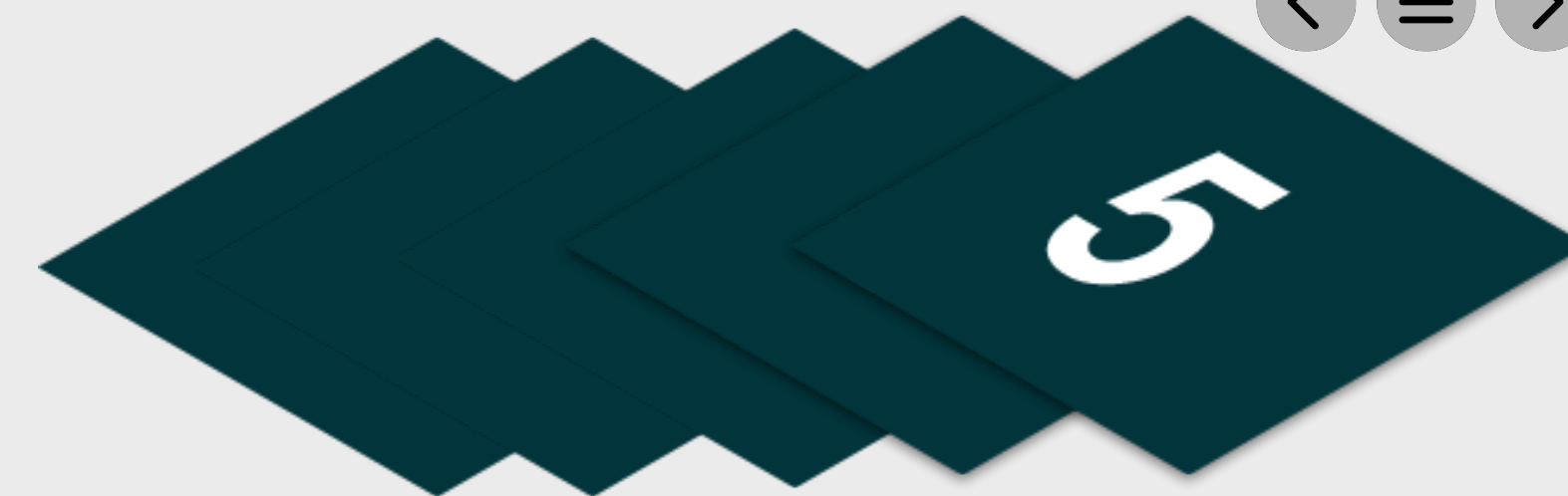
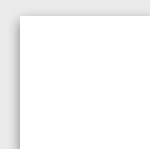


Step 5 - Junior Academy Week

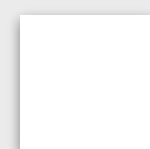


Please find listed below the recommended actions that you need to take during this step of implementation:



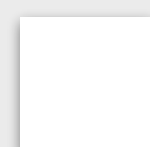
Chase Sign Up Information

You should collect all the sign up information from your student prior to the date of your Junior Academy. You don't want to be dealing with all this on the day. Chase all of parents who received this documentation during communication week.



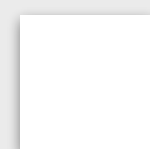
Communicate Junior Academy Sign Up Information to New Sign Ups

Repeat the checklist items from the communication week for any new sign ups.



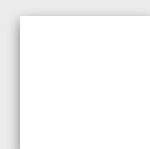
Chase and Reconcile Payments

You need to ensure all participants have made payments for the upcoming Junior Academy block and this is reconciled with your GLF. Connect system.



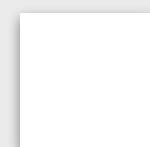
Chase and Reconcile Registration Payments

For all juniors joining the program, there should be a one off registration fee for the Welcome Pack. You should ensure all payments have been received so you can distribute the packs to each child on the 1st session.



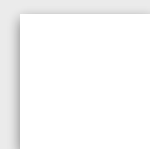
Review Junior Academy Plans

Navigate to the Junior Junior Academy page and download the Junior Academy Plans which matches the type and duration of your Junior Academy. You can use this to plan your Junior Academy including the equipment you need and what you will need to do on the day. You can also use the library of resources to build your own Junior Academy plan.



Organise your Junior Welcome Packs

For new juniors joining the program you will need to organise the Junior Welcome Packs so you can distribute this on the day.



Prepare your Stickers and Rewards

Built into the Junior academy plans is the challenge element of the program. This is an opportunity for juniors to earn their rewards