



# Program Plan: Coach

## Basic features

<b>Program name</b>	Coach
<b>Program overview</b>	Coach ("Program") provides comprehensive on-site support delivered by a fully trained Playworks Coach who is on-site 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 student contact 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 Program school year starts on _____ and ends on _____.</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 on-site at the Customer and carries out the activities described in the Program.
<b>Coach development</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-age students. Coaches are CPR/First Aid certified and are required by law and fully trained 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 Coach from working with minors, has tested negative for tuberculosis in line with Customer requirements, has any immunizations required by Customer, and has otherwise satisfied requirements for working with children under applicable laws.
<b>AmeriCorps</b>	<p>In the event that 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 Program.</p>
<b>Program Manager activities</b>	Coach reports directly to the Playworks Program Manager who will supervise all Program activities carried out in the Program. Program Manager will 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 Program.



### Customer personnel

<b>Overview</b>	Working with Playworks, Customer will identify and assign school staff to fulfill the roles that will support implementation of this Program. Customer will provide Playworks with designated staff training time for the delivery of each component.
<b>Principal</b>	The principal of the Customer will attend all consultation and evaluation meetings with Program Manager as set out in the Program including without limitation an orientation meeting in the first week of Programming and regularly scheduled meetings throughout the duration of the Program.
<b>Other school roles</b>	<p>Playworks recommends that Customer identify and assign school staff members to fulfill the following roles to support implementation of this Program and designate staff training time to receive professional development and coaching. These roles may overlap and may be filled by one or more school staff members:</p> <ul style="list-style-type: none"> <li>• <b>Recess Manager:</b> directly supervises Recess Coach and is responsible for setting overall goals for Program implementation. Recess Manager is the school's primary liaison to Playworks. Customer will ensure that the Recess Manager is made available to provide ongoing support, observation, and management to Recess Coach and Recess Team throughout the school year. <u>Recommended:</u> Assign Recess Manager role to a member of the school's administrative team.</li> <li>• <b>Recess Team:</b> school staff who actively support the planning and implementation of recess. Customer will ensure that Recess Team is made available for all Program implementation, professional development, and coaching sessions as set out in the Program. <u>Recommended:</u> Include teachers on the Recess Team, particularly the Physical Education teacher.</li> </ul>
<b>Other personnel</b>	Playworks will provide training(s) for all teachers and school staff of Customer as set out in the Program. Such training(s) provide teachers and staff with guidance, best practices, and examples to support Program implementation and opportunities for play. School community members are welcome to join (e.g., parents, volunteers, after-school program staff, etc.).

### Workspace and equipment

<b>Workspace</b>	Customer will make available to Coach a workspace with a computer and internet access and classroom space for Junior Coach Leadership Program trainings and other trainings set out in the Program.
<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>	Coach will be on-site for all regularly scheduled student contact days (Monday–Friday) during the course of the year. The on-site week at a school consists
----------------------	---



	<p>of four, seven-hour days for a total of twenty-eight hours of in-school and out-of-school programming and one, four-hour day for a total of four 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 two hours per week will be assigned as planning and prep time for Coach to complete administrative tasks.</p>
<b>Assessment</b>	<p>Playworks will conduct a schoolwide recess observation and assessment and will facilitate a follow-up meeting with school administrative and recess staff.</p>
<b>All staff training</b> (1–3 hours)	<p>Playworks will provide training for all teachers and staff of Customer. Such training provides staff with best practices and examples to implement opportunities for play and physical activities for their students. Customer will provide Playworks with a block of school 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> <p><u>Required:</u> Principal, Recess Manager, Recess Team, All Teachers, and School Staff</p>
<b>Recess</b> (grade level: _____)	<p>This element of the Program will start on the first day of Programming.</p> <p>Coach will use recess time to facilitate core playground games, sports, skill-building activities, and cooperative games. Coach is required to be at all agreed upon 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 shall provide staff for yard supervision during all recess periods and shall 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>Playworks does not support the removal of recess privileges for extended periods of time as a method of discipline.</p>
<b>Class Game Time</b> (grade level: _____)	<p>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.</p> <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>
<b>Junior Coach Leadership Program</b> (grade level: 4–6)	<p>Coach will facilitate the establishment of a Junior Coach Leadership Program (JCLP). 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 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 one to three times per 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 their assigned recess time as well as help students manage conflicts if they arise.</p> <p>Every week, Coach will lead two to four 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: _____)</p>	<p>Based on available resources and the proximity of neighboring schools, Playworks will organize non-competitive, skill-building leagues for upper grade students. Coach will recruit for leagues and facilitate practices (typically at the school site) and intramural games. No transportation will be provided by Playworks to or from any game or practice. Playworks leagues lasts for approximately six to twelve weeks during the school year.</p>
<p><b>Curriculum and assessment tools</b></p>	<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>
<p><b>Coach unavailability</b></p>	<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 on-site 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>
<p><b>Limitations</b></p>	<p>Playworks Programming is not a substitute for physical education (PE). Coach may coordinate with an existing PE program, but is in no way a substitute for credentialed PE teachers. Playworks staff may not support the process for grading students related to PE.</p>

### Consultative support

<b>Overview</b>	Program Manager will meet at least twice with Customer administration to evaluate ongoing Playworks Programming and support for continued school climate improvement.
<b>Observation visits</b>	Program Manager will conduct monthly observation visits. 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.

### Program planning and impact

<b>Planning calls and/or meetings</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.
<b>Program setup</b>	Customer acknowledges that the Program requires setup and school staff participation in order to deliver Program components effectively. No later than two weeks prior to the Coach on-site arrival, Customer will ensure setup and required school staff participation: <ul style="list-style-type: none"> <li>● Set and confirm schedule of orientation day(s) activities</li> <li>● Ensure required school staff attendance per component</li> </ul>
<b>Impact measurement tools</b>	Playworks may use one or more of the following tools to measure Program impact: <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>



**Incorporation by reference**

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

**Confirmed and agreed:**

**PLAYWORKS EDUCATION ENERGIZED**

Signature: [Handwritten Signature]

Printed Name: Angel Hernandez

Title: Program Manager

Date: 5-7-19

NAME OF CUSTOMER: Rosemary School - CUSD

Signature: [Handwritten Signature]

Printed Name: Brian Schmaedick

Title: Principal

Date: 5-7-19