

Program Plan: Consultation Visit

Basic features

Program name	Consultation Visit
Program overview	<p>Playworks recognizes play and recess may look different from school to school. Playworks is committed to ensuring schools are equipped to create a schedule that accommodates Playworks services everyday. Recess will be facilitated in designated play areas, classrooms, virtual classrooms or in other spaces agreed upon by Playworks and Customer. Playworks commits to following the CDC guidelines for social distancing and group sports and activities.</p> <p>During the Consultation Visit ("Program"), a Playworks Trainer, defined below, conducts an in-depth, real-time observation of the playground, a consultation with the school's leadership and Recess Team, and collaboratively developed action steps to support continued growth. A comprehensive written report of the consultation, complete with priority next steps, is provided for the school's leadership and recess team.</p>
Timeframe	<p>Consultation Visit length: FULL DAY</p> <p>The Program operates during the school year. Playworks and Customer will determine agreed upon date(s) for service delivery, based on school/site calendar and Trainer availability. Requests, by either party, for adjustments to agreed-upon dates should be communicated at least 5 business days in advance.</p> <p>Schedule adjustments related to school closures will be approved by Playworks and Customer.</p>
Participating school(s) or organization(s)	ALL 14 SCHOOLS IN ALVORD UNIFIED SCHOOL DISTRICT

Playworks personnel

Overview	Playworks will assign a Playworks Trainer ("Trainer") to conduct the Consultation Visit.
Trainer activities	Trainer works on-site with the Customer and carries out the activities described in the Program components.
Trainer development	Playworks will ensure that Trainer receives regular training in youth development, group management, safety, and leading healthy play and physical activities for elementary-age students. Trainers are CPR/First Aid certified and are required by law and fully trained to report suspected child abuse.
Trainer screening, testing, and immunizations	Playworks will ensure staff has complied with applicable fingerprinting requirements, has no criminal or other record that would disqualify Trainer from working with minors, has tested negative for tuberculosis in line with Customer requirements, has complied with any applicable symptom screening for COVID-19 and other infectious disease testing required by Playworks and the Customer in keeping with CDC and local agency guidance, has any immunizations required by Customer, and has otherwise satisfied requirements for working with children under applicable laws.
Arrival	Customer acknowledges that the Program requires setup and staff participation in order to deliver Program components effectively. Prior to arrival, Playworks will confirm

	anticipated arrival time to ensure proper setup of the Program. Customer agrees to provide necessary access to location/ space to allow for early setup.
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Customer personnel

Overview	Customer will manage communication with personnel participating in the Program and collaborate with the Trainer(s) to discuss the Program.
Principal	Customer ensures the Principal participates in the action planning of Program. Principal participation ensures action steps and Programming decisions are aligned with broader Program and school goals.
Other school roles	<p>Playworks recommends that Customer 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 during the Consultation Visit. 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.

Workplace and equipment

Workspace	The Program will take place at the Customer site.
Harassment free work environment	<p>Playworks makes every effort to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses which might interfere with work performance. Harassment of any sort — verbal, physical, and visual — of any applicant, employee, visitor, vendor, supplier, or other work associate will not be tolerated. Examples of harassment include, but are not necessarily limited to, references to race, color, citizenship status, national origin, gender, gender identity and expression, genetic information or medical condition, sexual orientation, age, religion, creed, pregnancy and related medical conditions, physical or mental disability (including HIV/AIDS diagnosis) that does not prohibit performance of essential job functions, marital status, ancestry, veteran status, political affiliation, or any characteristic prescribed by law. All such harassment is strictly prohibited and will not be tolerated.</p> <p>This policy applies to all persons involved in all operations of Playworks, including school partners. Playworks' policy against harassment also prohibits retaliation against</p>

	an individual who has made a complaint concerning an incident of harassing conduct or behavior.
COVID-19 safety	Trainer will be expected to adhere to Playworks COVID Safety Guidelines, a copy of which will be provided to Customer. Customer will include Trainer into their school or district contact tracing and communication protocol. Additionally, Customer will be asked to implement an outdoor masking policy, or to work with Trainer to find mutually agreeable program modifications if no outdoor masking policy is in place. If Trainer is required to follow Playworks' quarantine procedures, remote program or other program options will be offered by Playworks.

Consultative support

Consultation Visit	Playworks will coordinate and facilitate a Consultation Visit at the Customer site. During a Consultation Visit, Trainer conducts an in-depth, real-time observation of the playground, a consultation with the school's leadership and recess team, and collaboratively developed action steps to support continued growth. A comprehensive written report of the consultation, complete with priority next steps, is provided for the school's leadership and recess team.
Distance learning support	<p>In the event of site closures, Playworks will provide Customer with the following:</p> <ul style="list-style-type: none"> • Curation of Playworks resources: Trainer will provide staff with guidance and support resources for virtual game implementation and self-directed play activities for students • Live "Virtual Play" Sessions: Trainer will lead virtual sessions with participants. For all live, synchronous support with students, an adult representative from Customer (teacher, staff, or volunteer) is required to be in virtual attendance. • Consultation Webinars: When in-person trainings are not possible, Playworks will provide school staff with professional development and support for in-person and distance learning play-based programming
Customized training notes	<ul style="list-style-type: none"> • Delivery Modifications: • Other

Program planning and impact

Planning calls and/or meetings	Prior to Trainer's on-site arrival, Customer agrees to manage communication with personnel participating in the Program and collaborate with Playworks to set up for the Program.
Program setup	Customer acknowledges that the Program requires setup and staff participation in order to deliver Program components effectively. No later than two weeks prior to Trainer's on-site arrival, Customer will ensure setup and required staff participation.

	If Program setup and staff participation falls below the minimum by two weeks prior to Trainer's on-site arrival, Playworks reserves the right to cancel and/or reschedule the Program.
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"> • 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. • Recess Checkup: electronic quiz designed to assess safe and healthy play at recess. • Training Participant Surveys: electronic surveys designed to gauge satisfaction with training as well as changes in knowledge, attitudes, and behaviors.

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: Calvin Hamilton

Printed Name: Calvin Hamilton

Title: Senior Program Manager

Date: May 4th, 2021

NAME OF CUSTOMER: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____