



Exhibit A.3

Program Plan: TeamUp**Basic features**

Program name	TeamUp
Program overview	The Program provides comprehensive onsite consulting and support delivered by an experienced Playworks site coordinator who is onsite for a five-day block each month to model and teach strategies, games, and systems to develop and sustain a positive educational culture for everyone, starting at recess.
Timeframe	The Program operates during the school year. Program end date with Customer will be based on the last day of the school year stated on the original school calendar provided to Playworks. If Customer has a full year schedule or alternative calendar, Playworks and Customer will determine the end date of programming prior to the start of the school year. The school year starts on _____ and ends on <u>8-12-18</u> .

Playworks personnel

Overview	Playworks will assign a site coordinator ("Site Coordinator") and program manager ("Program Manager") for the Program.
Site Coordinator Activities	Site Coordinator works onsite at the Customer and carries out the activities described in the Plan.
Site Coordinator Training	Playworks will ensure that Site Coordinator receives regular training in youth development, group management, safety, leading healthy play and physical activities for elementary age students, and mandatory reporting, and that Site Coordinator is CPR and first aid certified.
Site Coordinator Screening, Testing, and Immunizations	Playworks will ensure that Site Coordinator has complied with applicable fingerprinting requirements, has no criminal or other record that would disqualify the person from working with minors, has tested negative for tuberculosis in line with Customer requirements, has any immunizations required by Customer, and has otherwise satisfied requirement under applicable law.
Program Manager Activities	Program Manager will supervise and provide Program implementation support to Site Coordinator. Program Manager will regularly visit Customer and carry out the observation, consultation, and other activities set out in the Plan.

Customer personnel

Overview	Customer will assign two employees to serve as school recess coach ("Recess Coach") and school recess manager ("Recess Manager").
Recess Coach	Recess Coach will lead program components and receive ongoing coaching and professional development from Site Coordinator and Program Manager

	as set out in the Plan. Customer will ensure that Recess Coach is made available for all Program implementation, professional development, and coaching sessions as set out in the Plan.
Recess Manager	Recess Manager will supervise Recess Coach and serve as Customer's liaison to Site Coordinator and Program Manager. Customer will ensure that Recess Manager is made available to provide ongoing support, observation, and management to Recess Coach throughout the school year.
Principal	The principal of the Customer will attend all consultation and evaluation meetings with Program Manager as set out in the Plan, including, without limitation, an orientation meeting in the first week of programming and approximately monthly throughout the program.

Workspace and equipment

Workspace	Customer will make available to the Site Coordinator a workspace, computer, printer access, internet access, and classroom space for Junior Coach Leadership Program trainings and other trainings set out in the Plan.
Playground equipment	The Program will be implemented using existing playground equipment provided by the Customer. Playworks may provide a list of suggested playground equipment before the beginning of the school year. Playworks will support the development of an equipment maintenance system.

Program components

Site Coordinator on site	<p>Site Coordinator will be onsite at each school on Monday - Friday for one week out of every four weeks during the course of the school year. The onsite week at a school consists of four days for a total of 5 - 7 hours for in-school and out-of-school programming, and one day for a total of four hours of in-school programming.</p> <p>In this Agreement, "Program Week" means the week Site Coordinator is onsite at a Customer, and "Customer Implementation Week" means a week when the Site Coordinator is not onsite at a Customer.</p>
Site Coordinator not on site	<p>During the weeks Site Coordinator is not onsite, Recess Coach will lead and facilitate the Recess and Junior Coach Leadership Program components of the Program, using guidelines provided by Playworks</p> <p>Recess Coach's recommended total hours will include all hours of recess periods, one hour per Program week for Recess Coach to attend coaching session with Site Coordinator, and ____ hours of professional development a year.</p> <p>Playworks will provide Customer with a schedule for weeks when the Site Coordinator is not onsite.</p>
Assessment	During first two days of the first program week Playworks will conduct a school-wide assessment, including observation and assessment of recess, meeting with school administrative and recess staff.
Recess (grade level: all grades)	Playworks will support Recess Coach to use recess times for core playground games, sports, skills building activities, and cooperative games. Site Coordinator will provide consultation and modeling for Recess Coach



	<p>on strategies for recess facilitation. During recess, Site Coordinator will be focused on consulting and supporting the Recess Coach, and will not do or be responsible for yard supervision. Customer will provide certified adult yard supervision during all recess periods and have full responsibility for yard supervision.</p> <p>Playworks and Customer will work together to create an indoor recess plan in case of inclement weather.</p> <p>This element of the Program will start no later than the second rotation of programming.</p>
<p>Class Game Time (grade level: all grades)</p>	<p>Site Coordinator provides classroom teachers with Class Game Time support. The purpose is to teach students and teachers the rules, expectations, and skills of the games and activities provided during recess in a safe and organized setting.</p> <p>Site Coordinator will work with Customer to create the best possible Class Game Time schedule. Depending on the number of classrooms being served, Class Game Times will range from 30 to 40 minutes on a rotating schedule. Site Coordinator must approve all Class Game Time schedules before distribution to teachers. Class Game Times may not be scheduled during any regularly scheduled recess period.</p> <p>Customer will ensure the presence of a credentialed adult, preferably the classroom teacher, during every Class Game Time session.</p> <p>This element of the Program will start no later than the third rotation of programming.</p>
<p>Junior Coach Leadership Program (grade level: 4-6)</p>	<p>Site Coordinator will facilitate the establishment of a Junior Coach Leadership Program. The purpose is to create student leadership within a school and build student ownership of some key school functions. These students serve as role models on the playground during recess.</p> <p>Junior Coaches are selected by _____ through a process that includes student applications, teacher recommendations, and parent permission.</p> <p>During the school day, Junior Coaches are required to participate as leaders at recess 1-3 times a week. Junior Coaches are expected to make up missed work and maintain good grades to participate in the program. Junior Coaches will lead games and activities during the recess time as well as help students manage conflicts if they arise.</p> <p>Outside of the school day, Site Coordinator will lead 2-4 hours of skill development trainings, team-building games, and fun Playworks activities in order to prepare Junior Coaches for their leadership role on the playground. The trainings may be held before school, after school, or during enrichment or elective blocks during the school day. Trainings are based on Playworks JCLP curriculum that includes, without limitation, thematic units on Junior Coach Job Training, Conflict Resolution Strategies, Leadership Development, and Inclusion Practices. Junior Coach teams are limited to 15 students per training. Junior Coach attendance is required for all trainings in order for Junior Coaches to participate in their leadership role at recess.</p> <p>This element of the Program will start no later than the fourth rotation of programming.</p>



Recess Coach professional development	<p>Site Coordinator and Program Manager will provide Recess Coach with professional development throughout the school year. Workshop content will include: Playworks Theory of Change, Playworks program implementation training, and strategies for maintaining a sustainable program. Recess Coach will attend all professional development sessions.</p> <p>Site Coordinator and Program Manager will provide Recess Manager and his or her team with training related to managing and sustaining recess improvements with school staff.</p>
Recess Coach coaching sessions	<p>Site Coordinator will provide a minimum of one hour of coaching sessions with Recess Coach during the Program Week.</p> <p>The session will focus on Recess Coach's development and capacity to facilitate recess and the Junior Coach program during Customer Implementation Weeks. Coaching content will include goal setting and implementation of best practices to achieve outcomes such as group management strategies, rapport building, game facilitation, and leadership development.</p> <p>Playworks and Customer will determine the schedule for the coaching sessions at the beginning of the school year.</p>
Recess Manager Coaching and Training	<p>Site Coordinator will provide 1-2 hrs of direct consultation and/or training for Recess Managers.</p> <p>The session will focus on managing a recess team, understanding and overseeing implementation of recess outcomes</p>
Customer training	<p>Playworks will provide training for teachers and staff of Customer. Such training provides teachers and staff with best practices and examples to implement opportunities for play and physical activities for their students.</p> <p>Customer will provide Playworks with a block of staff development time, ideally two to three hours, for such training during the first six weeks of the school year, to be scheduled and communicated to Playworks before the school year.</p>
Curriculum and assessment tools	<p>Playworks may provide Customer with curriculum that supports program implementation. Curriculum and materials will include the Playworks Playbook, Recess Coach Manual, Junior Coach Leadership Program lesson plans, recess assessment tools, and Class Game Time lesson plans.</p>
Site Coordinator Unavailability	<p>If Site Coordinator is unable to be onsite during a Program Week due to illness or emergency, Program Manager will communicate with Customer regarding alternative support of Junior Coach training and coaching sessions with Recess Coach. Program Manager may make additional observation visits to Customer as needed to address such unavailability.</p>

Supervision

Supervision	<p>Site Coordinator reports directly to the Playworks Program Manager, who will supervise all program activities carried out in the Plan.</p>
Observation visits	<p>Program Manager will conduct observation visits at least once during school implementation weeks. Program Manager will observe and assess recess function and efficacy including the impact of the Junior Coach program</p>



	during recess. Program Manager will provide feedback to Recess Coach and Recess Manager.
Consultation visits	Program Manager will make at least two consultation visits to Customer, one in the fall and one in the spring. Program Manager will formally evaluate Program implementation and provide Customer administration with assessments and recommendations.
Relationship meeting	Program Manager will meet at least once in the spring with Customer administration to evaluate ongoing Playworks programming and support for continued school climate improvement. This may be combined with a Consultation visit (above).

Program planning and impact

Information to be provided by Customer before school year starts	
Impact measurement tools	<p>Playworks may use one or more of the following tools to measure program impact:</p> <ul style="list-style-type: none"> • Junior Coach Training Attendance and Assessment: coaches track attendance at junior coach training events and complete assessments of skill development throughout the year. • Great Recess Framework observation tool: completed by Playworks staff after observing recess. • Recess observations and reflections: completed by Playworks staff after observing recess. • Annual Survey: completed voluntarily by school staff at the end of the year.



Incorporation by Reference

The terms and conditions of this Program Plan are hereby incorporated by reference and made a part hereof of the Master Services Agreement, or Customer agreement, when applicable.

Confirmed and agreed:

PLAYWORKS EDUCATION ENERGIZED

Signature: [Signature]

Printed Name: Angel Hernandez

Title: Program Manager

Date: 2-14-18

NAME OF CUSTOMER: Sherman Oaks School-CUSD

Signature: [Signature]

Printed Name: Marco A. Chavez

Title: Principal

Date: 8/10/18



PLAYWORKS

Fee Schedule - Customer Fee Calculation

Program	Quantity	Unit Price	Total Price	Playworks Contribution	Customer Fee	Locations
Onsite Coach Programs						
A.1 Coach (full-time)	1	\$65,500.00	\$65,500.00	\$44,500.00	\$21,000.00	Sherman Oaks
A.2 Coach (part-time)			\$0.00		\$0.00	
Consultative Support Programs						
A.3 TeamUp			\$0.00		\$0.00	
A.4 Recess Reboot			\$0.00		\$0.00	
A.5 Consultation Visit			\$0.00		\$0.00	
Staff Training Programs						
A.6 Game Facilitation			\$0.00		\$0.00	
A.7 Group Management 1			\$0.00		\$0.00	
A.8 Group Management 2			\$0.00		\$0.00	
A.9 Indoor Recess			\$0.00		\$0.00	
A.10 Play Leadership Essentials			\$0.00		\$0.00	
A.11 Playworks in the Classroom			\$0.00		\$0.00	
A.12 Power of Play			\$0.00		\$0.00	
A.13 Power of Play & Group Management			\$0.00		\$0.00	
A.14 Recess 360			\$0.00		\$0.00	
A.15 Recess Implementation			\$0.00		\$0.00	
A.16 Recess Program Sustainability			\$0.00		\$0.00	
A.17 Recess Youth Leadership			\$0.00		\$0.00	
A.18 Staff Leadership on the Playground			\$0.00		\$0.00	
A.19 Tournaments			\$0.00		\$0.00	
Travel for Staff Training			\$0.00		\$0.00	
PlayworksU						
A.20 Bundled or Add-On Site Subscription			\$0.00		\$0.00	
A.21 Stand-Alone Site Subscription			\$0.00		\$0.00	
TOTAL			\$65,500.00	\$44,500.00	\$21,000.00	


PLAYWORKS**Fee Schedule - Payment Terms & Details**

Playworks payment detail:								
Fee Total	The total fee for selected Playworks service(s) is:	\$21,000.00						
Payment Terms	Playworks fees are fixed, and may not be prorated, regardless of program start or end date. Payment on all invoices is due within 30 days of invoice date (or within 60 days for Full year invoices). Please make all checks payable to Playworks Education Energized							
Payment Schedule	For full year services:	A.1 Coach (full-time), A.2 Coach (part-time) and A.3 TeamUp						
	Please select from the following payment schedule options	<table border="1"> <tr> <td>Full year: invoiced by 9/1/2018</td> <td></td> </tr> <tr> <td>Semester: 50% invoiced by 9/1/2018 and 50% by 1/20/2019</td> <td></td> </tr> <tr> <td>Quarterly: 4 equal payments invoiced in 9/2018, 11/2018, 1/2019 and 4/2019</td> <td></td> </tr> </table>	Full year: invoiced by 9/1/2018		Semester: 50% invoiced by 9/1/2018 and 50% by 1/20/2019		Quarterly: 4 equal payments invoiced in 9/2018, 11/2018, 1/2019 and 4/2019	
	Full year: invoiced by 9/1/2018							
	Semester: 50% invoiced by 9/1/2018 and 50% by 1/20/2019							
Quarterly: 4 equal payments invoiced in 9/2018, 11/2018, 1/2019 and 4/2019								
For all other services	A.4 - A.19							
	Customer to be invoiced upon services rendered							

Customer payment detail:			
Customer Fee funding sources	Source	Amount	Notes
	Categorical funds		
	General purpose funds		
	PTA/PTO		
	Other		
Customer Accounts Payable detail	Contact Name		
	Contact Title		
	Address		
	Email Address		
	PO#		
	Additional detail		

Confirmed and agreed:

PLAYWORKS EDUCATION ENERGIZED

Signature: Print Name: Anul HernandezTitle: Program ManagerDate: 8-14-18

SHERMAN OAKS

Signature: Print Name: Marco A. ChavezTitle: PrincipalDate: 8/10/18