindset during work hours.
  - Phones should be used only when necessary and never around students.
  - Stay present, focused, and engaged.
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### **4. Radio Responsibility**

- Radios are expensive—handle them with care.
  - All communication will take place on Channel 1.
  - Radios are for staff use only. Students should never be allowed to use them.
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## **5. Work Responsibilities**

- Everyone participates in cleanup and end-of-day duties.
  - By 5:10 PM –5:15 PM, report to the cafeteria—even if you have no more students or cleanup tasks.
  - Gather most of your supplies before this time; if more cleanup is needed, take care of it, then head to the cafeteria.
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## **6. Chain of Command**

- Direct all problems or concerns to me first.
  - If I'm not available, go to Irene.
  - If additional support is needed, we'll bring it to Christy Herstad or Bryan Easter.
  - You can ask coworkers for tips or ideas, but official issues should go through the proper chain.
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## **7. End-of-Day Team Debrief**

- We will meet as a team at the end of the day.
- This is a chance to reflect, give feedback, and prepare for tomorrow.