



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*):

- Attend all required webinars, meetings, and information sessions
- To participate **at least** 40 students must enroll and attend at your location.
- 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 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 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 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
- 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
- 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