

Program Planning



PROGRAM PLANNING

Introduction

This section will encourage you to begin thinking about program planning and what value it has for both yourself and the programs that you will be working. Be mindful of your comfort and skill level in leading recreation activities. The amount of program planning that you will do will be directly related to your confidence in leading on-site activities. The planning that you do will assist you to think through the entire activity considering such things as available materials and participant safety.

Why do we program plan?

- Program plans ensure we remain focused on the overall objectives of our program.
- Considers available resources such as: space, equipment, staffing, materials.
- Determines in advance what supplies and equipment will need to be available.
- Allows us to plan a variety of activities and minimizes repetition in planning.
- Gives us the confidence to know where we are going, or what we are doing next.
- Allows us to plan for a variety of participant interests and abilities.
- Provides a record of what has occurred.

What do I need to consider when program planning?

What resources/materials are available?

- **FACILITIES:** What facilities are available for me to use? Do we have a building we can go to if it rains? Do we have a large field? Is there a playground close by?
- **EQUIPMENT/MATERIALS:** What equipment is available for me to use? This includes sports equipment, art/craft materials, sand toys, etc. Anything that you will be required to use for an activity.
- **BUDGET:** This is dependent on the community you are volunteering for. If you wish to purchase materials for an activity, speak with your community board.

What are the interests/abilities of my participants?

- **AGE:** How old are the participants in my program? Are they all the same age?

- **NUMBERS:** How many program participants are there? Keep in mind that it is difficult to play a large group game with only three or four participants.
- **INTERESTS:** What types of activities do my program participants enjoy? Some children prefer quiet games or artistic activities while others prefer competitive sports and large group games. It is also important to consider their personal interests such as “princesses” or “transformers”. You can make your activities even more exciting by adding a theme that the children enjoy.
- **ABILITIES:** What level of ability do your program participants have? Do you have the next Picasso or a casual artist? Elite athletes or the children who just like to play for fun? Are there any children with an inclusion need that will need to be considered?

How will I make sure everyone is safe?

- **WEATHER:** Is there rain in the forecast or has it recently rained making the field slippery? What is the outside temperature? Planning water games when it is cold outside may lead to sick children and upset parents.
- **ROADS:** Are there any roads close to the area where we will be playing? Set boundaries far away from any roadways to ensure that program participants do not get anywhere near them.
- **HAZARD SCANS:** Always be on the lookout for hazards within the immediate area. This includes things like mud or potholes in the field or reminding participants to be careful when running indoors. When a head hits a wall, the wall wins every time!



REMEMBER

Even the best plans may not work how we thought they would. Your participants may be having an off day or maybe the weather isn't co-operating. It is important to have a back-up plan just in case. Sometimes things are out of our control but we still need to be prepared for them.

Other considerations:

THEMES: Planning activities based around a theme or a holiday such as Canada Day can be a good way to add extra excitement to your program. Children will be more motivated to participate in your programs if they have some input into the planning, allow program participants to help you choose the theme when possible.

PROGRESSIVE PLANNING: This is a way of planning that usually leads to a big event at the end of the week. For example: if you plan an Olympic theme week, you can have the participants design team flags and medal to be used at a Mini-Olympics activity at the end of the week.

Suggestions for Materials/Supplies

When planning activities for your program it is important to consider what supplies you will need. Supplies could include:

Craft Kit

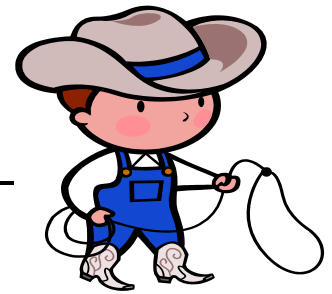
Construction Paper	Crayons	Dixie Cups
Feathers	Felt	Flagging Tape
Flour	Food Colouring	Glitter (Playgrounds)
Glue Stick	Googly Eyes	Manilla Drawing Paper
Masking Tape	Felt Markers	Packing Tape
Paint Brushes	Paper Lunch Bags	Paper Plates
Paper Towel Rolls	Pen	Permanent Marker
Pipe Cleaners	Playing Cards	Pom Poms
Popsicle Sticks	Salt	Scissors
Sidewalk Chalk	Soap	Straws
String	Tempera Paint	Tin Foil
Tissue Paper	Wax Paper	White Glue
Yarn		

Fun Kit

Jump Sacks	Tug of War Rope	Large Utility Balls – 2
Parachute	Small Utility Balls - 2	Medium Utility Balls - 2
Small Pylons – 10	Hand Pump	Needles for hand Pump
Bean Bags - 10	Activity Manual	



THEME PLANNING IDEAS



- Dragon Days
- Teddy Bear Picnic
- Out of Africa
- Ghosts, Ghouls & Goblins
- The Sound of Music
- Hoedown
- Time Machine
- Upside Down Day
- Go for the Green
- Scavenger Hunt
- Survivor
- Hawaiian Luau
- Dr. Seuss
- Wands & Wizards
- Amazing Race
- Creepy Crawlers
- Mythical Creatures
- Backwards
- Book Days
- Camping
- Clowns/Circus
- Colours
- Cowboys
- Dance/Disco
- Dinosaurs
- Drama Days
- Storybook Days
- Disney
- Exploration and Discovery
- Famous People
- Happenin' Holidays
- Heroes
- History
- Hollywood
- Identity Day
- Insects
- Junk Day
- Magic
- Monsters
- Music
- Mysteries
- Nature/Environment
- Numbers
- Opposites
- Science
- Seasons
- Sports Events
- Star Trek/Star Wars
- Time Warp
- Wacky and Wild
- Western
- Television Shows
- Record Breakers
- Talent Show
- Fashion Show
- Medieval
- Cave Man
- Hobby Day
- Cartoon Day
- Land of the Future
- Be a Vegetable Day
- Rock and Roll
- Superhero Showdown
- Under the Big Top (circus)
- Retro
- Amazing Race
- Fairy Tales
- Winter in July
- Multicultural
- Cartoons
- Art Attack
- Beach Day
- Jungle Safari
- Sports/Olympics
- Penny Carnival
- Spies
- Reality TV
- Under the Sea
- Harry Potter Day
- Pirates
- Arabian Nights
- Rock Stars
- Space
- Treasure Island
- Rolled Out of Bed
- X-Men
- Winter Wonderland
- Robots
- Unbirthday Party
- Aliens
- Animals/Pets
- Nursery Rhyme Mix-Up
- World Cup
- Around the World
- Wild Zoofari
- Science
- Occupations
- Game Shows
- Impossible Missions



DAILY PROGRAM PLANNING SHEET

NAME: _____ DATE: _____ SITE: _____

PROGRAM: _____ PROGRAM LEADERS: _____ & _____

Participant Age	TIME (length)	ACTIVITY	PURPOSE	MATERIALS	SAFETY CONSIDERATIONS
EXAMPLE: 8-10 years	10 min.	Sponge Tag" – Participants aged 8 – 10 yrs - The person who is "it" uses a wet sponge to try other participants. When someone is tagged they are "It"	- to cool down because it is supposed to be hot tomorrow.	- sponges - bucket - water	- it is hot out so I will have to make sure the kids get a chance to cool down in the shade. - make the kids drink water