

Program Plan: TeamUp

Basic features

Program name	TeamUp
Program overview	TeamUp ("Program") provides comprehensive on-site consulting and support delivered by an experienced Playworks Site Coordinator who is on-site for five-days 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 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 _____.

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 on-site at the Customer and carries out the activities described in the Program.
Site Coordinator development	Playworks will ensure that Site Coordinator receives training in youth development, group management, safety, and leading healthy play and physical activities for elementary-age students. Site Coordinators are CPR/First Aid certified and are required by law and fully trained to report suspected child abuse.
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	Site Coordinator 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 Site Coordinator. Program Manager will regularly visit Customer and carry out the observation, consultation, and other activities set out in the Program.

Customer personnel

Overview	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.
Principal	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 Program's duration.

<p>Other school roles</p>	<p>Customer will identify and assign school staff 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"> ● Recess Manager: 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 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. ● Recess Coach: implements recess strategies and leads Program components on a daily basis. Customer will ensure that Recess Coach is made available for all Program implementation, professional development, and coaching sessions as set out in the Program. ● Recess Team: 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.
<p>Other personnel</p>	<p>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.).</p>

Workspace and equipment

<p>Workspace</p>	<p>Customer will make available to Site Coordinator a workspace with a computer and internet access and classroom space for Junior Coach Program trainings and other trainings set out in the Program.</p>
<p>Playground equipment</p>	<p>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.</p>

Program components

<p>Site Coordinator on-site</p>	<p>Site Coordinator will be on-site at each school five days each month during the course of the school year. The on-site week at a school consists of four, five to seven-hour days for a total of 20–28 hours for in-school and out-of-school Programming and one four-hour day for a total of four hours of in-school Programming.</p> <p>In this Agreement, "Program Week" means the days Site Coordinator is on-site at a Customer, and "Customer Implementation Week" means the days when the Site Coordinator is not on-site at Customer.</p>
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<p>Site Coordinator not on-site</p>	<p>During the weeks Site Coordinator is not on-site, 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 total hours will include all hours for recess periods, one hour per Program Week for Recess Coach to attend coaching session with Site Coordinator, and _____ hours of off-site professional development off-site per year.</p> <p>Playworks will provide Customer with a schedule for weeks when the Site Coordinator is not on-site.</p>
<p>Orientation activities</p>	<p>During the first Program Week, Playworks will conduct the following:</p> <ul style="list-style-type: none"> ● Assessment: Playworks will conduct a schoolwide recess observation and assessment and will facilitate a follow-up meeting with school administrative and recess staff. ● Goal-Setting Session (Day 1 or prior, 30–60 min): Site Coordinator will conduct a formal goal-setting session with Recess Manager and Recess Team. This Day 1 meeting is key to solidifying a plan of action for future management of the Program. <u>Required:</u> Recess Manager, Recess Coach, Recess Team ● All-School Orientation (Day 1, 10–15 min): Customer will provide Site Coordinator an opportunity to introduce themselves and Playworks Program to school community at-large. <u>Required:</u> Recess Manager, Recess Team, Teachers, Students ● Recess Team Training #1 (Day 1, 30–90 min): Site Coordinator will provide an in-depth training to teach systems, games, and strategies to create, implement and sustain safe and healthy play at recess. This Day 1 training is key to frame the first week and ongoing learning that will take place on-site. <u>Required:</u> Recess Manager, Recess Coach, Recess Team
<p>All Staff training (1–3 hours)</p>	<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 Coach, Recess Team, All Teachers and School Staff</p>
<p>Recess (grade level: _____)</p>	<p>This element of the Program will start no later than the second week of Programming.</p> <p>Playworks will support Recess Coach to use recess times for core playground games, sports, skill-building activities, and cooperative games. Site Coordinator will provide consultation and modeling for Recess Coach 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 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>Class Game Time (grade level: _____)</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 Program (grade level: 4–6)</p>	<p>Site Coordinator will facilitate the establishment of a Junior Coach Program (JCP). 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 the recess time as well as help students manage conflicts if they arise.</p> <p>Outside of the school day, Site Coordinator 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 roles 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 roles at recess.</p> <p>This element of the Program will start no later than the third rotation of Programming. Playworks recommends implementation by rotation two and will work with school staff to provide all necessary materials needed to recruit Junior Coach leaders in advance.</p>
<p>Recess Coach and/or Recess Team training</p>	<p>Site Coordinator and Program Manager will provide Recess Coach and/or Recess Team with trainings 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>
<p>Recess Coach and/or Recess Team coaching sessions</p>	<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</p>

	<p>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 training and coaching	Playworks will provide one to two hours of direct consultation and/or training for Recess Managers. The session will focus on managing a recess team, understanding and overseeing implementation of recess outcomes.
Curriculum and assessment tools	Playworks may provide Customer with curriculum that supports Program implementation. Curriculum and materials will include the Playworks Playbook, Recess Coach Manual, Junior Coach Program lesson plans, recess assessment tools, and Class Game Time lesson plans.
Site Coordinator unavailability	If Site Coordinator is unable to be on-site 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.

Consultative support

Overview	Playworks will meet at least twice with Customer administration to evaluate ongoing Playworks Programming and support for continued school climate improvement.
Observation visits	Playworks will conduct observation visits at least once during Customer Implementation Weeks. Program Manager will observe and assess recess function and efficacy including the impact of the Junior Coach Program during recess. Playworks will provide feedback to Recess Coach and Recess Manager.
Consultation visits	Playworks will make at least two consultation visits to Customer, one in the fall and one in the spring. Playworks will formally evaluate Program implementation and provide Customer administration with assessments and recommendations.

Program planning and impact

Planning calls and/or meetings	Prior to the Site Coordinator's first week, Customer agrees to participate in planning calls and/or meetings with Playworks to assign school staff roles, communicate to the school, set up the schedule, and disseminate/collect paperwork to support the Program.
Program setup	<p>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 Site-Coordinator's on-site arrival, Customer will ensure setup and required school staff participation:</p> <ul style="list-style-type: none"> ● Confirm the Recess Manager, Recess Coach, and Recess Team ● Set and confirm schedule of orientation day(s) activities ● Ensure required school staff attendance per component
Impact measurement tools	Playworks may use one or more of the following tools to measure Program impact:

	<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.
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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: 5-13-19

NAME OF CUSTOMER: Lynbrook Elementary

Signature: [Handwritten Signature]

Printed Name: Beatrice Rowan

Title: Principal

Date: 5/13/19

