



PLAYWORKS

Exhibit A.1

**Program Plan: Coach**

**Basic features**

<b>Program name</b>	Coach
<b>Program overview</b>	The Program provides comprehensive onsite support delivered by an experienced Playworks coach who is onsite full-time, every day to implement strategies, games, and systems to develop and sustain a positive educational culture for everyone, starting at recess.
<b>Timeframe</b>	<p>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 <u>8-23-2018</u> and ends on <u>6-12-2019</u>.</p> <p>Final program schedules and preparation periods will be approved by both Playworks and Customer at the start of the school year.</p>

**Playworks personnel**

<b>Overview</b>	Playworks will assign a program coordinator (“Coach”) and program manager (“Program Manager”) for the Program. Coach will be an employee of Playworks or an AmeriCorps member contracted by Playworks, and will be an active member of the School community.
<b>Coach Activities</b>	Coach works onsite at the Customer and carries out the activities described in the Plan.
<b>Coach Training</b>	Playworks will ensure that Coach is trained prior to the first day of programming, and receives regular training and supervision throughout the school year. Coach receives training in youth development, group management, safety and leading healthy play and physical activities for elementary-aged students. Coaches are CPR/first aid certified, attend a mandated reporting workshop, and are required by law to report suspected child abuse.
<b>Coach Screening, Testing, and Immunizations</b>	Playworks will ensure that Coach 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.
<b>AmeriCorps</b>	<p>In the event that the Coach is an AmeriCorps member, the member may not engage in religious or politically affiliated activities including: attempting to influence legislation, protesting, union organizing, engaging in partisan political activities, engaging in religious instruction, and participating in voter registration drives.</p> <p>The member may choose to do AmeriCorps paperwork or planning on-site before or after their regularly scheduled day. No direct service at the school site is required of the Coach outside of the scheduled timeframe and the member may only implement service activities as described in this Plan..</p>



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<b>Program Manager Activities</b>	Program Manager will supervise and provide Program implementation support to Coach. Program Manager will regularly visit Customer and carry out the observation, consultation, and other activities set out in the Plan.
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**Customer personnel**

<b>Principal</b>	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.
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**Workspace and equipment**

<b>Workspace</b>	Customer will make available to Coach a workspace, computer, and internet access, and classroom space for Junior Coach Leadership Program trainings and other trainings set out in the Plan.
<b>Playground equipment</b>	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**

<b>Coach on site</b>	<p>Coach will be onsite during Monday - Friday during the course of the school year. The onsite week at a school consists of four days for a total of 7 hours for in-school and out-of-school programming, and one day for a total of 4 hours of in-school programming.</p> <p>Appropriate lunch and break times will be designated as an eighth hour of the daily schedule. A minimum of 2 hours per week will be assigned as planning and prep time for Coach to complete administrative tasks.</p>
<b>Assessment</b>	Prior to or during first program week Playworks will conduct a school-wide assessment, including observation and assessment of recess, meeting with school administrative and recess staff.
<b>Recess</b> (grade level: all grades)	<p>Coach will use recess time to facilitate core playground games, sports, skills building activities, and cooperative games. Coach is required to be at all regularly scheduled recess periods.</p> <p>During recess, Coach will be focused on facilitating recess components, 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. Playworks does not support the removal of recess privileges for extended periods of time, as a method of discipline.</p> <p>This element of the Program will start on the first day of programming</p>
<b>Class Game Time</b> (grade level: all grades)	Coach provides classroom teachers with Class Game Time. 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.



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	<p>Program Manager and Coach 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. Class Game Times may not be scheduled during any regularly scheduled recess period.</p> <p>Program Manager must approve all Class Game Time schedules before distribution to teachers. Customer will ensure the presence of a credentialed adult, preferably the classroom teacher, during every Class Game Time session. Class Game Time may be delivered to middle school students as long as the schedule and structure is consistent with lower grade Class Game Times.</p> <p>This element of the Program will start no later than the third week of programming.</p>
<p><b>Junior Coach Leadership Program</b> (grade level: 4-6)</p>	<p>Coach 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>Every week, Coach 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 week of programming.</p>
<p><b>Leagues</b> (grade level: 4-6)</p>	<p>Based on available resources and the proximity of neighboring schools, Playworks will organize two non-competitive, skills-building leagues for fourth and fifth grade students. Coach will recruit for leagues and facilitate at least one practice (typically at the school site) and one evening game (held off site) each week.</p> <p>No transportation will be provided by Playworks to or from any game or practice. Playworks leagues take place approximately 6-12 weeks during the school year.</p>
<p><b>Customer training</b></p>	<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 before or no later than the sixth week of the school year, to be scheduled and communicated to Playworks before the school year.</p>



<b>Curriculum and assessment tools</b>	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.
<b>Coach Unavailability</b>	<p>Playworks will implement up to five peer learning days during the school year in which Coach will visit another Playworks site as part of their professional development and will not be on site implementing the Program. Playworks will utilize some of these days to conduct observation of program sustainability. Playworks will provide schools at least 30 days' notice for all peer learning days.</p> <p>If Coach is unable to be onsite due to illness or emergency, Coach will notify Customer, Program Manager and Playworks administrative office. Customer acknowledges that in the event of Coach absence, Playworks will not provide alternative support. Concerns about the number of absences of the Coach should be directed toward the Program Manager.</p> <p>In the event that the Coach is absent for more than five consecutive days, Customer may apply for a prorated credit from the sixth day of absence through the remaining consecutive days of absence. Only regular school days will be counted in this credit calculation. Approved credits may be taken against future invoices. In the event that the credit is for the final billing period of the school year, the credit will be applied to the following school year.</p>
<b>Limitations</b>	Playworks programming is not a substitute for physical education (PE). Coach may coordinate with an existing PE program, but are in no way a substitute for credentialed PE teachers. Playworks staff may not support the process for grading students related to PE.

**Supervision and Training**

<b>Supervision</b>	Coach reports directly to the Playworks Program Manager, who will supervise all program activities carried out in the Plan.
<b>Observation visits</b>	Program Manager will conduct observation visits during at least one program week. Program Manager will observe and assess recess function and efficacy including the impact of the Junior Coach program during recess. Program Manager will provide feedback to Coach.
<b>Consultation visits</b>	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.
<b>Customer training</b>	Playworks will provide training for all teachers and staff for Customer. Such training provides teachers and staff with best practices and examples to implement opportunities for play and physical activities for their students.

**Program planning and impact**

<b>Planning Call(s) and/or Meeting(s)</b>	Prior to Program launch, Customer agrees to participate in planning calls and/or meetings with Playworks to assign staff roles, communicate to the school, set schedules, and disseminate/collect paperwork to support the Program.
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<b>Impact measurement tools</b>	<p>Playworks may use one or more of the following tools to measure program impact:</p> <ul style="list-style-type: none"><li>• Student Engagement Surveys: teachers will complete a short assessment of engagement levels of randomly selected students in the fall and the spring.</li><li>• Junior Coach Training Attendance and Assessment: coaches track attendance at junior coach training events and complete assessments of skill development throughout the year.</li><li>• Great Recess Framework observation tool: completed by Playworks staff after observing recess.</li><li>• Recess observations and reflections: completed by Playworks staff after observing recess.</li><li>• Annual Survey: completed voluntarily by school staff at the end of the year.</li></ul>
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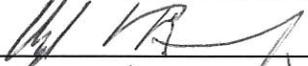
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### Incorporation by Reference

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: 

Printed Name: Angel Hernandez

Title: Program Manager

Date: 8-7-18

**NAME OF CUSTOMER:** Blackford Elementary

Signature: 

Printed Name: Corrine Fresc

Title: Principal

Date: 8/1/18



**PLAYWORKS**

**Fee Schedule - Customer Fee Calculation**

Program	Quantity	Unit Price	Total Price	Playworks Contribution	Customer Fee	Locations
<b>Onsite Coach Programs</b>						
A.1 Coach (full-time)	1	\$65,500.00	\$65,500.00	\$30,000.00	\$35,500.00	
A.2 Coach (part-time)			\$0.00		\$0.00	
<b>Consultative Support Programs</b>						
A.3 TeamUp			\$0.00		\$0.00	
A.4 Recess Reboot			\$0.00		\$0.00	
A.5 Consultation Visit			\$0.00		\$0.00	
<b>Staff Training Programs</b>						
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	
<b>PlayworksU</b>						
A.20 Bundled or Add-On Site Subscription			\$0.00		\$0.00	
A.21 Stand-Alone Site Subscription			\$0.00		\$0.00	
<b>TOTAL</b>			<b>\$65,500.00</b>	<b>\$30,000.00</b>	<b>\$35,500.00</b>	

<b>3% Customer Fee Discount</b>	<p>Discount Terms:</p> <ul style="list-style-type: none"> <li>- Discount is only available for A.1 Coach (full-time) and A.3 TeamUp</li> <li>- Payment in full for services A.1 and/or A.3 must be received (or postmarked) by October 31, 2018 for the 3.0% discount to apply.</li> <li>- The Customer is responsible for the entirety of the Customer fee. If Playworks receives additional funding that partially pays for the Customer fee, the Customer is not eligible for the discount.</li> <li>- If Playworks receives a discounted payment after October 31, the Customer will owe the unpaid amount, even if the Customer takes all appropriate and necessary actions for payment to proceed in a timely manner.</li> </ul>
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Less: Early payment discount for A.1 and A.3 -\$1,065.00

TOTAL If paid for Services A.1 and/or A.3 by 10/31/2018	\$34,435.00
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**Fee Schedule - Payment Terms & Details**

Playworks payment detail:		
<b>Fee Total</b>	<b>The total fee for selected Playworks service(s) is:</b>	<b>\$35,500.00</b>
<b>Payment Terms</b>	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	
<b>Payment Schedule</b>	<b>For full year services:</b>	<b>A.1 Coach (full-time), A.2 Coach (part-time) and A.3 TeamUp</b>
	Please select from the following payment schedule options	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
	<b>For all other services</b>	<b>A.4 - A.19</b>
		Customer to be invoiced upon services rendered

Customer payment detail:			
<b>Customer Fee funding sources</b>	<b>Source</b>	<b>Amount</b>	<b>Notes</b>
	Categorical funds		
	General purpose funds		
	PTA/PTO		
	Other		
<b>Customer Accounts Payable detail</b>	Contact Name	Corrine Frese	
	Contact Title	Principal	
	Address	1970 Willow Street San Jose CA 95125	
	Email Address	c.frese@campbellusd.org	
	PO#		
	<b>Additional detail</b>		

Confirmed and agreed:

PLAYWORKS EDUCATION ENERGIZED

Signature:   
 Print Name: Corrine Frese  
 Title: Principal  
 Date: 8/1/18

Signature:   
 Print Name: Angel Hernandez  
 Title: Program Manager  
 Date: 8-1-18