**Instructions for completing this document**

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**General Information (Page 2)**

**Part III-A Required Program Information - Applicant District/Agency (Pages 3-6)**

**Part III– B Required Program Information - Applicant Site(s) (Pages 6-12)**

***IMPORTANT NOTE:*** *If the lead applicant is not a district, it must work with the applicable district/school to complete this application.*

* Applicants should respond to all questions unless otherwise indicated as described in the bullets below.
  + **[OST ONLY] –** Only schools applying for **OST** should respond.
  + **[ELT ONLY] –** Only schools applying for **ELT** should respond.
* The responses to Part IIIA should be specific to the District needs/priorities. School-specific needs/priorities will be described in Part III B School/Site Implementation Plan.
* The narrative pages (Part IIIA/B) must be numbered with a one inch margin. The font size should be no smaller than 10-point Arial type. It is in the best interest of the applicants to ensure that the proposal is easy to read, developed logically in accordance with grant priorities, and addresses each question fully.
* Responses should be provided within this document leaving the questions above each response.
* Please do not delete questions that are not applicable – this will re-number questions and may lead to confusion in responding to questions that reference earlier questions. If you feel a question is not applicable indicate N/A.
* Please adhere to indicated page limits.

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# Review Process

* A peer review team with expertise in the field of education and out of school time will review the eligible submitted applications.
* The proposal submitted by the applicant will be worth approximately 70% of each applicant's overall score. Information gathered by the Department through data collection and ratings from exemplary site visits will contribute to approximately 30% of the applicant's overall score.
* Each proposal will be evaluated on the extent to which it clearly and completely addresses each question as well as clarity of program design; clarity in ways the district/site could serve as a mentor, coach and resource; sustainability plan including external and internal partnerships; and explicit connections between plans, grant priorities, and eligibility requirements.

**General Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT NAME** | | | **ADDRESS (Street, City, State, Zip Code)** | | | | |
|  | | |  | | | | |
| **GRANT CONTACT PERSON** | | | **TELEPHONE NUMBER**  **EMAIL ADDRESS** | | | | |
|  | | |  | | | | |
| **In the corresponding level below please list the school(s)/site(s) included in this application** | | | | | | | |
| **Level** | **# Sites included in application** | **school/site(s)** | | **model** | | **eligibility**  **Please check all that apply** | |
| **ost** | **elt** | **[OST] Met required attendance hours** | **Pract./Demo. Sites served in a mentoring/ resource capacity** |
| **Promising site applicant(s)**  [FY17 FC 646](http://www.doe.mass.edu/grants/2017/awards/647-B2-2.html) |  |  | |  |  |  |  |
|  | |  |  |  |  |
| **Practitioner site applicant(s)**  [FY16 and 17 FC646](http://www.doe.mass.edu/grants/2017/awards/647-B2-2.html) |  |  | |  |  |  |  |
|  | |  |  |  |  |
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| **Demonstration site applicant(s)**  [FY17 FC 646](http://www.doe.mass.edu/grants/2017/awards/647-B2-2.html) |  |  | |  |  |  |  |
| Total Number of sites |  |  | | | | | |
| **Total grant funds requested** | | | | | | | $ |
| **OST Total requested transportation** | | | | | | | $ |
| **ELT - Total amount requested for summer program** | | | | | | | $ |
| **Amount/In-Kind Value ($) of match** | | | | | | | $ |
| **% of original grant award funds matched** | | | | | | | **%** |
| **Total Budget** | | | | | | | $ |

**PART IIIA – REQUIRED PROGRAM INFORMATION – District/Agency (8 pages Max.)**

**A. Support and Sustainability**

1. Describe and list the planning team members that contributed to developing this proposal, their respective expertise and how often the team met.

* Describe how the district level strategy around ELT (if applicable) and OST (if applicable) has evolved.
* Include both successes and challenges and how those lessons have informed this application.

1. For the sites included in this application identify the specific elements of the district’s improvement, turnaround, and/or other strategic plans supported through the program model (OST/ELT). Additionally, describe how this grant enhances and adds value to these efforts. Describe how the district (and lead applicant if not the district) and proposed school(s)/site(s) collaborate to support these efforts including input into grant related budgetary decisions.

* If services are contracted through a community based (CBO) vendor/partner or if the lead is a CBO describe the system for sharing pertinent data (with appropriate confidentiality) including state and other school/student assessment data in order to ensure programming is aligned to identified student needs and school day focus.

1. Describe how the proposed program(s) will support the priorities outlined in the Priority Section of the Funding Opportunity portion of the RFP.
2. Describe how the District Coordinator (OST and/or ELT) fits into the District/lead applicant’s organizational structure. If it is a part time position, please provide the number of hours per week dedicated to oversight of the grant funded program. If there will be a change in the coordinator for FY20, describe the plan and timeline for the transition to ensure that program quality is maintained.
3. Describe the process for monitoring, oversight, and on-going communication and coordination. Address the following in your response:

* Process for fiscal management of the grant funds.
* The process used to establish an effective means of communication and coordination between the district, school, school day/out of schools time teachers for completion of required SAYO surveys.

1. Describe opportunities provided for leadership/professional development for the 21st CCLC coordinator, school, site level coordinator(s), and school day (ELT) and OST educators including partners and contracted providers. Are site coordinators, teachers, and contracted /vendors staff encouraged to participate in professional development opportunities related to implementation of this grant?
2. Exemplary grant applicants are required to demonstrate that there is a process in place for development of a longer-term sustainability plan.

* Describe the additional resources, other than this grant, that demonstrate efforts to, at minimum, sustain the current 21st CCLC program and/or enhance the amount and quality of services offered. Be specific in describing the actual dollar amount and/or in-kind value. The listing of additional resources may be provided in chart, bullet, or paragraph format.
* Describe how this grant does/will collaborate with other federal, state and local initiatives in order to align and leverage resources, improve program quality, and develop shared outcomes for success [e.g., other federal/public/private funding, McKinney-Vento, Title I, Title III, Title IVA, Adult Basic Education, After-School and Out-of-School Time Quality (ASOST-Q) grants, Department of Early Education and Care programming, etc.].
* Describe the lead applicant’s financial and non-financial contributions.
* Describe how partners and/or contractors contribute towards sustaining the applicant site(s).
* Describe other in-kind support.
* **[ELT]** Describe plans to support the costs associated with implementing the proposed longer school day that are not covered with grant funds as well as how teachers will be compensated for the additional hours. **Reminder:***Grant funds may only be used to support the enhancement or addition of engaging academic enrichment and intervention activities.*

***Please note:*** The use of building space, equipment and snacks/meals covered under the Federal Nutrition program are not a match or a sustainability strategy unless you are able to demonstrate these costs would be incurred without this grant.

1. Federal regulations require that all 21st CCLC grantees describe a plan for safe transportation of students*.* For the school year and summer describe how the district/organization ensures that students travel safely to and from school/program. This includes any students (OST or ELT) being transported off site for enrichment.

* **[OST]-** If applying for additional transportation funds provide a justification for the need, cost to transport students, and any match in funds to support these costs. Please note for SY, OST grant funds may only be used to transport students home from the OST program.

**B. PARTNERS/CONTRACTED PROVIDERS**

1. If the program hires or contracts with outside vendors/CBO’s (fee for service) or individuals to implement all or a portion of the grant funded programming describe the following:

* Selection criteria and process for contracting/hiring;
* the identified needs they meet and the added value to the program;
* how the services they provide connect to and support SAYO outcomes as well as student needs and interest;
* how you ensure that staff have the needed training, support, and classroom management skills to assure students of all ability levels are fully included and engaged; and
* how you ensure that they are understanding of the different languages, norms, and values of your student population.

**C. Mentoring**/coaching

1. Describe the lead applicant’s participation in any networking opportunities provided by the department.
2. **Practitioner/Demonstration Sites Only** *(All others skip to Skip to section E)* - Please refer to Addendum D eligible sites if unsure of the level for which you are applying. Information may be provided in the form of a chart, bulleted list or paragraph(s).

* Document and describe any mentoring and related activities conducted by the district coordinator during the funding cycle (that ends August 31, 2019). Activities may include serving as a mentor, resource, support for a site or organization interested in applying for a 21st CCLC grant, presenting at a 21st CCLC promising practices forum, training, TA session or conference and presenting at other related conferences.
* List the date(s) in which the peer APT visit(s) occurred and the school(s) visited.

*Please Note- Conducting or hosting a site visit may also constitute mentoring or serving as a resource if you are able to document that sufficient time was spent debriefing.*

**D. Community Notification of Intent to Apply**

Federal law requires that applicants for grants under the Title IV Part B 21st CCLC program must publicly notify their community of their intent to apply, ***in a timely manner*** ***prior to submission of the proposal***, the opportunity for public comment, and if awarded funding, disseminate information, about the 21st CCLC program to the community in a manner that is understandable and accessible.

**Please respond briefly to the following to provide assurance of meeting these requirements:**

1. Describe the process used to provide the community with notice of intent to submit an application and the opportunity to comment on the application. Provide the date of when the notice was provided and attach any documentation to support how this was done.
2. Describe the plan to disseminate information, if awarded funding, about the 21st CCLC program to the community in a manner that is understandable and accessible.

**E. BUDGET**

Complete the excel budget form and provided a description for each expense. Budget lines and descriptions should match and support proposed program activities. Please note materials and supplies should not exceed 10% of the total budget request. Indirect is not allowed for exemplary grants but, may be used as supporting/matching funds.

* *Applicants requesting to subcontract must attach a detailed budget for each vendor requesting $5,000 or more. You may add a tab to the excel budget provided or create one of your own.*

1. **PROGRAM FEES OST ONLY**

**As per federal requirements, any program that charges families a fee to attend a federally funded 21st CCLC program must adhere to the following guidelines:**

* All income must be expended during the grantee’s award period to supplement, enhance, or otherwise improve 21st CCLC programming for students and families, and not supplant other funding sources. This may include but is not limited to educational field trips, additional qualified staff to support diverse learners all ability levels, summer programming, and transportation costs.
* The grantee will take into account the relative poverty of the students served by their 21st CCLC programs, and those **students that are eligible for free lunch will be provided access to the program at no cost** and a reasonable sliding fee scale may be established for all others. Grantees are encouraged to utilize the sliding fee scale for income eligible families established by the Department of Early Education and Care as a guide for developing a fee schedule.
* In all program related materials, subrecipients must clearly state that the out of school time is funded through a federal 21st CCLC Grant and that any child eligible for free lunch may attend the program at no cost.
* Demonstrate that there are established procedures in place for monitoring, accounting and reporting of program income.
* Program income generated without prior approval from the State Education Agency or does not adhere to the above criteria will be used to proportionally reduce the federal award.
* As part of the reporting process, grantees will also be required to report on program income generated, and expenditures related to 21st CCLC program operations.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does one or more of the funded sites currently charge families a fee to attend? | | | | |  | YES | |  | NO |
| Will one or more of the funded sites charge families a fee to attend in FY20? | | | | |  | YES | |  | NO |
| **If you answered Yes to the above, please provide the information below.** | | | | | | | | | |
| If yes, check all that apply |  | School year |  | Summer | | | | | |
| Please indicate the per student cost to attend the program | $ | | Indicate the % of students that pay a fee to attend in FY19. | | | | % | | |
| For FY19 please indicate the total amount of funds generated from program income. | | | | | | | $ | | |
| For FY20 please indicate the total amount of funds expected to be generated from program income. | | | | | | | $ | | |

1. Please describe the process for determining the per student cost to attend, if a sliding fee is used, and how you ensure that families of children/youth that would be eligible to receive free or reduced-price lunch fully understand that cost should not be a deterrent from participation.
2. Describe the procedures in place for monitoring, accounting and reporting of program income. Describe how those funds are/will be used to supplement current program expenditures. Be specific in describing how program fees are used to support and enhance the grant funded program and expenses.

|  |
| --- |
| PART III-B – REQUIRED PROGRAM INFORMATION - School/Site Summary |

**School/Site Summary- Please c*omplete a separate school/site summary for each proposed site.***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School/Site Name:** |  | | | |  | | **OST** |  | | **ELT** |
| **Funding Level:**  **Place an X in the appropriate box** |  | **promising** |  | **practitioner** | |  | | **demonstration** | | |
| **Student Information**  **[elt in the School /ost in the program]** | | | | | | **FY19** | | | **FY20**  **projected** | |
| **Total number of students served** | | | | | |  | | |  | |
| **grade Levels Served** | | | | | |  | | |  | |
| **percentage economically disadvantaged served** | | | | | |  | | |  | |
| **percentage special education students served** | | | | | |  | | |  | |
| **percentage english learners served** | | | | | |  | | |  | |
| **total number of students to be served during summer –**  **ost should provide both fy 19 & fy20 numbers and**  **elt fy 20 only** | | | | | |  | | |  | |
| In the space below provide a brief, no more than a 150 word description, of the proposed 21st CCLC Exemplary Program. Include the name of the district/lead applicant, school/site, grade levels and number of students to be served, and programming highlights supported through this grant.  Please note this description may be posted on the Department’s website and included in information provided to the Executive Office of Education. | | | | | | | | | | |

1. **PROGRAM OVERVIEW *(4 page max.)***
2. Describe how this grant supports the applicant school/site needs, priorities, and turnaround/school improvement efforts. Be specific in describing how the activities supported through these funds have contributed to school improvement efforts and increased student engagement. Please provide the appropriate supporting data.
3. Describe the success the school/program has had in maintaining high and consistent school/program attendance levels\* over the funding cycle. For **ELT** utilize school attendance data and for **OST** utilize program attendance data to support your response.
4. **[OST]** Did the school/site consistently meet the minimum required average attendance hours\* over the funding cycle? If not was it one year or multiple years? What will be different going forward that will ensure this requirement can be met?
5. **[OST]** Describe the student attendance policy for the school year and summer program. Please include for both school year and summer how often students are/will be required to attend.
6. **[ELT ]** Describe the **student attendance policy** for the proposed summer program, including how often students will be required to attend.
7. **[OST]** Use the chart below to provide information on the percentage of students who have participated for more than one session and for more than 1 year.

|  |  |  |  |
| --- | --- | --- | --- |
| **% Participated for more than 1 session** | **% participated for 2 years** | **% participated for 3 years** | **% participated for 3+ years** |
|  |  |  |  |

**\*Please Note - OST** students are expected to participate for the following minimum numbers of hours, on average during the school year, and approximately 80% of the time during the summer: Elementary School – 100 hours, Middle School – 90 hours, and High School – 80 hours. School vacation week programs may not be counted towards total hours unless serving the same students who attend the OST SY program.

1. Describe the specific population of students that have been served in grant-funded programming/activities over the most recent funding cycle and any changes that will occur in FY20. **[ELT]** Describe the student makeup of the school over the most recent funding cycle and any changes that will occur in FY20.

* **[OST**] Be specific in describing particular practices that have been successful in increasing enrollment and/or sustaining student attendance and active participation (e.g., offering core/elective credits, etc.).
* **[ELT**] Describe outreach strategies that will be used to recruit and retain select population of students for the summer program.

1. Describe how the school/program is designed to be welcoming, culturally responsive, inclusive, collaborative, and demonstrates an understanding of different languages, norms, and values.

* Describe how the school/program does/will build on the strengths and assets of students from varied backgrounds and cultures.
* Describe how students with disabilities, English Language Learners, and LGBTQ are fully included and supported in grant funded programming.

**B. PROGRAM NARRATIVE *(6 pages max.)***

1. Provide a ***narrative*** that tells the story of the how the applicant school/site has evolved and demonstrated continuous program improvement over the course of the funding cycle. The narrative should address the following elements:

* How the grant has contributed to improving the school culture and climate.
* Provide examples of how specific school and student needs and priorities have been addressed through engaging instructional practices and academic enrichment opportunities*.* This may be related to increased literacy, problem solving, critical thinking, social emotional learning (SEL), promoting college and career readiness, civic engagement, decreasing chronic absenteeism and/or increasing graduation rates, etc.
* **[ELT]** Describe how the funding has contributed to redesigning the school day and how the funded components are part of a seamless day.
* [**ELT]** If services are contracted with a community based provider describe how the relationship and programming has evolved over the past three years.
* For Practitioner and Demonstration site applicants include what is different or improved about the school/services/programming program from the previous application.
* Provide relevant data that supports student evidence of growth, continuous program improvement, and for **OST** programs: retention of your selected student population. This may include SAYO, district/school student benchmark data, school attendance data, Student Growth Data, Edwin Data, school climate, dropout data, etc.
* Include Lessons Learned.
* Describe your vision for the program over the next three years. The vision should be clear, concise, and describe what will change, improve or be different going forward and its desired result. The vision should connect to school’s/site’s *specific needs and priorities* related to student learning (including academic, social-emotional, wellness, etc.) that will be addressed.

**C. Program INFORMATION *(3 pages max)***

**For each of the questions below, provide specific examples, where applicable, that support the responses.**

1. Provide specific examples of the types of i**nteractive, relevant, and engaging** programming that **was** provided during the most recent funding cycle.

* Describe how project based learning (PBL) is/will be implemented as a strategy to deepen leaning; and
* how youth voice is/will be supported.

1. Use the chart below to provide specific examples of the types of *interactive, relevant,* and *engaging* activities and services/supports **to be offered** in FY20. Highlight planned PBL.

* Add additional rows as needed. (Select an entire blank row, right click, select “Insert Row Above” or “Insert Row Below”).
* Cells will automatically expand (down) to fit what is typed. Please do not change the column widths.

|  |  |
| --- | --- |
| **Proposed Activity Description** | **Needs/Priorities/Outcomes Addressed** |
|  |  |
|  |  |
|  |  |
|  |  |

1. Describe how or why you believe the activities described above and to be provided through this funding are creative and innovative and will expand and support learning.

* Describe how activities will support identified student needs.
* If applicable, how homework, academic support, and/or blended learning is designed to focus on building skills and practices that support learning, critical thinking and problem solving.

1. Describe how the Assessment of Program Practices Tool (APT) is used for continuous program improvement and any changes that have been made as a result of observations conducted. Include who is on your observation team and the number of observations conducted this past year.

**[ELT]** If programming is provided off site or by contracted providers additionally describe the process for conducting the required APT observation and the process for providing feedback and follow through on program changes and improvements.

1. Describe how the program has made effective use of the trainings and resources provided through the Department and regional networks. Include the PD/training sessions attended, by whom, and the effects on program quality. Additionally, provide any suggestions or ideas for PD/Training for FY20 and/or ways in which the Department may better support your district/school/site.
2. **Summer Program Description:** Provide the school/site’s plans for implementing a summer program.Include the following:

* Approximate number and select population of students to be served.
* Number of weeks and hours/week the summer program will operate.
* Brief description of the type(s) of programming/activities to be offered.

1. Describe plans for building and strengthening[family engagement](https://www.acf.hhs.gov/sites/default/files/ecd/draft_hhs_ed_family_engagement.pdf) practices/partnershipsin order to advance common goals for student success.

* Include plans to engage families in meaningful ways to better support student learning and development.
* Include how practices will be culturally responsive, collaborative, and demonstrate an understanding of different languages, norms, and values.
* If applicable, please describe how grant funds will be used to support/enhance family engagement.

***Note:*** *Please note episodic, non-reoccurring, or special events that involve families does not fully constitute family engagement. For example, an open house night for parents that involves a meal or social activities does not meet the full scope of family engagement. Please refer to the recently adopted* [*Department definition of family engagement*](http://www.doe.mass.edu/news/news.aspx?id=25263)*.*

**D. Staffing *(1 page max.)***

1. Describe the qualifications and credentials of the staff used to implement and support the grant funded programming and any changes that will occur in FY20.
2. Describe the structures and opportunities for collaboration, professional development, and planning time that will support educators and contracted staff (if applicable) in the implementation of the proposed programming to be funded through this grant, as well as continuous program improvement.

* **[ELT]** Is enrichment discussed during or included as part of common planning time?
* **[ELT]**- If contracted enrichment providers are used, how do you/will you ensure that classroom teachers are informed and knowledgeable about what their students are doing during their time out of the classroom.

**E. SCHOOL/SITE MENTORING *(1 page max.)***

1. Be specific in describing what makes your program exemplary and highlight *Elements of Exemplary Programs* ( Addendum E) that best demonstrate the areas in which the site is most exemplary and may be able to serve a resource, coach and/or mentor. Be **specific** in describing **how** the school/site is able to serve as a resource and/or coach beyond just hosting a site visit or conducting a peer visit.

* Promising site applicants should highlight at least three (3) elements from *Addendum E*.
* Practitioner site applicants should highlight at least six (6) elements *Addendum E*.
* Demonstration sites should highlight at least eight (8) *Addendum E*.

1. **Practitioner/Demonstration Sites Only** - Please refer to Addendum D eligible sites if unsure of the level for which you are applying. Information may be provided in the form of a chart, bulleted list or paragraph(s).

* Document and describe any mentoring and related activities conducted during the funding cycle (that ends August 31, 2019). Activities may include serving as a mentor, resource, support for a site or organization interested in applying for a 21st CCLC grant, presenting at a 21st CCLC promising practices forum, training, TA session or conference and presenting at other related conferences.
* If applicable, list date in which the peer APT visit(s) was conducted, by whom, position, and the school(s) visited.

*Please Note- Conducting or hosting a site visit may also constitute coaching or serving as a resource if you are able to document that sufficient time was spent debriefing.*

**F. SITE VISIT RESPONSE *(1 page max.)***

1. As a result of your Promising, Practitioner or Demonstration site exemplary visit and the feedback received, reflect on the areas that you will continue to build on, areas you will continue to improve, and any other details from your visit that you would like to address.

**G. PROGRAM HOURS - *(1 page max.)***

1. **A. [OST]** applicants may propose any schedule configuration that meets the following requirements:

* Operate for a total of 400 hours during theschool year **and** summer. Please note the majority of hours MUST occur during the school year.
* Operate a minimum of 4 days/week during school year **and** summer.
* Funds cannot be used to support only before school and/or summer programming.
* If applicable, before-school programming must run for at least one (1) hour each morning offered, serve a consistent group of students, and conclude before the school day begins.
* If applicable, school vacation programming must serve the same students served in OST programming.

**Please Note:** ***Drop-in or Drop-in Like programs are not allowed.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OST**  **ONLY** | **# of Youth to be Served** | **# Hours/ Day** | **# Days/ Week** | **# of Weeks** | **Total Hours** | **Days of Week  (e.g., M-F)** | **Start Time** | **End Time** |
| **School Year** (before school) |  |  |  |  |  |  |  |  |
| **School Year** (after school) |  |  |  |  |  |  |  |  |
| **Summer** |  |  |  |  |  |  |  |  |
| **Total # of Hours Provided:** | | | |  | | 🡨Must be a minimum of 400 hours. | | |

**B. [ELT]** applicants use the chart below to provide information about the **school hours/days** required for all students. **Note:** See the RFP for requirements for the number of hours offered.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECTED ELT SY20 (2019-2020)** | | | | | | |
|  | | | | | | |
| **date school begins:** |  | | **Anticipated date school ends:** | |  | |
| **anticipated enrollment:** |  | | **grades served:** | |  | |
| school year | | | | | | |
| **school Start Time** | | **end time** | | **number of hours/day** | **A. total sy hours provided above the state mandated hours** | **Total Hours of enrichment provided /week** |
|  | |  | |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECTED SUMMER PROGRAMMING FY120** | | | | | | | | |
|  | projected # of students to be served | # hours/ day | # days/ Week | # of weeks | total Hours | days of week  (e.g., M-F) | projected program Times | |
| **Summer** |  |  |  |  |  |  | **Start Date:** |  |
| **Start Time:** |  |
| **End Time:** |  |
| **B. Total # of Hours (Summer):** | | | | | |  | | |
| **total hours (a + b ) should add up to 300 or more hours)** | | | | | |  | | |

**[ELT]** - Provide the following schedules **(inserted into this document).**

1. Proposed (SY20) Student Schedule-Highlight any PBL, enrichment programming, and services to be supported through grant funds.
2. Proposed (SY120) Teacher Schedule

**Insert schedules here**