

Session plan template

Ages 5–11

One page, one session

Runnable by anyone

DATE & THEME — e.g. Tue Oct 14, Build week

AGES, EXPECTED NUMBERS & STAFF — e.g. 5–11, 14 to 18, 2 staff

SESSION GOAL — one sentence, observable from across the room

MATERIALS, WITH SUBSTITUTE — what you need, and what you use when it runs out

PREP BEFORE CHILDREN ARRIVE — target 10 minutes

RUN SHEET

3:10 Arrival & snack ___ min

3:30 Homework / reading
___ min

3:55 Main activity ___ min

Explain in two sentences

Step 1

Step 2

Step 3

Step 4

Step 5

4:45 Free choice & close ___ min

SCAFFOLD — for the child who is stuck

STRETCH — for the child who finished early

PLAN B — if weather, materials or numbers change

SAFETY, ALLERGY & CONSENT NOTES — check before food, photos or displays

AFTER THE SESSION — KEEP

AFTER THE SESSION — CUT