



To host a Learning Lab, you must agree to carry out the responsibilities below (*please read all bullet points carefully and reach out with any questions before completing the application if needed*):

- Site leader should attend all required webinars, meetings, and information sessions
- In order to become a site, your site must at least serve 40 students who must enroll and attend.
- Read all communication from the Indy Summer Learning Labs team (emails and weekly newsletters) and complete action steps by specified deadlines
- Recruit families / students to participate in Indy Summer Learning Labs through the enrollment platform (Enroll Indy) for the program with all mandatory information to meet reporting requirements
- A safe, designated space for each grade level served
 - At least one space per grade level with the correct number of grade appropriate tables/chairs per student to facilitate instruction
- Effectively communicate with instructional staff and ISLL program team
 - Any questions regarding programming and planning
 - Additional requirements/trainings for staff assigned to your site
 - Incidences or facility outages within 24 hours of occurrence
- Hire staff or organizations to execute the enrichment portion of programming
 - Sites will own their structured enrichment programming and staff (ISLL Program Team will provide an enrichment guide as a resource to support in scheduling fun and engaging activities for students of all grade levels)
- Commit at least 3.5 hours of your morning program to the curriculum from June 16 - July 18, for all 22 days of the Lavinia RISE curriculum/program
- Develop a plan and budget for an afternoon enrichment program so that students are provided a full day program of activities



- Utilize the enrichment guidebook to support in securing enrichment activities for students
- Provide meals and snacks (as needed) for participating students
 - Breakfast must be served in the mornings daily
 - Lunch must be served daily
 - A snack in the afternoon
- Utilize the Lavinia RISE math and reading curriculum
- Order supplies/books from a list provided by ISLL to fully implement the Lavinia RISE curriculum, as well as supplies needed to operate afternoon enrichment activities before the start of programming
- Access to printing services for additional printing for student assessments/handouts that are needed
 - ISLL Program Team will provide all printed Lavinia curriculum handouts and assessments based on enrollment number
- Monitor completion of reporting requirements consistently and with fidelity (daily attendance, surveys, pre- and post-testing)
- Support and ensure all staff understand the program expectations, maintain quality instruction, and maintain a positive and safe culture and student experience
- Host a Welcome Meeting for all teachers and all other site staff to your location prior to student programming (date designated by program team) in order to show the learning environment, meet the staff, share how to access relevant resources, emergency contact information, discuss any requests / needs, and introduce systems that will be used during the program
- Establish and enforce safety protocols
 - Emergency contact forms for each student
 - Field trip forms for each student
 - Sign In/Out System for parent drop off and pick up



- Participation Waiver from ISLL
- Manage program budget and record of expenses
 - Using the google drive you will be provided by our operations team
- Ensure that all necessary steps for enrollment, attendance, receipt submission, and data reporting are completed by the set deadlines.

Do you agree to adhere to all the expectations outlined above?

- Yes
- No