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| School-year HS Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2023 to 2024 |
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**Consistent daily schedule for program hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must equal at least 7 hrs/day.) Head Start programming hours must fall between 7:30-4:30, unless prior approval has been received. At a minimum, programming must be offered 146 days and a total of 1,020 hours.**

**Annual Hours Formula**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. per day = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(a)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ½ days x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. per day = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(b)**

**(a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + (b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must equal at least 1,020 hrs)**

**Please highlight the days on the calendar below that your program will be open during the 2023-2024 contract year. Use a different color for ½ days.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Sept 2023 |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| Oct 2023 |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |
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| Nov 2023 |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| Jan 2024 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| Feb 2024 |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| April 2024 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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| July 2024 |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| Aug 2024 |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | ~~19~~ | ~~20~~ | ~~21~~ | ~~22~~ | ~~23~~ | 24 |
| 25 | ~~26~~ | ~~27~~ | ~~28~~ | ~~29~~ | ~~30~~ | 31 |
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**HS Staffing Plan**

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| **Staff Name**  | **Classroom** | **Days Scheduled to Work Weekly** | **Hours Scheduled to Work Daily** |
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