



FY24 OST Calendar
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AUGUST 2023	
Monday, August 28	1 st Day of School for DCPS
SEPTEMBER 2023	
Monday, September 4	Labor Day (OST Office closed)
Saturday, September 9	Afterschool in the City OST Office Event
Thursday, September 14	Learn24 Office Hours
Thursday, September 21	Mandatory FY24 OST Grantees Orientation
Tuesday, September 26	OST Executive Director Fireside Chat w/Grantees
Thursday, September 28	Mandatory Cityspan Data System Training - Required
OCTOBER 2023	
Monday, October 2	FY24 School Year and Year-round Grant and Program Periods Begins
Monday, October 2	Invoice #1 Accepted (50% of grant award following execution of grant agreement)
Monday, October 9	Indigenous People Day (OST Office closed)
Thursday, October 12	Learn24 Office Hours – SAYO-Y Administration Training
Tuesday, October 31	Cityspan Data Entry Deadline (participants, staff information, background checks, CPR/First Aid and mandated reporter certificates, Bullying Prevention Policy and ORM approval)
NOVEMBER 2023	
Wednesday, November 1	Learn24 Programmatic Site Visits Begin
Wednesday, November 1	Learn24 Compliance Monitoring Begins (continues through grant period)
Friday, November 3	End of DCPS Quarter 1
Monday, November 6	DCPS Quarter 2 Begins
Monday, November 6	Quarter 1 Program Report Accepted
Thursday, November 9	Learn24 Office Hours
Friday, November 10	Veteran’s Day (OST Office closed)
Thursday, November 23	Thanksgiving (OST Office closed)
Tuesday, November 28	OST Executive Director Fireside Chat w/Grantees
DECEMBER 2023	
Friday, December 1	Quarter 1 Program Report Due
Friday, December 1	Invoice #1 Submission Deadline (50% of grant award)
Friday, December 1	SAYO-Y Pre-Survey Completion Deadline (30 minimum youth participants)
Thursday, December 14	Learn24 Office Hours
Monday, December 25	Christmas (OST Office closed)
JANUARY 2024	
Monday, January 1	New Year’s Day (OST Office closed)
Monday, January 1	Invoice #2 Accepted (25% of grant award with 25% spend down documentation)
Thursday, January 11	Learn24 Office Hours
Monday, January 15	MLK, Jr. Day (OST Office closed)
Friday, January 26	End of Quarter 2 (DCPS)
Monday, January 29	Quarter 2 Program Report Accepted
Monday, January 29	Mandatory PQA Basics (The Institute)
Tuesday, January 30	OST Executive Director Fireside Chat w/Grantees
Wednesday, January 31	Mandatory PQA Basics (The Institute)
FEBRUARY 2024	
Thursday, February 1	Mandatory PQA Basics (The Institute)
Thursday, February 8	Learn24 Office Hours
Monday, February 19	President’s Day (OST Office closed)
Friday, February 23	Quarter 2 Program Report Due
MARCH 2024	
Thursday, March 14	Learn24 Office Hours
Friday, March 15	Invoice #2 Submission Deadline (25% of grant award with 25% spend down documentation)
Tuesday, March 26	OST Executive Director Fireside Chat w/Grantees



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Saturday, March 30	Summer in the City (OST Office event)
APRIL 2024	
Monday, April 1	Pending Audits Due (for FY24 OST Grantees with Letters of Commitment on file)
Friday, April 5	End of Quarter 3 (DCPS)
Monday, April 8	Quarter 3 Program Report Accepted
Thursday, April 11	Learn24 Office Hours
Monday, April 15	Invoice #3 Accepted (25% of grant award with 60% spend down documentation)
Tuesday, April 16	Emancipation Day (OST Office closed)
MAY 2024	
Friday, May 3	Quarter 3 Program Report Due
Thursday, May 9	Learn24 Office Hours
Monday, May 27	Memorial Day (OST Office closed)
Tuesday, May 28	OST Executive Director Fireside Chat w/Grantees
Friday, May 31	SAYO-Y Post-Survey Completion Deadline (30 minimum youth participants)
JUNE 2024	
Thursday, June 13	Learn24 Office Hours
Friday, June 14	End of 4 th Quarter (DCPS)
Monday, June 17	Quarter 4 Program Report Accepted
Wednesday, June 19	Juneteenth (OST Office closed)
Friday, June 28	School Year Program Period Ends
Friday, June 28	Invoice #3 Submission Deadline (25% of grant award with 60% spend down documentation)
JULY 2024	
Monday, July 1	Site Visits for Year-round Summer Programs Begin
Thursday, July 4	Independence Day (OST Office closed)
Thursday, July 11	Learn24 Office Hours
Friday, July 12	Quarter 4 Program Report Due
Tuesday, July 30	OST Executive Director Fireside Chat w/Grantees
Wednesday, July 31	School Year Grant Period Ends
AUGUST 2024	
Thursday, August 8	Learn24 Office Hours
Monday, August 26	Year-round Summer Program Report Accepted
Friday, August 30	Year-round Program Period Ends
Friday, August 30	Summer SAYO-Y Survey Completion Deadline (15 minimum youth participants)
SEPTEMBER 2024	
Monday, September 2	Labor Day (OST Office closed)
Saturday, September 7	Afterschool in the City 2024
Thursday, September 12	Learn24 Office Hours
Friday, September 20	Year-round Summer Program Report Due
Tuesday, September 24	OST Executive Director Fireside Chat w/Grantees
Monday, September 30	Year-round Grant Period Ends