

# Program Plan: Recess Re-Implementation // Recess Refresher Training

## Basic features

<b>Program name</b>	Recess Refresher Training
<b>Program overview</b>	<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>Recess Implementation ("Program") is designed to begin transforming recess and improving school culture. <b>The Program is delivered over 2 days. Two 3 hour sessions with campus supervisors at 14 schools to refresh the action plan designed in year 1.</b> A 12-month Customer site subscription to online services is included unless otherwise specified.</p>
<b>Timeframe</b>	<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>Final Program schedules and preparation periods will be approved by both Playworks and Customer at the start of programming.</p> <p>Schedule adjustments related to school closures will be approved by Playworks and Customer.</p>
<b>Participating school(s) or organization(s)</b>	<b>ALL 14 ELEMENTARY SCHOOLS IN ALVORD UNIFIED SCHOOL DISTRICT</b>
<b>Number of participants</b>	<b>150-200</b>

## Playworks personnel

<b>Overview</b>	Playworks will assign a Playworks Trainer (each a "Trainer") to facilitate the Program.
<b>Trainer activities</b>	Trainer works on-site with the Customer and carries out the activities described in the Program.
<b>Trainer development</b>	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.
<b>Trainer screening, testing, and immunizations</b>	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.

<b>Arrival</b>	Playworks will arrive at the location of Program delivery approximately one hour in advance of the proposed start time to set up and prepare for the Program. Customer will grant Playworks' Trainers access to the Program location at least one hour in advance of the Program to allow for setup.
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## Customer personnel

<b>Overview</b>	Customer acknowledges that the Program requires a <u>minimum of ten participants</u> in order to simulate games and activities. Customer will ensure the minimum number of participants will participate in the training.
<b>Participants</b>	Customer shall ensure that the training participants arrive on time for each day of Program delivery.
<b>Principal</b>	The second day of the Program focuses on action planning and making critical decisions that shape recess programming and may influence other aspects of the school day. The principal's presence ensures this process is efficient and productive. If the principal is unable to attend Day 2, we recommend that principal schedule post-training time with attendees to confirm any decisions made during the training.
<b>Other school roles</b>	<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. 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 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 Coach:</b> 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. </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>

## Workplace and equipment

<b>Workspace</b>	The Program will take place _____. For in-person services, Customer will provide a location for the Program that allows for group-based activities to be performed without unreasonable obstruction, delay, and/or distraction. Playworks recommends that Customer use a location that meets the following space dimensions:
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	<ul style="list-style-type: none"> <li>• A location with space dimensions of 40' x 40' (e.g., cleared multi-purpose room) is recommended for groups of 10–20 participants.</li> <li>• A location with space dimensions of 40' x 60' (e.g., half gym) is recommended for groups of 21–35 participants.</li> <li>• A location with space dimensions of 94' x 50' (e.g., full gym) is recommended for groups of 36–60 participants.</li> </ul>
<b>Training equipment</b>	Playworks will provide all necessary equipment and instructional materials to lead the Program.
<b>Playground equipment</b>	<p>This Program comes with a full set of play equipment that includes: one mesh equipment bag, two soft 6" dodgeballs, four 10" rubber Playworks kickballs, two soccer balls, one football, two basketballs, six jump ropes, two double-dutch ropes, one bucket of chalk, forty-eight cones, two sets of pinnies, and one Playworks' <i>Playbook</i>.</p> <p>Equipment will be delivered to an address provided by the Customer. Equipment will be shipped with an estimated delivery of one to two weeks following the first day of the Program.</p> <p>Playworks and Customer will determine COVID-19 safe cleaning systems and practices for equipment used during the Program. Playworks may provide a list of suggested playground equipment before the beginning of the Program. Playworks will support the development of an equipment maintenance system.</p>
<b>Harassment free work environment</b>	<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 an individual who has made a complaint concerning an incident of harassing conduct or behavior.</p>
<b>COVID-19 safety</b>	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.

## Program components

<b>Training</b>	Comprehensive two-day training and oneday of consultation on key topics including:
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	<ul style="list-style-type: none"> <li>• <b>Introduction to a High Functioning Recess</b>—Participants learn the importance of recess and begin to define an ideal recess and the steps needed to get there.</li> <li>• <b>Playground Games</b>—Participants learn popular recess games that teach conflict resolution, cooperation, and other critical social and emotional skills.</li> <li>• <b>Group Management</b>—Participants explore key group management strategies which set students up for successful group behavior.</li> <li>• <b>Recess Systems</b>—Participants gain invaluable information about playground planning and design, developing and maintaining a recess plan and systems to maintain a healthy recess environment.</li> <li>• <b>Successful Recess Indicators</b>—Participants learn how to “see” a playground through a new lens. By focusing on specific indicators, they develop an actionable plan to continuously improve recess and student behavior.</li> </ul>
<b>Consultation Visit</b>	<p>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.</p> <p>If Customer fails to schedule a Consultation Visit with Playworks, Customer will not be eligible for a refund with respect to such Consultation Visit.</p>
<b>Customized training notes</b>	<ul style="list-style-type: none"> <li>• Delivery Modifications: One half done in the fall, second half done in the spring.</li> <li>• Other</li> </ul>

## Program planning and impact

<b>Planning calls and/or meetings</b>	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.
<b>Program setup</b>	<p>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.</p> <p>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.</p>
<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>• 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> </ul>

	<ul style="list-style-type: none"><li>• Annual Survey: completed voluntarily by school staff at the end of the year.</li><li>• Recess Checkup: electronic quiz designed to assess safe and healthy play at recess.</li><li>• Training Participant Surveys: electronic surveys designed to gauge satisfaction with training as well as changes in knowledge, attitudes, and behaviors.</li></ul>
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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: \_\_\_\_\_

Printed Name: Calvin Hamilton

Title: Senior Program Manager

Date: May 4th, 2021

**NAME OF CUSTOMER:** \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_