

AGREEMENT FOR THE PROVISION OF A 2020 SUMMER RECREATION PROGRAM FOR MILWAUKEE’S YOUTH

AGREEMENT entered into this 1st day of June, between _____, (hereinafter referred to as "Provider") and Milwaukee Board of School Directors, contracting authority for Milwaukee Public Schools, (hereinafter referred to as "MPS").

WHEREAS, MPS is authorized by sec. 118.001, Wis. Stats., to take any board action that is within the comprehensive meaning of its terms and powers if the action is not prohibited by state or federal law; and

WHEREAS, Provider is a pre-approved lead agency for MPS’s before and after school recreation programming; and

WHEREAS, MPS and Provider are desirous of entering into an agreement for the provision of a 2020 Summer Community Learning Center Program or Safe Place Program (“Summer Recreation Program”) to provide a safe place for MPS students and neighborhood children within the city of Milwaukee to participate in recreational and educational activities;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

I. SCOPE OF SERVICES

A. Operational and Program Standards

1. Provider shall operate a Summer Recreation Program, Monday through Friday, on the dates and times mutually agreed upon between MPS and Vendor. All Summer Recreation Programs must run for a minimum of four (4) weeks. Summer Recreation Programs must begin no later than July 6, 2020 and end no earlier than July 31, 2020. If Provider’s site offers both Elementary/K-8 and Middle & High School programming, its hours must conform to both standards set forth in subsections a) and b) below.

a) Elementary/K-8 Program Hours and Fees

- (1) The program time will be 9:00 am to 4:00 pm, Monday – Friday with optional extended drop-off hours of 7:00 am – 9:00 am and extended pick-up hours of 4:00 – 6:00 pm.
- (2) Provider may charge a weekly fee per child to families who utilize the extended drop-off hours of 7:00 am – 9:00 am and extended pick-up hours of 4:00 – 6:00 pm.
- (3) Provider may charge a one-time registration fee per child.
- (4) Notwithstanding the foregoing, registration and program fees shall not be a barrier for any child to participate in the Summer Recreation Program.

b) Middle & High School Program Hours and Fees

- (1) The minimum program time will be 11:00 am – 5:00 pm, Monday – Friday.
- (2) Provider may charge a one-time registration fee per participant.
- (3) Notwithstanding the foregoing, registration and program fees shall not be a barrier for any individual to participate in the Summer Recreation Program.

- 2. Provider is responsible for complying with the 2020 Summer Recreation Program Operations Manual, incorporated herein as Appendix D.
- 3. Provider’s Summer Recreation Program Site Coordinator and a minimum of three (3) Summer Recreation Program staff shall attend the MPS Summer Recreation Program Staff Training, which shall

be held virtually on (dates and times to be determined). Provider must register its attending staff members no later than two weeks prior to the training date. Provider is further responsible for providing continual staff training throughout the term of this Agreement.

4. Staffing must be set according to the ratios below, shown as number of staff: number of participants. Volunteers shall not be included when calculating the ratios. Participant interaction with caring adults is a key component of the Summer Recreation Program. Provider is responsible for ensuring that staff is actively engaged with participants at all times.

<u>Youth ages 3-4 yrs.</u>	<u>Youth ages 4-5 yrs.</u>	<u>Youth ages 5-6 yrs.</u>	<u>Youth ages 6+ yrs.</u>
2:8 or 1:9	2:8 or 1:9:	2:8 or 1:9	2:8 or 1:9
Group Max.:	Group Max.:	Group Max.:	Group Max.:
10 Individuals	10 Individuals	10 Individuals	10 Individuals
Total	Total	Total	Total

5. Attendance requirements set forth in Appendix B, attached hereto and incorporated by reference must be maintained over the duration of the Summer Recreation Program, as identified in Appendix A. Collection of daily attendance records in the Cayen system is required and will be monitored on a weekly basis by the MPS Summer Recreation Program Project Team. All attendance must be entered into the Cayen system no later than five business days after the last date of the Summer Recreation Program.

6. Each Summer Recreation Program shall offer, on a daily basis, engaging academic and recreation enrichment activities in: math, literacy, and STEM; the arts (dance, drama, pottery, music, etc.); sports and fitness (activities designed to get kids moving and physically active, as well as discussions on health and nutrition); cooperative learning games; games that provide opportunities to practice basic academic skills such as chess, checkers, puzzles and word games; and experiences that build on and celebrate a wide diversity of cultural and ethnic groups.

a) Elementary/K-8 Program Requirements

(1) Academic Enrichment

- a. Academic enrichment programming must be conducted from 9:00 am– 11:30 am, Monday – Thursday for all participants in attendance.

(2) Recreation Enrichment

- a. All recreation activities must be conducted from 11:30 am – 4:00 pm, Monday – Friday for all participants in attendance.

b) Middle & High School Program Requirements

(1) Academic Enrichment

- a. Academic enrichment programming must be conducted from 11:00 am– 1:00 am, Monday – Thursday for all participants in attendance.

(2) Recreation Enrichment

- a. All recreation activities must be conducted from 1:00 pm – 4:00 pm, Monday-Friday for all participants in attendance.
- b. Middle & High School programs that also serve Elementary/K-8 students must provide age-appropriate academic and recreation enrichment activities for all participants, in

accordance with the standards set forth above. See Section V, Subsection I of this contract for further requirements.

7. The Milwaukee Public Schools Department of Nutrition Services will provide meals on a daily basis for all Summer Recreation Program participants, as well as for the community (ages 18 and under). Summer Recreation Program staff shall supervise all attendees during the meal program. The following requirements must be met for summer meal locations:
 - a) The Summer Recreation Program provider must have at least one person at each site where dinner is being served that is trained in all applicable Child and Adult Care Food Program (CACFP) rules and regulations.
 - b) The Summer Recreation Program provider must keep documentation sufficient for Milwaukee Public Schools to claim the meals pursuant to the USDA's CACFP on One Source data tracking system. This includes input of a daily point of service meal count and current enrollment information.
 - c) The Summer Recreation Program provider must perform their own cleanup and food disposal. Cleanup means the removal of all food trays and debris on tables to allow for wipe down and sanitation. Food disposal means disposal of food in appropriate, agreed-upon containers. Nutrition Services personnel will be responsible for washing and sanitizing debris free tables if on-site. Summer Recreation Program personnel will be responsible for washing and sanitizing tables if no nutrition services personnel are onsite. MPS Facilities will be responsible for emptying trash containers.
 - d) Summer Recreation Program provider will communicate any cancellation of meal service to MPS Nutrition Services staff two weeks in advance. Failure to notify MPS Nutrition Services could result in the Summer Recreation Provider covering any lost costs.
 - e) Summer Recreation Program provider must follow instructions on how to operate the Point of Service (POS) which includes entering each child's name or IS number. If unable to operate the computer, Provider will document the name and ID number of each child that receives a meal. Failure to provide proper meal counts could result in Provider covering any lost cost.
 - f) Failure to comply with any of these requirements will result in the discontinuance of food service.
8. Provider will complete its 2020 Summer Recreation Program Proposal, as set forth in Appendix A, and submit it to MPS no later than two weeks prior to the beginning of summer programming. Provider further agrees to enter all summer activities set forth in its 2020 Summer Recreation Program Proposal into the Cayen system by age group for the "2020 Summer" Term. The MPS Summer Recreation Program Project Team must review and approve this information prior to any disbursements being made under this Agreement.
9. Provider agrees to administer the "Summer Recreation Program Evaluation", as supplied by the MPS Summer Recreation Program Project Team, to a minimum of 40 individual participants and 25 individual parents of participants. Provider also agrees to enter all survey results into the Cayen system no later than five business days after the last date of the Summer Recreation Program. Hard copies must be retained by Provider.
10. Provider understands that unscheduled visits by MPS's Summer Recreation Program Project Team and designated Resource staff will occur during the course of the Summer Recreation Program. These visits can occur at any time for any reason, in the sole discretion of MPS. Such visits may include but shall not be limited to, monitoring program operations, data collection/entry and reviewing Provider's lesson plans.
11. Provider may collect Wisconsin Shares (W-2) funds to supplement its contract award. However, seven and one-half percent (7.5%) of any Wisconsin Shares (W-2) funds collected must be placed in a central account to pay for administrative fees.

II. Incident/Accident Reporting Policy Requirements:

1. For emergency situations requiring police, fire, Child Protective Services (CPS) or ambulance services, Provider shall, within 30 minutes following an incident/accident, verbally report the incident/accident to a member of MPS's Summer Recreation Program Project Team. Additionally, Provider shall submit a written incident/accident report within 24 hours of the incident/accident by email to that member of MPS's Summer Recreation Program Project Team. The MPS Summer Recreation Program Project Team may request that reports and/or additional documents be submitted sooner if necessary. MPS Summer Recreation Program Project team will report emergency incidents to the Wisconsin Department of Children and Families (DCF) with any necessary information once the emergency incident is reported to MPS.
2. All Summer Recreation Program staff are mandated reporters and must report to CPS suspected incidents of abuse, neglect, etc. If a Summer Recreation Program staff member observes an incident, he/she should report the incident to the Summer Recreation Program Site Coordinator immediately. The Summer Recreation Program Site Coordinator should then work with the frontline staff in reporting the incident to CPS and following up as needed.
3. The Summer Recreation Program Site Coordinator and Summer Recreation Program Lead Agency are responsible for assuring that all Summer Recreation Program staff are fully trained in all areas, including MPS incident/accident reporting policies and procedures and mandatory reporting.
4. If media (TV, radio, newspaper, online journalists, etc.) approach or contact the Summer Recreation Program Site Coordinator or lead agency, Provider should immediately defer to MPS. Provider at no time shall make any statements to the media. Provider must comply with MPS Stakeholder Policy.

II. FACILITIES

- A. MPS shall provide space, (on a nonexclusive basis), utilities and routine custodial cleaning and maintenance at the MPS facility or facilities (hereinafter "Facility") set forth in Appendix E between 6:00am and 6:30pm on those days the Summer Recreation Program is in operation.
- B. MPS will provide to the school, in order to replenish supplies used for the operation of the Summer Recreation Program: one case of toilet paper; two bottles of 3M Neutral Cleaner Concentrate; and one case of plastic garbage can liners.
- C. The Facility shall be responsible for providing: brooms and cleaning supplies; the cleaning and removal of garbage from bathrooms, corridors, gymnasium, libraries, (if used) and the cafeteria; and a second shift Building Operation's staff member to lock the building after the Summer Recreation Program ends at 6:00 pm.
- D. Provider shall be responsible for cleaning and maintaining classrooms and all MPS facilities, equipment and supplies utilized for the program on a daily basis in accordance with the MPS Building Operations Daily Cleaning Guide, incorporated herein as Appendix E. This includes but is not limited to: sweeping floors; cleaning table surfaces; and the collection of garbage from all rooms used.
- E. Building Usage
 1. Provider shall use the MPS Facility provided for under this Agreement only for the purposes of operating the Summer Recreation Program and in accordance with MPS's Policies and Procedures. Provider shall not use, nor allow others to use the MPS Facility and any of its equipment and supplies, for any other purpose.
 2. Provider, its agents, employees, and/or participants enrolled in the Summer Recreation Program shall have the right to use the entrances and corridors necessary to secure access to the Facility provided. This right of use shall extend to the restroom facilities located nearest to where the Summer Recreation

Program is being conducted. Such use shall be in common with MPS, its agents, employees, members of the public, and/or other providers.

3. MPS will provide an appropriate number of classrooms/multi-purpose rooms in which to run the Summer Recreation Program, as well as adequate office space that is equipped with a desk, telephone, locked filing cabinet, accessibility to the internet to enter data into Cayen, and storage space for supplies/equipment.
4. MPS will provide daily/regular access to the Facility's technology, including the internet, classroom computers, computer labs, and computer carts to enable participants in the Summer Recreation Program to use online and computer-based intervention and academic enrichment tools and resources in support of academic achievement.
5. Provider must implement a message delivery system indicating to callers they have reached the Summer Recreation Program Center prior to the start date of the Summer Recreation Program. The message system must be either: (1) 24-hour voicemail; or (2) 24-hour answering machine. All messages must be returned by Summer Recreation Program staff within a 24-hour period.
6. Provider shall make no alterations, additions or improvements to the fixed equipment and building structure of the Facility.
7. Provider shall quit and deliver possession of the utilized Facility peaceably and quietly at the end of this Agreement in the same condition as the Facility was in at the commencement; reasonable wear and tear excepted. MPS shall not be responsible for any damage, theft or other loss of property belonging to the Provider, its agents, and/or employees. Any personal property owned by Provider, its agents, and/or employees and not removed from the Facility at the end of the Agreement shall become the property of MPS.
8. Provider shall hold MPS and its agents, representatives, successors, and assigns harmless from any liability, claim, or damages caused by the acts or omissions of the Provider, its staff, agents, representatives, successors, and/or assigns in the performance of the activities covered by this Agreement.
9. Provider shall be liable to MPS for any damage, except for reasonable wear and tear, to property of MPS resulting from the acts of Provider, its agents, employees, and/or participants during the regular hours of the Summer Recreation Program. In the event of such damage, MPS shall complete all repairs required as a result of said damage, but Provider shall be solely responsible for all costs of repair.
10. Provider shall have no right to assign, mortgage, or pledge this Agreement or to sublease any portion of the Facility.
11. Provider shall adhere to any emergency procedures that may be required by MPS.
12. Provider shall meet, or exceed, all federal, state, and local laws, regulations, and ordinances and shall meet the standards set by any federal, state, or local agency which may have regulatory or administrative control over Provider, and the activities covered by this Agreement. The failure of Provider to meet such standards could result in the automatic termination of this Agreement.

F. Parking

1. MPS shall provide parking spaces at the Facility to Provider, its officers, agents, employees and visitors under such restrictions as MPS may, from time to time, determine, including the requirement that priority in parking space assignment shall be given to MPS's use of the Facility and the requirement that all of Provider's vehicles and those of its officers, agents, employees and visitors be removed from the

Facility's parking lot daily and immediately after the conclusion of the Summer Recreation Program. No overnight parking is permitted.

2. When parked in the Facility's parking lot, MPS shall not be responsible for any damage to Provider's vehicles or those vehicles of Provider's officers, agents, employees and/or visitors.

III. COMPENSATION

- A. MPS shall make disbursements to Provider for meeting the program requirements outlined in this Agreement, provided that Provider has complied with all MPS's fiscal requirements and has supplied all records and reports requested by MPS and mandated by this Agreement, attached hereto as Appendix C and incorporated by reference. MPS shall have forty-five (45) days from receipt of the Provider's properly submitted "Summer Cost Report" to reimburse approved expenditures.
- B. The funds available to Provider under this Agreement will be disbursed as follows, and as outlined in Appendix B.
 1. For Extension-funded Summer Recreation Programs, fifty percent (50%) of total budgeted funds will be disbursed upon MPS's execution of this Agreement, provided that the Provider has submitted: signed Agreement by Provider's authorized signatory; 2020 Summer Recreation Program Budget; 2020 Summer Recreation Program Proposal; and a Certificate of Insurance filed electronically in the EXIGIS system which complies with the requirements of Section VII of this Agreement. The remaining portion of the total funds will be disbursed at the conclusion of the Summer Recreation Program, provided MPS receives and approves:
 - a) An "Attendance Summary Report", as retrieved from the Cayen system, indicating the Summer Recreation Program has met the minimum attendance requirements, as set forth in Appendix B. All attendance must be entered into the Cayen system no later than five business days after the last date of the Summer Recreation Program;
 - b) The survey results from the program evaluations administered to participants and parents must be entered into the Cayen system no later than five business days after the last date of the Summer Recreation Program; and
 - c) The Summer Cost Report, which is due no later than September 25, 2020.
 2. Provider shall include the following documentation in its Summer Cost Report:
 - a) Legible copies of all paid receipts and/or invoices submitted for reimbursements, identifying name of vendor; item of purchase; amount spent; and quantity and date of purchase. The date of purchase and payment must coincide with the period in which the reimbursement is requested. Receipts should also be accompanied by a written description of the purpose of the purchase(s);
 - b) Copies of organizational checks used for payment of authorized expenses; and
 - c) Copies of payroll ledger forms and other relevant data such as identifying payee, check number, hourly rate, gross wages and authorized deductions.
 3. Provider shall have each Summer Cost Report signed by the authorized organizational officer and identify the name and telephone number of the person responsible for its preparation.
 4. Provider shall ensure that its Summer Cost Report and its attendance documentation are legible, clear and organized in their submission, recognizing that any required document that is not submitted or is submitted in error will reduce or delay the disbursement requested.

C. Fiscal Requirements

1. Provider agrees to spend all funds received under this Agreement in accordance with the authorized cost categories identified in Appendix C.
2. Provider shall maintain, for seven years after the termination of this Agreement, adequate source records including, but not limited to: invoices; payroll records; time sheets; and receipts.
3. Provider shall use appropriate cash management procedures so that public funds disbursed under this Agreement are discernible from other funds.

D. If total expenditures, as documented in the Summer Cost Report, do not exceed the amount disbursed in the initial disbursement under this Agreement, Provider will return the overpayment within 30 days of written notice by MPS. As identified in Appendix C, Provider may designate a maximum of \$2,500.00 of the funds disbursed under this Agreement for administrative costs.

E. Revenue Generated Activities and Wisconsin Shares (W-2) Child Care Subsidies

1. Provider shall maintain adequate source records relating to revenue-generating activities, (*i.e.*, extended care and field trip fees), and include documentation of all funds collected on the Summer 2020 Cost Report.
2. All funds generated through the collection of Wisconsin Shares (W-2) child care subsidies shall be maintained by MPS.

F. Force Majeure

MPS will not be liable to pay Provider for any and all work that Provider is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control, (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

IV. TRANSPORTATION/FIELD TRIPS

- A. Due to the COVID-19 pandemic no field trips are authorized under this contract.

V. ADDITIONAL RESPONSIBILITIES OF PROVIDER

- A. Provider is an independent contractor and is not an agent, servant, or employee of MPS. Provider's engagement with MPS is limited solely to the operation of the Summer Recreation Program as outlined in this Agreement. Provider shall employ a sufficient number of qualified and properly trained staff according to the contractually required minimum average daily attendance and DCF licensing standards. Any staff member that is not reasonably acceptable to MPS shall be removed by Provider from said staff member's assignment to MPS's Summer Recreation Program. MPS may request such removal at any time, in its sole discretion.
- B. In the performance of work under this Agreement, Provider shall not discriminate against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability or socio-economic status. This obligation shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Provider will post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

- C. Provider shall comply with, and ensure its sub-contractors performing work under this Agreement comply with Milwaukee Board of School Directors' Administrative Policy 3.09(17), which requires that employees be paid a "living wage". If MPS determines in its sole discretion, Provider has violated this living wage policy, MPS may terminate this Agreement without liability for undelivered services or goods. MPS may also deem Provider ineligible to participate in future contracts with MPS.
- D. Provider must comply with all requirements of Wis. Stats. § 48.685 and § 48.686, which identify the standards required for criminal history and child abuse record searches for licensed Caregivers and Child Care Programs.
1. Provider will conduct, at Provider's expense, any and all required background checks, as set forth below:
 - a) Providers participating in the YoungStar Quality Rating System and receiving Wisconsin Shares Child Care Subsidies must abide by all background check requirements prescribed by the Wisconsin Department of Children and Families ("Department"), including, but not limited to:
 - (1) Submitting a request to the Department for a criminal background check for each potential caregiver and at least once every 5-year period for each existing caregiver;
 - (2) Obtaining FBI fingerprint checks every five (5) years;
 - (3) Submitting background checks for any and all employees and contractors with the opportunity for unrestricted access to children;
 - (4) Using the Child Care Provider Portal (CCPP) to submit new and prospective employee information needed to trigger fingerprint-based checks;
 - (5) Abiding by all other requirements prescribed by the Department, available at <https://dcf.wisconsin.gov/ccbgcheck>.
 - b) Providers not subject to the requirements set forth in the above Section V(D)1.i. must obtain a criminal information background check through the Wisconsin Department of Justice (<https://recordcheck.doj.wi.gov/>) and other states' agencies, as applicable, on all current and potential administrators, board members, officers, full-time employees, part-time employees and volunteers who have, or who are anticipated to have direct, unsupervised contact with children throughout the Summer Recreation Program. (Note: No background checks are required for youth mentors/workers who are under the age of 18).
 - (1) An out-of-state background check should be completed in the state(s) in which the individual resided for at least six months within the last ten years and was 18 years or older at the time.
 - (2) For purposes of this Agreement, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five hours a week. A volunteer is not a parent or other adult who is a one-time volunteer for a field trip or other one-time-only activity. Provider will use good judgment in accepting the services of a volunteer and will be familiar with the volunteer before accepting services of that volunteer.
 - (3) No later than one month before work with children at the Summer Recreation Program begins, Provider will electronically submit completed background checks for all individuals providing services under this Agreement utilizing the Smart Sheet link provided herein: <https://app.smartsheet.com/b/form/9095513a736c49a791df055c1e2fa879>. Records that indicate a history of conviction or pending criminal charges will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS will immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with children. Failure to submit the results of any crime information records checks prior to the provision of services will result in the

termination of services. All determinations made by MPS with regards to whether an individual is fit to provide services under this Agreement are made in MPS's sole discretion.

- c) As required by law, Providers shall complete the other searches required by Wis. Stat. § 48.685, review the results and determine that there is nothing in the background of Provider's employees, agents or sub-contractors that would render them unfit to provide services under this Agreement where there is contact and access to children. Background factors that would disqualify any individual from providing services to MPS include, but are not limited to: falsification of background information; conviction of a criminal offense that substantially relates to the duties and responsibilities to be assigned to or performed by Provider under this Agreement; or pending criminal charges alleging acts of a similar nature. Provider has a duty to retain all documentation related to background checks and other searches performed pursuant to this Agreement and Wis. Stat. § 48.685 on file for the duration of this Agreement and to provide the same to MPS upon request.

- E. Provider agrees to strive to implement the principles of equal employment opportunities through an effective Affirmative Action program. A copy of such program shall be produced by Provider upon request by MPS. The program shall set its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment in all divisions of Provider's work force, where these groups may have been previously under-utilized and under-represented. Provider also agrees, in the event of any dispute as to compliance with the aforesaid requirements, it shall be Provider's burden to show it has met all such requirements.

- F. When a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Agreement has been determined by MPS, Provider shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

- G. If, after notice to Provider of a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Agreement, further violation of those provisions are committed during the term of the Agreement, MPS may terminate the Agreement without liability for any remaining funds which may be disbursed. MPS, at its sole discretion, may permit Provider to complete the Agreement. In the case of any violations of these provisions, Provider may be ineligible to participate in future contracts with MPS.

- H. Provider certifies that Provider is not suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Provider specifically covenants that neither the Provider nor its principals are excluded parties pursuant to the System for Award Management ("SAM") database.

- I. Provider must ensure that all sites participating in the YoungStar Quality Rating System and receiving Wisconsin Shares Childcare Subsidies, comply with Department of Children and Families childcare licensing "Health and Safety" guidelines as expressed in DCF 251- Licensing Rules for Group Child Care Centers. (See Appendix D).

VI. INDEMNITY

Notwithstanding any references to the contrary, Provider assumes full liability for all of its acts and/or omissions in the performance of this Agreement, as well as the acts and/or omissions of any of its sub-providers, employees, and/or agents. Provider shall defend, indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of Provider's performance under this Agreement or that may result from the carelessness or neglect of said Provider, its employees and/or agents. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of Provider, against such persons, firms or corporations carrying out

the provisions of the Agreement for Provider, Provider assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

VII. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Provider understands and agrees that financial responsibility for claims or damages to any person, or to Provider's employees and agents, shall rest with Provider. Provider shall effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, Commercial General Liability, Contractual Liability, Professional Liability, Automobile Liability and Umbrella (excess) Liability to support such financial obligations. The indemnification obligation of Provider, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Provider by MPS shall be:

INSURANCE TYPE	MINIMUM LIMIT
Workers' Compensation	As defined by Wisconsin state statutes
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Professional Liability*	\$1,000,000 per occurrence
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$4,000,000 per occurrence
School Leaders' Errors and Omissions**	\$1,000,000 per occurrence/\$2,000,000 aggregate
Fidelity Bond/Crime Insurance	Value of the Agreement

**Professional liability insurance may be used in lieu of School Leaders' E&O (or Directors' and Officers') insurance only if Provider is a one-person Independent Contractor.*

***Directors' and Officers' insurance may be used in lieu of School Leaders' E&O provided that the insurance company shows written proof that all employees and volunteers are protected by the coverage.*

Commercial General Liability shall be on an occurrence form covering the risks associated or arising out of the services provided under this Agreement. This insurance is not to have any exclusions, sub-limits, or restrictions as respects coverage for sexual abuse and molestation, corporal punishment, athletic events, and use of gymnasium equipment.

The "Milwaukee Board of School Directors" shall be named as an additional insured under Provider's general liability insurance and umbrella liability insurance. Evidence of all required insurances of Provider shall be submitted electronically to MPS via its third-party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. MPS shall be afforded a 30-day written notice of cancellation, non-renewal or material change in coverage for the duration of this Agreement. Insurance companies must be acceptable to MPS and must have a current A.M. Best rating of A- or better.

VIII. BREACH BY PROVIDER

It is mutually agreed the breach of this Agreement on Provider's part will result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Agreement on Provider's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

IX. TERM AND TERMINATION BY MPS FOR VIOLATIONS BY PROVIDER

The term of this Agreement commences on June 1, 2020 and ends on August 31, 2020. This Agreement is contingent upon the approval of the Milwaukee Board of School Directors. Except as otherwise provided hereunder, if Provider fails to fulfill its obligations under this Agreement or violates any of such provisions, MPS shall thereupon have the right to terminate this Agreement by giving five days written notice of termination, specifying the alleged violations, and effective date of termination. This Agreement shall not be terminated if, upon receipt of the notice, Provider promptly cures the alleged violation(s) prior to the end of the five-day period. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Provider for use in completing, the Agreement.

X. UNRESTRICTED RIGHT OF TERMINATION BY MPS

MPS further reserves the right to terminate this Agreement at any time, for any reason, by giving Provider five days written notice by Certified Mail of such termination. In the event of said termination, Provider shall reduce its activities hereunder as mutually agreed to, upon receipt of said notice. Upon said termination, disbursements shall be made to Provider for all services rendered through the date of termination. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Agreement. Nothing in this, or any other, section shall prevent MPS from immediately terminating this Agreement if it determines, in its sole discretion that continuing this Agreement would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

XI. ASSIGNMENT LIMITATION

This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

XII. PROHIBITED PRACTICES

- A. Provider, during the period of this Agreement, shall not hire, retain or utilize for compensation any member, officer, or employee of MPS or any person who, to the knowledge of Provider, has a conflict of interest.
- B. Provider hereby attests it is familiar with MPS's Code of Ethics which states, in part, "An employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS".

XIII. NOTICES

Notices to MPS provided for in this Agreement shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed as indicated below, with an electronic copy to rivaad@milwaukee.k12.wi.us. Notices to Provider shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed as indicated below.

To: LYNN A. GREB, SENIOR DIRECTOR
Milwaukee Public Schools
Department of Recreation & Community Services
5225 W. Vliet Street, Room 162
Milwaukee, WI 53208

To: PROVIDER:

XIV. AUTHORIZATION

The validity, construction, enforcement and effect of this Agreement shall be governed by the laws of the State of Wisconsin. All covenants contained herein are severable, and in the event any of them shall be held invalid by any competent court or agency, this Agreement shall be interpreted as if such invalid covenants were not contained herein.

XV. APPENDICES

The following documents are hereby made a part of this Agreement and Provider agrees to abide by all the terms and conditions contained therein.

Appendix A 2020 Summer Recreation Program Proposal

Appendix B 2020 Summer Recreation Program Attendance Requirements

Appendix C 2020 Summer Recreation Program Fiscal Forms

Appendix D 2020 Summer Recreation Program Operations Manual

Appendix E MPS Building Operations Daily Cleaning Requirements

In the event of an inconsistency or ambiguity between this Agreement and any appendix, it is the intent of the parties that the Agreement shall control.

APPROVED:
Milwaukee Board of School Directors

APPROVED:
Summer Recreation Program
PROGRAM PROVIDER

Larry Miller, President
Milwaukee Board of School Directors

Provider Board President

Date: _____

Date: _____

Dr. Keith P. Posley
Superintendent of Schools

Provider Executive Director

Date: _____

Date: _____

Contract Amount: \$ _____

FOR OFFICE USE ONLY

Budget Code: _____

Budget Code: _____

Budget Code: _____

R _____
C _____
V _____

Reviewed by Risk Management.

By: _____

Date _____

**2020 Summer Recreation Program Proposal
Signature Page**

Site Name:

Due Date: June 22, 2020

I have read the terms and conditions of the 2020 Summer Recreation Program Proposal and ensure that all activities, field trips, and family events will be in alignment with the summer contract and the Summer Recreation Program goal of providing youth with engaging academic and recreation learning opportunities that support student academic achievement.

Principal's Name

Lead Agency Director's Name

Principal's Signature Date

Director's Signature Date

Site Coordinator's Name

Site Coordinator's Signature Date

**The 2020 Summer Recreation Program Proposal Signature Page is due electronically to your designated MPS Project Team Member.
All 2020 Summer Recreation Program activity information must also be created and completely entered in APlus by 4:30 pm that day.**

2020 Summer Recreation Program Proposal

Site Name:

TIMELINE

June 22, 2020:	Summer Budget and Building Permit are due to Don Bennett.
June 22, 2020	Summer Recreation Program Proposal is due to your designated MPS Project Team Member.

SUMMER RECREATION PROGRAM SITE INFORMATION

Site Coordinator Name:	<input type="text"/>	Office Phone:	<input type="text"/>
	<input type="text"/>	Cell Phone:	<input type="text"/>
Site Coordinator Email:	<input type="text"/>		
Lead Agency Representative:	<input type="text"/>	Office Phone:	<input type="text"/>
LA Representative Email:	<input type="text"/>		

Program Start Date:

Program End Date:

Proposed Summer Recreation Program Days and Hours of Operation

List range of hours open (example: 3:30-6:00p.m.).

Please include early drop off and late pick up hours, if applicable.

	MON	TUES	WED	THU	FRI	SAT
AM Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PM Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Projected Grade Levels to be Served (check all that apply):

- K3
- K4
- K5
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

Summer Recreation Program Safety Plan

1. Summer program staff and participants have access to the following in the school facility. Please check all that apply:

Note: Activities should not take place in spaces that are unsafe and/or that are not conducive to student learning.

- Classrooms Library Supplies/Equip. Classroom computers/computer cart/computer Lab
 Storage Space Gym Kitchen Parent Center Cafeteria

2. Summer Afterschool Program has adequate office space on site. Please check all that apply:

- Desk Locked filing cabinet Phone/Voicemail Computer/internet Storage space

3. Each summer site should review and practice emergency procedures monthly during program hours with youth and staff. Emergency procedures include: fire drills, tornado drills, and school emergency lockdown procedures.

Please list emergency procedure dates below.

Fire Drills	Tornado Drills	Emergency Lockdown Procedures
July: _____	July: _____	July: _____

4. Has the site identified a CPR/First Aid certified person(s) on staff that is available during program hours?

Note: All staff on-site during program hours be CPR/First Aid certified. (Refer to DCF 251 Licensing Standards.)

- No Yes. Please list the names of staff members and their CPR/First Aid Certification expiration date:

Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
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Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:
Name:	Expiration Date:	Name:	Expiration Date:

5. Has the site identified two Staff (site coordinator preferred) to complete the Medical Administration Training?

Note: This is mandatory training per MPS policy. (updated as of March 2016). (<https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>) The knowledge (webcasts) training and assessment tests are to be completed at least **every four years**, while the skills competency check-off should be completed **annually**. At a minimum, the following Medication Training Requirements courses must be completed under Option 1 (Direct Access Webcasts): 1)Basic , 2) Oral, 3) Ear, 4) Eye, 5) Topical. Participants take the written assessment test after watching the video, and print it out as their proof of

APPENDIX A

completing the session. There is no certificate generated. The skills competency check-off would still be completed by a professional nurse, physician or a skilled and willing parent. *(NOTE: A parent may only dispense medication to his or her own child. A parent may not dispense medication to any other child/ren.)*

No Yes. Please list the names of staff members and their certification expiration date:

Name:	Expiration Date:	Name:	Expiration Date:
-------	------------------	-------	------------------

6. How many safety personnel does your site have on duty during scheduled program hours?

7. What is your site's contingency plan if security personnel are absent from work?

8. Describe **in detail** how individuals are permitted entrance into the school building during program hours of operation (use separate sheet if necessary). *(Include use of MPS Visitor Policy Procedures.)*

9. Describe **in detail** how are participants dismissed from the program. Please include procedures for student in-person pick-up, student walkers and bus riders. (Use separate sheet if necessary.) **All students must be signed out daily.**

10. Describe how students are permitted access to areas throughout the school building, including restrooms, classrooms and offices. (Use separate sheet if necessary).

11. Where are the hard copies of the program registration forms and daily attendance records stored on site? *Note: Programs must maintain hard copies of registration forms and daily attendance records in accordance with contract standards.*



2020 Summer Recreation Program Staff Roster

*Directions: Staff to student ratios should abide by the following YoungStar standards **and** maximum group sizes (CLCs do not serve 3 year olds):*

<u>Youth ages 3-4 years</u> 2:8 or 1:9 Group Max.: 10 Individuals Total	<u>Youth ages 4-5 years</u> 2:8 or 1:9 Group Max.: 10 Individuals Total	<u>Youth ages 5-6</u> 2:8 or 1:9 Group Max.: 10 Individuals Total	<u>Youth ages 6+</u> 2:8 or 1:9 Group Max.: 10 Individuals Total
---	---	---	--

Name:	Position:	Grade levels/age groups staff will work with:	Projected Hours Per Week:
1. [Redacted]			
2. [Redacted]			
3. [Redacted]			
4. [Redacted]			
5. [Redacted]			
6. [Redacted]			
7. [Redacted]			
8. [Redacted]			
9. [Redacted]			
10. [Redacted]			
11. [Redacted]			
12. [Redacted]			
13. [Redacted]			
14. [Redacted]			
15. [Redacted]			
16. [Redacted]			
17. [Redacted]			
18. [Redacted]			
19. [Redacted]			
20. [Redacted]			



2020 Summer Recreation Program Staff Development Plan

Directions: Describe the staff development topics or areas that will be offered by the following summer program partners: the Lead Agency, Day School, staff (Site Coordinator, Program leaders), and/or other partners. Suggested staff development topics include: CPR/First Aid Training, effective discipline strategies, recreation activities, academic support, youth development, communication skills, etc. Remember to document and track all staff PD in APlus!

Note: Do NOT include any training offered by MPS at the Summer Virtual Staff Training.

Training Topic (Suggested)	Check if this topic will be covered	Date of Training	Number of staff that will be trained	Organization/Individuals providing the training
First Aid	<input type="checkbox"/>			
CPR	<input type="checkbox"/>			
Behavior Management Strategies	<input type="checkbox"/>			
Program Planning	<input type="checkbox"/>			
Lesson Plan Design & Implementation	<input type="checkbox"/>			
Maintaining High Quality Programming & Staff Interaction	<input type="checkbox"/>			

Additional Training Topics covered during <u>Site</u> Summer In-Services	Date of Training	Number of staff that will be trained	Organization/Individuals providing the training



A department of MPS

APPENDIX B

2020 Summer Attendance Requirements K-5/K-8 CLC Programs

Site	Program Dates	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance	
					25-35 ADA-50	36-50 ADA-50
Allen-Field School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Auer Ave. School (at COA Goldin Center)	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Bethune School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Carson Academy	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Cass Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Clarke Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Doerfler School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Eighty-first Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Engleburg School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Fratney School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Grantosa School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Hayes Bilingual School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Hopkins-Lloyd School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Kluge School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
LaFollette School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Lincoln Avenue School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Maple Tree School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Riverwest School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Sherman School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Siefert School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Thurston Woods School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Townsend Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Vieau School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Westside Academy	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500



All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC attendance records) from Monday, July 6 – Friday, July 31, 2020.

Compensation:

Fifty percent (50%) of total funds will be disbursed upon MPS' execution of the contract, provided that the Lead Agency has submitted a signed contract, the 2020 CLC/Safe Place Summer Budget, the 2020 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 25, 2020.



A department of MPS

2020 Summer Attendance Requirements Middle/High School Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0-24	25-35	36-50
Audubon Middle School	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
Bay View High School	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
Bradley Tech	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
Lincoln Center Middle School	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
North Division High School	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
Obama K-12	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
Washington High School	July 6 – July 31	\$25, 000	\$12,500	\$0	\$6,250	\$12,500

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, July 6, 2020 – Friday, July 31, 2020.

Compensation:

Fifty percent (50%) of total funds will be disbursed upon MPS' execution of the contract, provided that the Lead Agency has submitted a signed contract, the 2020 CLC/Safe Place Summer Budget, the 2020 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 25, 2020.



A department of MPS

2020 Summer Attendance Requirements Safe Place Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0 -24	25-35	36 - 50
Brown Street Academy	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Browning School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Carver School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Forest Home School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Holmes School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Jackson School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Kagel School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Longfellow	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Mitchell Street School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Story School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, July 6, 2020 – Friday, July 31, 2020.

Compensation:

Fifty percent (50%) of total funds will be disbursed upon MPS' execution of the contract, provided that the Lead Agency has submitted; a signed contract, the 2020 CLC/Safe Place Summer Budget, the 2020 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents, entered into the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" due no later than September 25, 2020.

Return by September 25, 2020 to:
 Milwaukee Recreation Department
 Attention: Michelle Walters
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

2020 Summer Recreation Program

Appendix C

Summer Cost Report

For Use by MPS Finance

Summer Program Location: _____
 Lead Agency: _____
 Contract Amount: _____
 Total Program Budget: _____
 Report #: _____
 Current Report from: _____
 Prepared by: _____
 Date: _____

Program Location: _____
 Agency: Vendor #: _____
 Contract #: _____

 Cost Report Amt: \$ _____
 To be paid from Budget Code: _____

 Accepted and Authorized by MPS Project Coordinator.
 Signature: _____ Date: _____

Summer Program: 2020

Cost Category	Budget To Date	Previous Month Exp / Rev	Current Month Exp / Revenue	Cost / Rev To-Date	Budget Balance
Personnel (Full & Part-Time) Gross Salary		\$ -	\$ -	\$ -	\$ -
Fringe Benefits (Full & Part-Time) Employer Paid		\$ -	\$ -	\$ -	\$ -
General Services: Snacks, Admissions, Family meals		\$ -	\$ -	\$ -	\$ -
Office Supplies & Materials		\$ -	\$ -	\$ -	\$ -
Program Supplies & Materials		\$ -	\$ -	\$ -	\$ -
Equipment Purchase		\$ -	\$ -	\$ -	\$ -
Equipment Rental		\$ -	\$ -	\$ -	\$ -
Contractual Services		\$ -	\$ -	\$ -	\$ -
Transportation (Contracted busses and leases)		\$ -	\$ -	\$ -	\$ -
*Administrative Costs		\$ -	\$ -	\$ -	\$ -
Centralized Expenses (Office Use Only)	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTALS	\$ -	\$ -		\$ -	\$ -
Summer Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -

I certify that the information contained in this report is correct, is recorded as such on the books of this agency, and that the expenditures reflected herein were made in accordance with conditions of the agreement of this agency and MPS.

Agency Director: _____

Date: _____

2020 Summer Recreation Program - Schedule of Paid Costs Monthly Report

Project Name: 2020 Summer Recreation Program		Account No.:			Budget Cost Category:		Cost Report Number	
<i>To Be Completed by Project Operator</i>						<i>To be Computed by MPS</i>		
Check No.	Date	Payee Description/Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments Amount	Reimbursed	
Budget Category Total								

Provider Please Note: Expenditures will not be authorized if the purpose of the purchase is not included on this form.

2020 SUMMER RECREATON PROGRAM - SAMPLE BUDGET 2020

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	0
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
1 Program Leader					
2 Program Leader					
3 Program Leader					
4 Program Leader					
5 Program Leader					
7					
8					
9					
10					
11					
12					
13					
14					
15 Summer Recreation Enrichment Positions					
Fringe Benefits - Direct	<u>Give Detailed description</u>				
Insurance					
Retirement					
Social Security					
Unemployment					
Workers Compensation					

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 25, 2020.

2020 SUMMER RECREATON PROGRAM - SAMPLE BUDGET 2020

General Services- Direct	<u>Give Detailed description</u>	Totals
Field Trips		2000
Participant Nutritious Snacks/Meals		0
Program Advertising and Printing		0
Staff Training		0
Staff / Participant Travel		
Family Events		0
Program Supplies - Direct	<u>Give Detailed description</u>	320
Instructional Materials		
Program Materials		
Course / Activity Supplies		
Staff / Participant Apparel		0
Computer Software		0
Office Supplies - Direct	<u>Give Detailed description</u>	300
General Office Supplies		50
Equipment Supplies		50
Program Publications & Periodicals		0
Program Subscriptions/Books		0
Mailings / Postage		0
Duplication		0
Other (specify)		0

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 25, 2020.

2020 SUMMER RECREATON PROGRAM - SAMPLE BUDGET 2020

Equipment Purchases - Direct	<u>Give Detailed description</u>	Totals
Computer / Printers		
Copier / Fax / Machine		
photographic		
Furniture		
Audio		
Telephone / Answering Machines		
Equipment Rental - Direct	<u>Give Detailed description</u>	Totals
Audio / Visual		
Furniture		
DJ Equipment		
Contractual Services - Direct	<u>Give Detailed description</u>	Totals
Program Consultants		
Subcontracted Services		
Transportation - Direct	<u>Give Detailed description</u>	Totals
Contracted busses and leases		2000
Administrative Costs - In-direct	<u>Give Detailed description</u>	Totals
* See Cost Categories		2500
Please Note: When completing this budget be as specific as possible and If necessary attach additional pages for justifications.		

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 25, 2020.

SUMMER RECREATION BUDGET COST CATEGORIES

APPENDIX C

CATEGORY	DESCRIPTION
Personnel (Direct)	<ul style="list-style-type: none"> ▶ Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	<ul style="list-style-type: none"> ▶ Insurance (Disability, Health & Dental, Life) ▶ Medicare ▶ Retirement ▶ Social Security ▶ Unemployment Compensation ▶ Workers Compensation
General Services (Direct)	<ul style="list-style-type: none"> ▶ Event / Activity Admission Fees ▶ Participant Nutritious Snacks & Meals ▶ Program Advertising and Printing (must include CLC reference and/or logo) ▶ Staff Training ▶ Staff / Participant Travel (In-State or Out-of-State)
Program Supplies (Direct)	<ul style="list-style-type: none"> ▶ Instructional Materials ▶ Program Materials ▶ Course / Activity Supplies (i.e., art, recreation, athletic, etc) ▶ Staff / Participant Apparel (must include MPS reference and/or logo) ▶ Computer Software
Office Supplies (Direct)	<ul style="list-style-type: none"> ▶ General Office Products & Consumable Supplies ▶ Equipment Supplies (i.e., paper, ink, etc.) ▶ Program Publications & Periodicals ▶ Program Subscriptions/Books ▶ Mailings / Postage ▶ Duplicating
Equipment Purchase (Direct)	<ul style="list-style-type: none"> ▶ Computer / Printer ▶ Copy/Fax Machine ▶ Photographic ▶ Furniture ▶ Audio ▶ Telephone/Answering Machine
Equipment Rental (Direct)	<ul style="list-style-type: none"> ▶ Audio /Visual ▶ Furniture ▶ DJ Equipment
Contractual	<ul style="list-style-type: none"> ▶ Subcontracted Services
Transportation (Direct)	<ul style="list-style-type: none"> ▶ Bus Tickets
Administrative/Indirect Cost	<ul style="list-style-type: none"> ▶ A percentage of Provider's indirect Administrative Staff Cost ▶ Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost ▶ Consumable Agency Supplies used for summer program functions ▶ Program Audit and insurance fees ▶ Criminal Background Checks for Program Staff ▶ Employee Drug Screening & Health Screening

NOTE:

All cost reimbursement requests must be directly related to services provided to and/or for the authorized participants of the 2020 Summer Recreation Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the Summer Recreation program and are not with direct program services. These costs can be, but aren't limited to, administrative expenses, i.e., bookkeeping, accounting, insurance, criminal background checks, auditing or a percentage of staff's salary/wages for supervision of Summer Recreation programs. These costs must be identified and submitted to MPS as part of the Summer Program Budget. The maximum amount for administrative costs is limited to \$2,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm or individual not employed by the Provider. This service or advice shall be required for the successful operation of a Summer program and can include expenses for hiring consultants or program subcontractors. (Note: Provider has the sole responsibility for ensuring that proper contract/procurement procedures are used in securing contracts and that all relevant legislation pertaining to non-discrimination and "fairness" is followed.) Provider shall also be responsible for submitting copies of all subcontracts and professional service agreements that cost reimbursements will be requested for prior to, or along with the Monthly Cost Report which requests such reimbursement.

EQUIPMENT PURCHASE:

Equipment purchases made with Summer funds should be related to the objectives of the Summer program. Costs associated with the purchase of tangible personal property that have a unit acquisition cost equal to or over one hundred fifty dollars (\$150) and a useful life of one year or longer. Equipment purchases must be pre-approved by MPS and shall be purchased for the Provider's program usage only. All equipment remains the sole property of MPS and shall be identified by an inventory number that is tagged on any equipment purchased with summer funds and is made a part of the Provider's end of the year report to MPS.

FIELD TRIP GUIDELINES:

There will be no field trips allowed due the COVID-19 pandemic.

FRINGE BENEFITS:

Benefits that employers provide in an employee's compensation package. They can include, but are not limited to, costs of leave, insurance, social security contribution, Medicare contribution, pensions, unemployment benefits plans, retirement, etc.

GENERAL SERVICES:

Identified and documented costs paid for services provided to and/or for the 2020 Summer Recreation program participants in the fulfillment of the summer program goals and objectives. These costs can be event/activity admission fees, "nutritious" snacks & meals, program advertising,

OFFICE SUPPLIES:

Identified and documented costs associated with the purchase of basic office accessories, publications, subscriptions and supplies, including paper materials and supplies used for copiers / computers. Printing and postage expenses are also included in this category.

PERSONNEL:

Compensation (salary or wages) provided to program employees for services rendered in the operation of the 2020 Summer Recreation Program. Documentation submitted, shall include information on employee's pay rate, hours, pay period check number and authorized deductions.

PROGRAM FEES/REVENUE GENERATING ACTIVITIES:

- The Provider shall maintain adequate source records relating to program fees and revenue generating activities (i.e., registration, weekly fees, etc.) and include documentation of all funds collected in the 2020 Summer Recreation Program Monthly Cost Report. All revenue generated must be reported on the Summer Cost Report on a monthly basis.
- All funds generated through the collection of W2 child care subsidies, shall be monitored by MPS. MPS will provide a monthly statement to Provider reflecting funds collected and money accrued.

PROGRAM SUPPLIES:

Costs associated with the purchases of tangible goods and other expenses necessary for carrying out the summer program operation. They include supplies having a purchase price less than one hundred dollars (\$100). Examples of these expenses include, but are not limited to: program materials, instructional materials, staff / participant apparel and *computer software*.

TRANSPORTATION:

There will be no transportation provided for the 2020 Summer Recreation Program due to the COVID-19 pandemic.

UNALLOWABLE COST ITEMS:

Any cost unrelated to the Summer program goals and objectives as determined by MPS Recreation.

- Purchases or salaries not within the scope of the Summer program
- Alcoholic beverages
- Late charges or fees; Credit Card fees
- Contributions, donations or tips
- Provider's non-Summer program related promotional items (such as t-shirts, pens, stickers, posters, etc.)
- Taxes (exception: Federal Taxes)
- Gas
- Unpaid personal credit card purchases that do not have the original receipt. Note: Summer programs are not allowed to use the district or individual school names in association with credit card purchases. Additionally, personal credit cards should only be used for minor purchases in the event that the normal purchasing process through the Provider is not available for the items needed. Such purchases must be reasonable, ordinary, and necessary for the operation of the summer program.
- Door prizes and incentive items for staff and participants.
- Agency signage to be placed within or outside of school facilities.
- DVDs
- Video game systems, accessories, and games
- Pool Tables, Foosball Tables, and Air Hockey Tables
- Program and equipment purchases not directly aligned to educational, health and wellness programming.

Return by September 25th 2020 to:
 Milwaukee Recreation Department
 Attention: Michelle Walters
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

WI Shares Summer Cost Report

For Use by MPS Finance

Summer Program Location: _____
 Lead Agency: _____
 Contract Amount: _____
 Total Program Budget: _____
 Report #: _____
 Current Report from: _____
 Prepared by: _____
 Date: _____

Program Location: _____
 Agency: Vendor #: _____
 Contract #: _____

 Cost Report Amt: \$ _____
 To be paid from Budget Code: _____

 Accepted and Authorized by MPS Project Coordinator.
 Signature: _____ Date: _____

Summer: 2020

Cost Category	Budget To Date	Previous Month Exp / Rev	Current Month Exp / Revenue	Cost / Rev To-Date	Budget Balance
Personnel (Full & Part-Time) Gross Salary		\$ -	\$ -	\$ -	\$ -
Fringe Benefits (Full & Part-Time) Employer Paid		\$ -	\$ -	\$ -	\$ -
General Services: Snacks, Admissions, Family meals		\$ -	\$ -	\$ -	\$ -
Office Supplies & Materials		\$ -	\$ -	\$ -	\$ -
Program Supplies & Materials		\$ -	\$ -	\$ -	\$ -
Equipment Purchase		\$ -	\$ -	\$ -	\$ -
Equipment Rental		\$ -	\$ -	\$ -	\$ -
Contractual Services		\$ -	\$ -	\$ -	\$ -
Transportation (Contracted busses and leases)		\$ -	\$ -	\$ -	\$ -
*Administrative Costs		\$ -	\$ -	\$ -	\$ -
Centralized Expenses (Office Use Only)	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTALS	\$ -	\$ -		\$ -	\$ -
Summer Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -

I certify that the information contained in this report is correct, is recorded as such on the books of this agency, and that the expenditures reflected herein were made in accordance with conditions of the agreement of this agency and MPS.

Agency Director: _____

Date: _____

WI Shares Summer Recreation Program Monthly Report

Project Name: WI Shares Summer Recreation Program		Account No.:			Budget Cost Category:		Cost Report Number	
<i>To Be Completed by Project Operator</i>						<i>To be Computed by MPS</i>		
Check No.	Date	Payee Description/Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments Amount	Reimbursed	
Budget Category Total								

Provider Please Note: Expenditures will not be authorized if the purpose of the purchase is not included on this form.

WI SHARES SUMMER RECREATION PROGRAM BUDGET 2020

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	0
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
1 Program Leader					
2 Program Leader					
3 Program Leader					
4 Program Leader					
5 Program Leader					
7					
8					
9					
10					
11					
12					
13					
14					
15 CLC Summer Recreation Enrichment Positions					
Fringe Benefits - Direct	<u>Give Detailed description</u>				
Insurance					
Retirement					
Social Security					
Unemployment					
Workers Compensation					

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 25, 2020.

WI SHARES SUMMER RECREATION PROGRAM BUDGET 2020

General Services- Direct	<u>Give Detailed description</u>	Totals
Field Trips		2000
Participant Nutritious Snacks/Meals		0
Program Advertising and Printing		0
Staff Training		0
Staff / Participant Travel		
Family Events		0
Program Supplies - Direct	<u>Give Detailed description</u>	320
Instructional Materials		
Program Materials		
Course / Activity Supplies		
Staff / Participant Apparel		0
Computer Software		0
Office Supplies - Direct	<u>Give Detailed description</u>	300
General Office Supplies		50
Equipment Supplies		50
Program Publications & Periodicals		0
Program Subscriptions/Books		0
Mailings / Postage		0
Duplication		0
Other (specify)		0

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 25, 2020.

WI SHARES SUMMER RECREATION PROGRAM BUDGET 2020

Equipment Purchases - Direct	<u>Give Detailed description</u>	Totals
Computer / Printers		
Copier / Fax / Machine		
photographic		
Furniture		
Audio		
Telephone / Answering Machines		
Equipment Rental - Direct	<u>Give Detailed description</u>	Totals
Audio / Visual		
Furniture		
DJ Equipment		
Contractual Services - Direct	<u>Give Detailed description</u>	Totals
Program Consultants		
Subcontracted Services		
Transportation - Direct	<u>Give Detailed description</u>	Totals
No transportation provided due to COVID-19		2000
Administrative Costs - In-direct	<u>Give Detailed description</u>	Totals
* See Cost Categories		2500
Please Note: When completing this budget be as specific as possible and If necessary attach additional pages for justifications.		

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 25, 2020.

SUMMER RECREATION BUDGET COST CATEGORIES

APPENDIX C

CATEGORY	DESCRIPTION
Personnel (Direct)	<ul style="list-style-type: none"> ▶ Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	<ul style="list-style-type: none"> ▶ Insurance (Disability, Health & Dental, Life) ▶ Medicare ▶ Retirement ▶ Social Security ▶ Unemployment Compensation ▶ Workers Compensation
General Services (Direct)	<ul style="list-style-type: none"> ▶ Event / Activity Admission Fees ▶ Participant Nutritious Snacks & Meals ▶ Program Advertising and Printing (must include CLC reference and/or logo) ▶ Staff Training ▶ Staff / Participant Travel (In-State or Out-of-State)
Program Supplies (Direct)	<ul style="list-style-type: none"> ▶ Instructional Materials ▶ Program Materials ▶ Course / Activity Supplies (i.e., art, recreation, athletic, etc) ▶ Staff / Participant Apparel (must include MPS reference and/or logo) ▶ Computer Software
Office Supplies (Direct)	<ul style="list-style-type: none"> ▶ General Office Products & Consumable Supplies ▶ Equipment Supplies (i.e., paper, ink, etc.) ▶ Program Publications & Periodicals ▶ Program Subscriptions/Books ▶ Mailings / Postage ▶ Duplicating
Equipment Purchase (Direct)	<ul style="list-style-type: none"> ▶ Computer / Printer ▶ Copy/Fax Machine ▶ Photographic ▶ Furniture ▶ Audio ▶ Telephone/Answering Machine
Equipment Rental (Direct)	<ul style="list-style-type: none"> ▶ Audio /Visual ▶ Furniture ▶ DJ Equipment
Contractual	<ul style="list-style-type: none"> ▶ Subcontracted Services
Transportation (Direct)	<ul style="list-style-type: none"> ▶ Bus Tickets
Administrative/Indirect Cost	<ul style="list-style-type: none"> ▶ A percentage of Provider's indirect Administrative Staff Cost ▶ Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost ▶ Consumable Agency Supplies used for summer program functions ▶ Program Audit and insurance fees ▶ Criminal Background Checks for Program Staff ▶ Employee Drug Screening & Health Screening

NOTE:

All cost reimbursement requests must be directly related to services provided to and/or for the authorized participants of the 2020 Summer Recreation Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the Summer Recreation program and are not with direct program services. These costs can be, but aren't limited to, administrative expenses, i.e., bookkeeping, accounting, insurance, criminal background checks, auditing or a percentage of staff's salary/wages for supervision of Summer Recreation programs. These costs must be identified and submitted to MPS as part of the Summer Program Budget. The maximum amount for administrative costs is limited to \$2,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm or individual not employed by the Provider. This service or advice shall be required for the successful operation of a Summer program and can include expenses for hiring consultants or program subcontractors. (Note: Provider has the sole responsibility for ensuring that proper contract/procurement procedures are used in securing contracts and that all relevant legislation pertaining to non-discrimination and "fairness" is followed.) Provider shall also be responsible for submitting copies of all subcontracts and professional service agreements that cost reimbursements will be requested for prior to, or along with the Monthly Cost Report which requests such reimbursement.

EQUIPMENT PURCHASE:

Equipment purchases made with Summer funds should be related to the objectives of the Summer program. Costs associated with the purchase of tangible personal property that have a unit acquisition cost equal to or over one hundred fifty dollars (\$150) and a useful life of one year or longer. Equipment purchases must be pre-approved by MPS and shall be purchased for the Provider's program usage only. All equipment remains the sole property of MPS and shall be identified by an inventory number that is tagged on any equipment purchased with summer funds and is made a part of the Provider's end of the year report to MPS.

FIELD TRIP GUIDELINES:

There will be no field trips allowed due the COVID-19 pandemic.

FRINGE BENEFITS:

Benefits that employers provide in an employee's compensation package. They can include, but are not limited to, costs of leave, insurance, social security contribution, Medicare contribution, pensions, unemployment benefits plans, retirement, etc.

GENERAL SERVICES:

Identified and documented costs paid for services provided to and/or for the 2020 Summer Recreation program participants in the fulfillment of the summer program goals and objectives. These costs can be event/activity admission fees, "nutritious" snacks & meals, program advertising,

OFFICE SUPPLIES:

Identified and documented costs associated with the purchase of basic office accessories, publications, subscriptions and supplies, including paper materials and supplies used for copiers / computers. Printing and postage expenses are also included in this category.

PERSONNEL:

Compensation (salary or wages) provided to program employees for services rendered in the operation of the 2020 Summer Recreation Program. Documentation submitted, shall include information on employee's pay rate, hours, pay period check number and authorized deductions.

PROGRAM FEES/REVENUE GENERATING ACTIVITIES:

- The Provider shall maintain adequate source records relating to program fees and revenue generating activities (i.e., registration, weekly fees, etc.) and include documentation of all funds collected in the 2020 Summer Recreation Program Monthly Cost Report. All revenue generated must be reported on the Summer Cost Report on a monthly basis.
- All funds generated through the collection of W2 child care subsidies, shall be monitored by MPS. MPS will provide a monthly statement to Provider reflecting funds collected and money accrued.

PROGRAM SUPPLIES:

Costs associated with the purchases of tangible goods and other expenses necessary for carrying out the summer program operation. They include supplies having a purchase price less than one hundred dollars (\$100). Examples of these expenses include, but are not limited to: program materials, instructional materials, staff / participant apparel and *computer software*.

TRANSPORTATION:

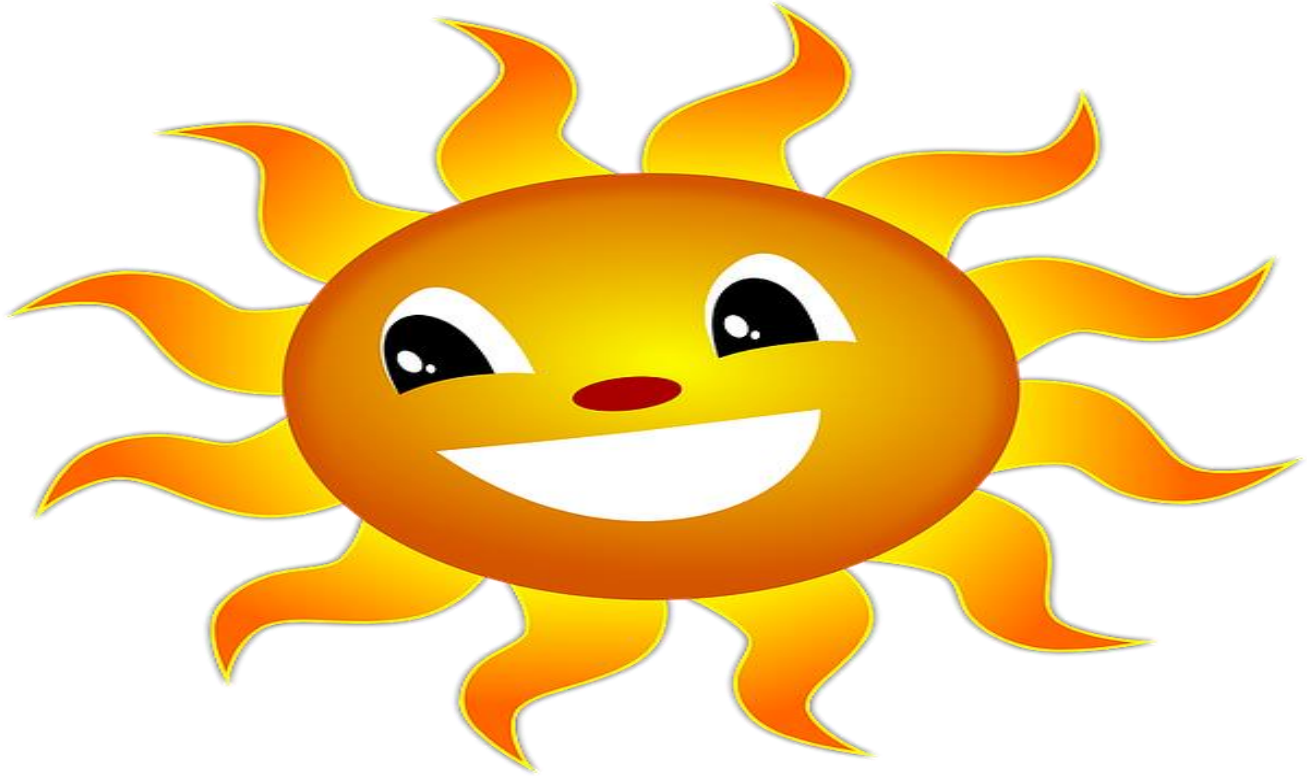
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Milwaukee Public Schools Summer Recreation Programs



**2020 SUMMER
RECREATION PROGRAMS
OPERATIONS MANUAL**

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Important Summer Dates & Deadlines

Item / Event	Date	Notes
2020 Summer Program Request Form	Friday, January 31, 2020	Scan and email to Jenny Acevedo by 5:00p.m.
Registration Due for Summer Training:	June 22, 2020	All sites must register the following program staff to attend: Program Site Coordinator, safety/security, group leaders.
Summer Building Permit Due:	Monday, June 22, 2020	Email to Jenny Acevedo
Summer Budget Due:	Monday, June 22, 2020	Email to Don Bennett.
2020 Summer Virtual Staff Training:	TBA	
Summer Program Plan & Signature Page Due:	Monday, June 22, 2020	Email to your MPS Project Team Representative.
Start of Summer Programming (all sites)	Monday, July 6, 2020	
MPS Virtual Summer Academy	Monday, July 6, 2020- Friday, July 31, 2020 7:30-11:30a.m.	
APlus attendance data entry complete:	4-week programs: 7/31/2020 5-week programs: 8/7/2020 6-week programs: 8/14/2020	Daily activity attendance should be entered on a weekly basis for monitoring purposes.
Summer Parent Surveys entered into APlus	July 31, 2020	Minimum of 25 anonymous surveys.
Summer Participant Surveys entered into APlus	July 31, 2020	Minimum of 40 anonymous surveys.
Four-Week Program End Date:	Friday, July 31, 2020	All sites unless otherwise communicated to MPS.
Six-Week Program End Date:	Friday, August 14, 2020	Extended sites unless otherwise communicated to MPS.
Final Expense/Cost Reports Due:	Friday, September 25, 2020	Submit to Michelle Walters.



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2020 MPS SUMMER CLC/SAFE PLACE *Project Team Site Assignments*

<p>Don Bennett Office: (414) 475-8474 Cell: 414-334-9687 BENNETDL@milwaukee.k12.wi.us</p>
<p>Brown Street (SP) Neu-Life</p>
<p>Browning (SP) Silver Spring NC</p>
<p>Forest Home (SP) Milwaukee Christian Center</p>
<p>Holmes (SP) COA</p>
<p>Kagel (SP) Boys & Girls Clubs</p>
<p>Longfellow (SP) Journey House</p>
<p>Story (SP) Neighborhood House</p>
<p> </p>
<p> </p>
<p> </p>
<p> </p>
<p> </p>

<p>Beth-marie Kurtz Office: (414) 475-8869 Cell: (414) 550-0436 KURTZBL@milwaukee.k12.wi.us</p>
<p>Allen-Field Boys & Girls Clubs</p>
<p>Auer Ave @ Goldin Center COA</p>
<p>Carson Academy Boys & Girls Clubs</p>
<p>Carver (SP) Boys & Girls Clubs</p>
<p>Cass Street Boys & Girls Club</p>
<p>Doerfler COA</p>
<p>Hopkins-Lloyd COA</p>
<p>Kluge Boys & Girls Clubs</p>
<p>Mitchell (SP) Boys & Girls Clubs</p>
<p>Riverwest Boys & Girls Clubs</p>
<p>Siefert Boys & Girls Clubs</p>
<p>Westside Academy COA</p>

<p>Jordan Thornton Office: (414) 475-8637 Cell: (414) 333-6109 THORNTJR@milwaukee.k12.wi.us</p>
<p>Audubon Boys & Girls Clubs</p>
<p>Bay View Boys & Girls Clubs</p>
<p>Bradley Tech (SP) Boys & Girls Clubs</p>
<p>Fratney Boys & Girls Clubs</p>
<p>Hayes Bilingual Boys & Girls Clubs</p>
<p>Lincoln Ave. Boys & Girls Clubs</p>
<p>Lincoln Center COA</p>
<p>North Division Boys & Girls Clubs</p>
<p>Obama Boys & Girls Clubs</p>
<p>Washington Boys & Girls Clubs</p>
<p> </p>
<p> </p>

<p>Helen Hamilton Office: (414) 475-8569 Cell: (414) 333-6130 HAMILTHL@milwaukee.k12.wi.us</p>
<p>Bethune Academy Boys & Girls Clubs</p>
<p>Clarke Street Boys & Girls Clubs</p>
<p>Eighty-first Street Boys & Girls Clubs</p>
<p>Engleburg Boys & Girls Clubs</p>
<p>Grantosa Boys & Girls Clubs</p>
<p>Jackson (SP) Neu-Life</p>
<p>LaFollette Boys & Girls Clubs</p>
<p>Maple Tree Boys & Girls Clubs</p>
<p>Sherman Boys & Girls Clubs</p>
<p>Thurston Woods SSNC</p>
<p>Townsend Street Boys & Girls Clubs</p>
<p>Vieau UMOS</p>



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Milwaukee Recreation
 5225 W. Vliet St., Room 163
 Milwaukee, WI 53208
 mkerec.net

Summer Recreation Program CLC & Safe Place Site List 2020

To register, please contact the Site Coordinator directly.

Site	CLC/ SP	Hours of Operation	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
Allen-Field 730 W. Lapham Blvd	CLC	7:00AM - 6:00PM	July 6 - July 31	Eveanna Acevedo	Eveanna.acevedo@bgcmilwaukee.org	414-902-9341	BGCGM
Audubon 3300 S. 39 th Street	CLC	11:00AM – 5:00PM	July 6- July 31	Christopher Moore	Christopher.Moore@bgcmilwaukee.org	414-902-7808	BGCGM
Auer 2319 W. Auer Ave.	CLC	7:00AM - 6:00PM	July 6- July 31	Jessica Butler	jbutler@coa-yfc.org	414-449-1757	COA
Bay View 2751 S. Lenox St.	CLC	11:00AM - 5:00PM	July 6- July 31	Morgyn Gathings	morgyng@boysgirlsclubs.org	414-294-2400	BGCGM
Bethune 1535 N. 35 th St.	CLC	7:00AM - 6:00PM	July 6- July 31	Tim Stritesky	tim.stritesky@bgcmilwaukee.org	414-934-4642	BGCGM
Bradley Tech 700 S. 4 th St.	SP	7:00AM - 6:00PM	June 01- July 31	Kenneth Jones	kennethj@BoysGirlsClubs.org	414-212-2561	BGCGM
Browning 5440 N. 64 th St	SP	7:00AM - 6:00PM	July 6- July 31	James Wilbern	jwilbern@ssnc-milw.org	414-463-7950	SSNC
Brown Street 2029 N. 20 th St.	SP	7:00AM-6:00PM	July 6- July 31	Priscilla Warren	warrenpriscilla23@gmail.com	414-935-3130	NL
Carson Academy 4920 W Capitol	CLC	7:00AM - 6:00PM	July 6- July 31	Natasha McCoy	Natasha.McCoy@bgcmilwaukee.org	414-393-4820	BGCGM
Carver 1900 N. 1 st St.	SP	7:00AM-6:00PM	July 6- July 31	Alvin James	Alvin.James@bgcmilwaukee.org	414-267-0527	BGCGM
Cass St. 1647 N. Cass St.	CLC	7:00AM - 6:00PM	July 6- July 31	Rose Alioto	rosea@boysgirlsclubs.org	414-212-2787	BGCGM
Clarke 2816 W. Clarke St.	CLC	7:00AM - 6:00PM	July 6- July 31	Sophia Hatchett	sophiaha@boysgirlsclubs.org	414-267-1039	BGCGM
Doerfler 3014 W. Scott St.	CLC	7:00AM - 6:00PM	July 6- July 31	Hilda Garcia	hgarcia@coa-yfc.org	414-902-9507	COA
Eighty-first Street 2964 N. 81 st St.	CLC	7:00AM - 6:00PM	July 6- July 31	Karen Butler	karenb@boysgirlsclubs.org	414-852-4085	BGCGM
Engleburg 5100 N. 91 st St.	CLC	7:00AM - 6:00PM	July 6- July 31	Tammy Barnett	tammy.barnett@bgcmilwaukee.org	414-616-5657	BGCGM
Forest Home 1516 W. Forest Home Ave.	SP	7:00AM - 6:00PM	July 6- July 31	Lucia Bermudez Heather Perrine	bermudli@milwaukee.k12.wi.us perrinha@milwaukee.k12.wi.us	414-902-6200	MCC



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 Milwaukee, WI 53208
 mkerec.net

Summer Recreation Program CLC & Safe Place Site List 2020

To register, please contact the Site Coordinator directly.

Site	CLC/ SP	Hours of Operation	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
Fratney 3255 N. Fratney St	CLC	7:00AM - 6:00PM	July 6- July 31	Lisbel Torres	lisbelT@boysgirlsclubs.org	414-267-1154	BGCGM
Grantosa 4850 N. 82 nd St	CLC	7:00AM - 6:00PM	July 6- July 31	Sharon Williams	sharonw@boysgirlsclubs.org	414-393-4436	BGCGM
Hayes 971 W. Windlake Ave.	CLC	7:00AM-6:00PM	July 6- July 31	Molly Mai	mollym@boysgirlsclubs.org	414-902-7250	BGCGM
Holmes 2463 N. Buffum St.	SP	7:00AM - 6:00PM	July 6- July 31	Markevan Love	mlove@coa-yfc.org	267-1454	COA
Hopkins-Lloyd 1503 W. Hopkins St.	CLC	7:00AM - 6:00PM	July 6- July 31	Jaquilynn Huff	jhuff@coa-yfc.org	414-267-0636	COA
Jackson 2121 W. Hadley St.	SP	7:00AM - 6:00PM	July 6- July 31	Leah Noid Harrington	noidharringtonleah@gmail.com	414-267-5633	NL
Kagel 1210 W Mineral St	SP	7:00AM-6:00PM	July 6- July 31	Tess Eaulin	Tess.eaulin@bgcmilwaukee.org	414-902-7446	BGCGM
Kluge 5760 N. 67 th St.	CLC	7:00AM - 6:00PM	July 6- July 31	Taylor Staples	taylor.staples@bgcmilwaukee.org	414-578-5068	BGCGM
LaFollette 3239 N. 9 th St.	CLC	7:00AM - 6:00PM	July 6- July 31	Sonia Walker	soniad@boysgirlsclubs.org	414-267-5246	BGCGM
Lincoln Ave 1817 W. Lincoln Ave.	CLC	7:00AM - 6:00PM	July 6- July 31	Yahaira Maldonado	YahairaM@BoysGirlsClubs.org	414-902-9777	BGCGM
Lincoln Center 820 E. Knapp St.	CLC	11:00AM – 5:00PM	July 6- July 31	Nilsa Hernandez-Bakula	hernann@milwaukee.k12.wi.us	414-267-5196	COA
Longfellow 1021 S. 21st St.	SP	7:00AM - 6:00PM	July 6- July 31	Emma Chavez	echavez@journeyhouse.org	414-647-0548 x122	JH
Maple Tree 6644 N. 107th St.	CLC	7:00AM - 6:00PM	July 6- July 31	Dresiden Gattin	Dresiden.Gattin@bgcmilwaukee.org	414-578-5100	BGCGM
Mitchell 1728 S. 23rd St.	SP	7:00AM-6:00PM	July 6- July 31	Ana Magana	annam@BoysGirlsClubs.org	414-902-8152	BGCGM
North Division 1011 W. Center St.	CLC	11:00AM-5:00PM	July 6- July 31	Mark Briggs	mark.briggs@BGCMilwaukee.org	414-372-6810	BGCGM
Obama 5075 N. Sherman Blvd	CLC	7:00AM – 6:00PM	July 6- July 31	Nicholas Craft	nicholas.craft@bgcmilwaukee.org	414-393-5116	BGCGM



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Summer Recreation Program CLC & Safe Place Site List 2020

To register, please contact the Site Coordinator directly.

Site	CLC/ SP	Hours of Operation	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
Riverwest (Pierce) 2765 N. Fratney St.	CLC	7:00AM - 6:00PM	July 6- July 31	Ikia Sprewell	Ikia.Sprewell@bgcmilwaukee.org	414-267-4424	BGCGM
Sherman 5110 W. Locust St.	CLC	7:00AM - 6:00PM	July 6- July 31	Kiara Wilson	Kiara.wilson@bgcmilwaukee.org	414-874-5814	BGCGM
Siefert 1547 N. 14th St.	CLC	7:00AM - 6:00PM	July 6- July 31	Kimberly Lowe	kimberly.lowe@bgcmilwaukee.org	414-935-1566	BGCGM
Story 3815 W. Kilbourn Ave.	SP	7:00AM - 6:00PM	July 6- July 31	Susan Russell Roslyn Jones	srssll@aol.com jonesrx5@milwaukee.k12.wi.us	414-934-4870	NH
Thurston Woods 5966 N. 35th St	CLC	7:00AM - 6:00PM	July 6- July 31	Tammy Lacy	lacytl@milwaukee.k12.wi.us tlacy@ssnc-milw.org	414-393-2824	SSNC
Townsend 3360 N. Sherman Blvd.	CLC	7:00AM - 6:00PM	July 6- July 31	Cody Nowak	codyn@boysgirlsclubs.org	414-874-5985	BGCGM
Westside WSI-1945 N. 31st St.	CLC	7:00AM - 6:00PM	July 6- July 31	Rose Adong	radong@coa-yfc.org	414-934-5084	COA

Provider No. 2000563892

Program Hours: Monday- Friday 9:00AM – 4:00PM

**Optional Extended Hours: Monday – Friday 7:00AM – 9:00AM
Monday – Friday 4:00PM – 6:00PM**



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APPENDIX D

2020 Summer Attendance Requirements K-5/K-8 CLC Programs

Site	Program Dates	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance	
					25-35 ADA-50	36-50 ADA-50
Allen-Field School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Auer Ave. School (at COA Goldin Center)	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Bethune School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Carson Academy	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Cass Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Clarke Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Doerfler School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Eighty-first Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Engleburg School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Fratney School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Grantosa School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Hayes Bilingual School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Hopkins-Lloyd School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Kluge School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
LaFollette School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Lincoln Avenue School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Maple Tree School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Riverwest School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Sherman School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Siefert School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Thurston Woods School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Townsend Street School	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500
Westside Academy	July 6 - July 31	50	\$25,000	\$12,500	\$6,250	\$12,500



All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC attendance records) from Monday, July 6 – Friday, July 31, 2020.

Compensation:

Fifty percent (50%) of total funds will be disbursed upon MPS' execution of the contract, provided that the Lead Agency has submitted a signed contract, the 2020 CLC/Safe Place Summer Budget, the 2020 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 25, 2020.

2020 Summer Attendance Requirements Safe Place Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0 -24	25-35	36 - 50
Brown Street Academy	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Browning School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Carver School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Forest Home School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Holmes School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Jackson School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Kagel School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Longfellow	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Mitchell Street School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Story School	July 6 – July 31	\$25,000	\$12,500	\$0	\$6,250	\$12,500

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, July 6, 2020 – Friday, July 31, 2020.

Compensation:

Fifty percent (50%) of total funds will be disbursed upon MPS' execution of the contract, provided that the Lead Agency has submitted; a signed contract, the 2020 CLC/Safe Place Summer Budget, the 2020 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents, entered into the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" due no later than September 25, 2020.

Summer Recreation Program Requirements

Elementary & K8 Sites

Dates & Hours of Operation:	See Summer Sites Operations Info (approved list)
Academic Enrichment:	Mon.-Fri. from 9:00 - 11:30a.m.
Recreation Enrichment:	Mon.-Fri. from 11:30a.m. - 4:00p.m.

Middle & High School Sites

Dates & Hours of Operation:	See Summer Sites Operations Info (approved list)
	Mon.-Fri. from 11:00a.m. - 5:00p.m.

Participant Sign-In/Out Procedures: For the health, safety and security of each summer program participant and staff, all parents, guardians or authorized individuals are required to sign-in and sign-out each participant of the program.

1. Each site should have a binder with daily/weekly sign-in/out rosters for all participants that are located with group leaders.
2. All participants must be signed in/out by a parent, guardian or authorized individual as they are dropped off/picked up daily.
3. For walkers/bus riders:
 - a. Sites must have an updated list that includes all walkers and bus riders (as designated on signed registration form)
 - b. Each participant must sign himself or herself out daily upon leaving the summer program. An older sibling could complete this task if the participant is under the age of eight.
4. In the event a participant is not signed out by the end of program time, please follow this protocol:
 - a. Call parent/guardian and emergency contact phone numbers to determine when the participant will be picked up. If contacts could not be reached or are not able to sign out the participant in a reasonable amount of time, call Child Protective Services (CPS) at 220-SAFE. CPS may provide additional contact numbers for the participant or arrange to pick-up the child from the site.
 - b. A summer program staff member must remain with the child until signed out by a parent/guardian, approved individual or CPS.
 - c. A member of the MPS Project Team must be called immediately after CPS has been contacted. (See 2020 Summer Contract.)



Staff to Participant Ratios:

Youth Ages:	3-4 years	4-5 years	5-6 years	6 + years
Staff to Student Ratio:	2:8 or 1:9	2:8 or 1:9	2:8 or 1:9	2:8 or 1:9
Group Maximum:	10 Individuals total	10 Individuals total	10 Individuals total	10 Individuals total

Youth Workers: While these individuals may serve in an assistance role with summer program groups, they are not to supervise students independently under any circumstance. They do qualify as a staff member in a classroom of participants and count towards the total number allowed in the classroom. They may assist with activities, bathroom breaks, etc. but should never be responsible for the sole supervision of youth.

Meal Programs

- MPS Nutrition Services food serve staff is responsible for wiping down and sanitizing cafeteria tables after each meal service (breakfast, lunch, and dinner). Summer program staff is not responsible for this.
- MPS engineers or building service helpers are responsible for sweeping and mopping the cafeteria and handling/emptying all garbage bags and containers. Summer program staff is not responsible for this.
- Staff and children serving as “special helpers” are welcome to help staff sweep the floor or wipe down tables after meals. However, children are NEVER to handle garbage or mop floors.
- If you, food service managers, or building engineers should have any questions regarding these procedures, please contact MPS Nutrition Services.

Closings: All program closings must be pre-approved by Leighton Cooper. Prior to program end date, summer programs must disseminate summer program summer participant and parent surveys.

Shared Facilities: Summer programs may be one of many programs operating in an MPS school facility. Thus, it is critical for summer program Site Coordinators and staff, along with Lead Agencies, to work with the many partners in the building to coordinate use of facility space, programming schedules, and entrance and exit of participants from the building. In order to ensure the safety of participants and staff during the operation of all summer programming, program Site Coordinators and staff must follow these procedures:

- Provide copy of building permit to principal/administrator, school engineer/building service helpers, school secretary/office staff, and MPS Recreation.
- Provide a daily/weekly schedule of activities to all summer program partners in the building (principal/administrator, school engineer/building service helpers, school secretary/office staff, MPS Recreation, etc.)
- Update building permit as changes occur. Give updated copies to principal/administrator, school engineer/building service helpers, school secretary/office staff, and MPS Recreation.
- **NOTE:** Summer program Site Coordinators, program staff, and Lead Agencies are NOT permitted to grant permission of use of any space within the school building to any individual, organization, or group. All MPS Building Permit Requests or questions about the use of MPS facilities by outside entities must be submitted to MPS Recreation. Contact Alice Doyle at (414) 475-8572 or doyleal@milwaukee.k12.wi.us.
- All doors to the building must remained closed for the duration of the program to ensure building safety and cleanliness. Propping of doors is never allowed!

Movie Policy: Per MPS Recreation policy, summer programs are limited to showing a movie no more than once a week and all movies must be G-rated. Movies with a PG or PG-13 rating may be shown only with prior written parent permission. R-rated movies are not permitted to be shown. All movies must have an educational focus and/or be related to an academic or youth development skill. Safe social distancing must be adhered to during this activity.



Registration & Data Tracking

Registration:

- All participants must complete the Summer Recreation Program Registration Form as provided by MPS. This information must be entered into the **2020 Summer Term** in APlus for all participants.
- Sites may customize the registration form as needed to include specific programming or activity information. This is the extent in which the form can be modified. All sites must use form provided.

Activity Creation:

- Create an activity for general attendance for all participants named **2020 Summer Recreation**.
- Activities must be created in APlus for **all** activities that take place throughout the summer. These activities must be broken out by grade level or student groups as they are on-site. This standard for creating individual activities for each on-site group and individual activity is the same as is expected throughout the school year.
- All activities must begin with the word "**Summer.**" For example: Summer Book Club 6-8 Grade.
- **CLC ONLY:** When creating activities, select one of the following for the Primary Type and Focus:

Primary Type	Focus
Academic Enrichment	Academic Support
Recreation	Recreation Enrichment
Snacks/Meals	Snacks/Meals
Daily Attendance	Other (i.e. attendance, bus tickets)
Family Education	Family Events
Parent Orientation	Other (i.e. attendance, bus tickets)
Tutoring	Small Group Tutoring

- Ensure the session days and dates offered are complete and accurate in the Session Edit screen.
- Once all activities have been created, view the Activity Summary Report for the Summer Recreation Program dates to ensure the report encompasses all summer activities that are schedule and planned.
- Activities must be created in APlus by **Monday, June 22, 2020**, at the same time the Program Proposal is emailed to your MPS Project Team Representative.

Attendance Tracking:

- Track a single "front door" attendance in the **2020 Summer Recreation** activity. Specific activity attendance should be tracked consistently in the individual program activities by group in APlus.
- Group sizes (actual ADA) should not exceed 8-9 participants per activity with 1-2 group leaders.
- All attendance must be entered in APlus by the designated date.

Parent & Participant Evaluations

- MPS will email evaluation template to site coordinators.
- Sites must collect 25 anonymous Parent Surveys and 40 anonymous Participant Surveys to be entered into APlus within 5 business days of the last date of CLC/Safe Place programs.

For assistance: MPS Technology Support at 438-3400

Important Things to Remember

Emergencies

- If an accident or incident occurs requiring **police, fire, CPS or ambulance services**, it must be **immediately** reported to your Supervisor and an MPS Project Team Member. **Note:** You must speak with an individual from MPS (voicemails are not sufficient).
- An Incident Report Form must be completed and forwarded to MPS within 24 hours of the incident. This includes statements from all involved parties, police reports, and other supporting documents.
- In case of emergency, call 911. Non-emergency: (414) 933-4444

District	Address	Phone
(1)	749 W. State St., 2 Floor (53233)	935-7213
(2)	245 W. Lincoln Ave. (53207)	935-7223
(3)	2333 N. 49 St. (53208)	935-7233
(4)	6929 W. Silver Spring Dr. (53218)	935-7243
(5)	2920 N. 4 St. (53233)	935-7253
(6)	3006 S. 27 St. (53233)	935-7263
(7)	3626 W. Fond du Lac Ave. (53208)	935-7273

MPS Summer Recreation Program Project Team Cell Phone Numbers:

Beth-marie Kurtz
Cell Phone: (414) 550-0436

Don Bennett
Cell Phone: (414) 334-9687

Helen Hamilton
Cell Phone: (414) 333-6130

Leighton Cooper
Cell Phone: (262) 960-0145

Jordan Thornton
Cell Phone: (414) 333-6109

Weather Advisories

- Summer recreation programs will follow weather advisory protocol as determined by MPS administration. The MPS Summer Recreation Program Project Team will notify sites of closures through the district's portal and communication.
- Sites should take all necessary steps to keep participants in the coolest areas of the building while utilizing fans and other efficient airflow methods to ensure safety on hot days.

Rosters: Listed below are methods for tracking summer attendance.

- Use the Daily Site Roster to collect daily attendance as students check in.
- Create individual classroom rosters. Students will remain in the same group with the same instructor(s) for the entire program period. Rosters can be collected, and all data entered into APlus for attendance for that classroom.
- Print out a Daily Sign Out to record the time and signature of those leaving early.
- Use classroom rosters to check attendance at different times during the day to ensure security and safety of youth.

IV. CLASSROOMS

A. Supplies and Equipment

- Wet floor sign.
- Janitorial cart.
- Pail and 3M Twist and Fill 2L Multi-Surface Cleaner.
- Bucket with wringer and 3M Twist and Fill 2L Multi-Surface Cleaner.
- Spary Bottle and 3M Twist and Fill 5L Quat Disinfectant.
- Mop.
- 3M Twist and Fill 1L Glass Cleaner.
- Dust mop or vacuum cleaner.
- Carpet Gum, Tar, Oil Remover.
- Counter brush.
- Dust pan.
- Putty knife.
- Rags
- Personal Protection Equipment (Rubber gloves).

B. Procedure

1. Cleaning cart should be well stocked with all needed supplies and taken from room to room.
2. Entering room, empty waste and recycling containers.
- 3 Empty pencil sharpener.
4. Clean door glass using 3M Twist and Fill 1L Glass Cleaner.
5. Dust/damp wipe all accessible surfaces, including window ledges. Close and lock windows and adjust shades while dusting.
6. Taking the floor dust mop dust the entire room. Never lift the duster from the floor during the actual dusting. Remove any gum, tape, etc., with putty knife.
- 6a. Should the floor be carpeted, vacuum thoroughly, removing spots if necessary.
7. Where chairs are moveable, move over then straighten after dust mopping/vacuuming is completed.
8. Sweep all dirt accumulation into the corridor. Shake duster lightly to dislodge dirt. Sweep dirt into pile and pick up with counter brush and dust pan and place in trash cart. Vacuum dust mop to remove soil.
9. Put on personal protection equipment. Using a 5L Quat Disinfectant, clean all common touch areas, i.e., door knob, light switch, tables, etc.
10. Place wet floor sign at door entrance. Wring out mop and damp mop floor as needed.
11. Wash graffiti off of classroom desktops and walls 3M Twist and Fill 2L Multi-Surface Cleaner
12. Remove personal protection equipment, wash hands. Check for burned-out bulbs and replace or report to the engineer.
13. Shut off lights and lock room door.



Summer Youth Participant Registration Form

Site: _____

Early Drop-off

Late Pick-up

Both

A department of MPS

Last Name	First Name	MI	Date of Birth	Age	Student ID#
_____	_____	_____	_____	_____	_____

Please check one for each of the following.

Gender: Male Female

Address: _____

Zip Code: _____ Phone: _____

Email: _____

School: _____ Grade: _____

Elem. Teacher Name: _____

Math Teacher Name: _____

English Teacher Name: _____

Ethnicity:

- African-American
- Asian
- White
- Hispanic
- Native American
- Native Hawaiian/Pacific Islander
- Other: _____

Primary Language:

- English
- Spanish
- Burmese
- Karen
- Rohingya
- Arabic
- Hmong
- Somali
- Other: _____

Lives with: Both Parents Father (single parent) Foster Care Grandparent(s) Guardian Joint Custody
 Mother (single parent) Other: _____

Transportation: City Bus: Route: _____ CLC Bus/Van Pick-up Walk Home Other _____

Special Needs (allergies, medication, diet, etc.): _____

Household Information Page – Fill out only once per family

Parent/Guardian Last Name	First Name	Home Phone	Work Phone	Relationship

ADDITIONAL CONTACTS: List additional contacts for the child(ren) and use the checkboxes to indicate if these individuals are authorized to pick up the child(ren) and/or will serve as an emergency contact. Checking the 'Lives With' box indicates that the person listed is a member of the same household. *If no adults are listed below, and no boxes are checked, ONLY THE PARENT(S)/GUARDIANS WILL be able to pick on the student(s).*

Last Name	First Name	Address	Home Phone	Work Phone	Relationship	Pick up?	Emergency Contact?	Lives With?

[] Check box if legal restrictions are in effect. List persons not allowed to see student at Site and/or persons not allowed to pick up students per legal restrictions.

Last Name	First Name	Last Name	First Name

Parent/Guardian Permission For MPS Summer Recreation Program- Please Read Carefully -Must be signed by Parent/Guardian for participants 17 and under

PERMISSION: I hereby grant permission for my child/myself to participate in the above-named Summer Recreation Program. In the event of any injury requiring medical attention, I hereby grant permission to the summer staff (including volunteers) to attend to my son/daughter or myself including seeking medical attention.

WAIVER: I/we recognize that unanticipated situations and problems can arise during summer program activities that are not reasonably within the control of the summer staff (including volunteers). I/we therefore agree to release and hold harmless the Milwaukee Board of School Directors, its agents, officer, employees, and volunteers, from any and all liability, claims, suits, demands, judgments, costs, interest and expense (including attorneys' fees and costs) arising from such activities, including any accident or injury to myself or my child and the costs of medical services.

PHOTO PERMISSION/RELEASE: I understand, as parent/legal guardian of the above-named child, that there are times when the local news media, national news media and/or nonprofit organizations partnering with Milwaukee Public Schools (MPS) request the opportunity to videotape, take photographs and/or interview children within the summer program and MPS. By signing this release, I also give permission to MPS to make or use pictures, slides, digital images, or other reproductions of me, of my minor child or of materials owned by me or my child, and to put the finished pictures, slides, or images to use without compensation in broadcast productions, publications, on the Web, or other printed or electronic materials related to the role and function of the summer program. I understand that by signing this, I am, on behalf of myself and my child, releasing MPS and its directors, officers, employees and agents, from any future claims as well as from any liability arising from the use of any photograph or other images. This form shall be valid for the duration of the current summer program. I further give my consent to the summer program and MPS (in aggregate form) to share the participant's records with each other, for purposes of educational support and assistance. In addition, I understand that the summer program may use the participant's records to evaluate individual progress and improvement, as well as to evaluate the overall impact of the program to obtain continued funding for the program.

HEREBY CERTIFY THAT I HAVE READ AND DO UNDERSTAND THE ABOVE INFORMATION:

PARTICIPANT SIGNATURE OR SIGNATURE OF GUARDIAN IF PARTICIPANT IS UNDER 18: Signature: _____ Date: _____

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OFFICE USE ONLY	
Site #:	_____
Bus #:	_____
Date entered in computer:	____/____/____
Data Staff Initials:	_____



Formulario de inscripción de jóvenes participantes en el CLC

Sitio: _____

Entrega temprana

R. tardía

Ambos

A department of MPS

Apellido _____ Nombre _____ MI _____ Fecha de nacimiento _____ Edad _____ # de ID de estudiante _____

Por favor, marque uno de cada uno de los siguientes.

Género: Masculino Femenino

Dirección: _____

Código postal: _____ Teléfono: _____

Correo electrónico: _____

Escuela: _____ Grado: _____

Nombre de maestro de escuela elemental: _____

Nombre de maestro de matemáticas: _____

Nombre de maestro de inglés: _____

Etnicidad:

- Afroamericano
- Asiático
- Blanco
- Hispánico
- Nativo americano
- Nativo Hawaiano/Pacífico Isleño
- Otro: _____

Idioma principal:

- Inglés
- Español
- Birmano
- Karen
- Rohingya
- Árabe
- Hmong
- Somalí
- Otro: _____

Vive con: Ambos padres Padre (padre único) Cuidado tutelar Abuelos(s) Tutor Custodia conjunta
 Madre (padre único) Other: _____

Transporte: Bus de ciudad: Ruta: _____ Bus/Van de CLC Recojo Camino a casa Otro _____

Necesidades especiales (alergias, medicamentos, dieta, etc.): _____

Página de información del hogar – Complete una vez por familia

Apellido de Padre/Tutor	Nombre	Teléfono de casa	Teléfono del trabajo	Relación

CONTACTOS ADICIONALES: Enumere los contactos adicionales para el/los niño(s) y utilice las casillas de verificación para indicar si estas personas están autorizadas a recoger al/los niño(s) y/o servirán como contacto de emergencia. Marcar la casilla "Vivee con" indica que la persona mencionada es un miembro de la misma familia. Si no hay adultos en la lista y no se marca ninguna casilla, SOLO LOS PADRES/TUTORES podrán recoger a los estudiantes.

Apellidos	Nombre	Dirección	Teléfono de casa	Teléfono del trabajo	Relación	¿Recojo ?	¿Contacto de emergencia?	¿Vive con?

[] Marque la casilla si hay restricciones legales en vigor. Enumere las personas a las que no se les permite ver a los estudiantes en el sitio y/o las personas a las que no se les permite recoger a los estudiantes por restricciones legales.

Apellido	Nombre	Apellido	Nombre

Permiso de los padres o tutores para el Centro de Aprendizaje Comunitario (CLC) - Por favor, lea con cuidado. Debe ser firmado por el padre o tutor de los participantes de 17 años o menores

PERMISO: Por la presente concedo permiso para que mi hijo(a)/yo mismo(a) participe en el Centro de Aprendizaje Comunitario (CLC) anteriormente mencionado. En el caso de cualquier lesión que requiera atención médica, por la presente concedo permiso al personal del CLC (incluyendo voluntarios) para atender a mi hijo/hija o a mí mismo(a) incluyendo la búsqueda de atención médica.

RENUNCIA: Yo/nosotros reconozco/reconocemos que pueden surgir situaciones y problemas imprevistos durante las actividades del CLC que no están razonablemente dentro del control del personal del CLC (incluidos los voluntarios). Por lo tanto, yo/nosotros acepto/aceptamos liberar y mantener indemne a la Junta de Directores de la Escuela de Milwaukee, sus agentes, funcionarios, empleados y voluntarios, de cualquier y toda responsabilidad, reclamo, demanda, juicio, costo, interés y gasto (incluyendo los honorarios y costos de los abogados) que surjan de tales actividades, incluyendo cualquier accidente o lesión a mi persona o a mi hijo(a) y los costos de los servicios médicos.

PERMISO PARA FOTOGRAFÍAS/LIBERACIÓN: Entiendo, como padre/tutor legal del niño(a) anteriormente mencionado(a), que hay ocasiones en las que los medios de comunicación locales, los medios de comunicación nacionales y/o las organizaciones sin fines de lucro asociadas a las Escuelas Públicas de Milwaukee (MPS) solicitan la oportunidad de grabar en video, tomar fotografías y/o entrevistar a los niños dentro del CLC y MPS. Al firmar este comunicado, también doy permiso a MPS para que haga o use fotos, diapositivas, imágenes digitales u otras reproducciones mías, de mi hijo(a) menor o de materiales de mi propiedad o de la de mi hijo(a), y para que ponga las fotos, diapositivas o imágenes terminadas a disposición para ser usadas sin compensación en producciones de radiodifusión, publicaciones, en la web u otros materiales impresos o electrónicos relacionados con el papel y la función del CLC. Entiendo que al firmar esto, estoy, en mi nombre y en el de mi hijo(a), liberando a MPS y a sus directores, funcionarios, empleados y agentes, de cualquier reclamo futuro así como de cualquier responsabilidad que surja del uso de cualquier fotografía u otras imágenes. Este formulario será válido durante la duración del actual programa del CLC. Además, doy mi consentimiento al programa CLC y a MPS (en forma agregada) para compartir los registros del participante entre sí, con fines de apoyo y asistencia educativa. Además, entiendo que el CLC puede utilizar los registros del participante para evaluar el progreso y la mejora individual, así como para evaluar el impacto general del programa a fin de obtener financiación continua para el programa.

POR LA PRESENTE CERTIFICO QUE HE LEÍDO Y ENTIENDO LA INFORMACIÓN ANTERIOR:

FIRMA DEL PARTICIPANTE O FIRMA DEL TUTOR SI EL PARTICIPANTE ES MENOR DE 18 AÑOS: Firma: _____ Fecha: _____

Revisado 2/2020 MPS

SOLO PARA USO INTERNO	
# de sitio:	_____
# de bus:	_____
Fecha introducida en la computadora:	___/___/___
Iniciales del personal de datos:	_____

HEALTH HISTORY AND EMERGENCY CARE PLAN

Use of form: This form is required for family and group child care centers and day camps to comply with DCF 250.04(6)(a)1. and 250.07(6)(L)5., DCF 251.04(6)(a)6. and 251.07(6)(k)5., and DCF 252.44(6)(g) of the Wisconsin Administrative Codes. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The parent / guardian should complete this form for placement in the child's file prior to the child's first day of attendance. Information contained on the form shall be shared with any person caring for the child. The department recommends that parents / guardians and center staff periodically review and update the information provided on this form.

CHILD INFORMATION

Name (Last, First, MI)	Address – Home (Street, City, State, Zip Code)	
Telephone Number	Birthdate (mm/dd/yyyy)	Date – First Day of Attendance (mm/dd/yyyy)

PARENT / GUARDIAN INFORMATION Provide information where the parent(s) / guardian(s) may be reached while the child is in care.

Name	Telephone Number – Home	Telephone Number – Work	Telephone Number – Cellular
Name	Telephone Number – Home	Telephone Number – Work	Telephone Number – Cellular

PHYSICIAN / MEDICAL FACILITY INFORMATION

Name – Physician	Address – Medical Facility	Telephone Number
------------------	----------------------------	------------------

SUNSCREEN / INSECT REPELLENT AUTHORIZATION If provided by the parent, the sunscreen or insect repellent shall be labeled with the child's name. Per DCF 251.07(6)(f)2., authorizations shall be reviewed every 6 months and updated as necessary. Per DCF 250.07(6)(f)2.a., Authorizations shall be reviewed periodically and updated as necessary.

<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply sunscreen to my child.	Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply sunscreen.		
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply repellent to my child.	Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply repellent.		

HEALTH HISTORY AND EMERGENCY CARE PLAN If available, attach any health care plan information from the child's physician, therapist, etc.

1. Check any special medical condition that your child may have.

<input type="checkbox"/> No specific medical condition	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Gastrointestinal or feeding concerns including special diet and supplements
<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy / seizure disorder	<input type="checkbox"/> Any disorder including Cognitively Disabled, LD, ADD, ADHD, or Autism
<input type="checkbox"/> Cerebral palsy / motor disorder		
<input type="checkbox"/> Other condition(s) requiring special care – Specify.		

 Milk allergy. If a child is allergic to milk, attach a statement from the medical professional indicating the acceptable alternative.
 Food allergies – Specify food(s).

 Non-food allergies – Specify.

2. Triggers that may cause problems – Specify.

3. Signs or symptoms to watch for – Specify.

4. Steps the child care provider should follow. If prescription or non-prescription medications are necessary, a copy of the form *Authorization to Administer Medication* should be attached to this form. Note: Group child care centers and day camps may use their own form.

5. Identify any child care staff to whom you have given specialized training / instructions to help treat symptoms.

- a.
- b.
- c.

6. When to call parents regarding symptoms or failure to respond to treatment.

7. When to consider that the condition requires emergency medical care or reassessment.

8. Additional information that may be helpful to the child care provider.

SIGNATURE – Parent or Guardian

Date Signed (mm/dd/yyyy)

Review dates: _____

HISTORIA CLÍNICA Y PLAN DE ATENCIÓN EN CASO DE EMERGENCIA HEALTH HISTORY AND EMERGENCY CARE PLAN

Uso del formulario: Este formulario es obligatorio para los centros de cuidado infantil familiares y grupales y para los campamentos de día de modo de cumplir con DCF 250.04(6)(a)1. y 250.07(6)(L)5., DCF 251.04(6)(a)6. y 251.07(6)(k)5., y DCF 252.44(6)(g) de los Wisconsin Administrative Codes. El incumplimiento puede provocar la emisión de una declaración de incumplimiento. La información personal que proporcione se puede usar para fines secundarios [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instrucciones: El padre / tutor debe completar este formulario para que se coloque en el legajo del niño antes de su primer día de asistencia. La información incluida en este formulario se compartirá con cualquier persona que cuide al niño. El departamento recomienda que los padres / tutores y el personal del centro revisen y actualicen la información proporcionada en el formulario periódicamente.

INFORMACIÓN DEL NIÑO

Nombre (Apellido, nombre, segundo nombre)	Dirección – Casa (Calle, ciudad, estado, código postal)	
Teléfono	Fecha de nacimiento (mm/dd/aaaa)	Fecha – Primer día de asistencia (mm/dd/aaaa)

INFORMACIÓN DEL PADRE / TUTOR Proporcione información sobre dónde se puede ubicar a los padre(s) / tutor(es) mientras el niño esté en el programa de cuidado infantil.

Nombre	Teléfono – Particular	Teléfono – Laboral	Teléfono – Celular
Nombre	Teléfono – Particular	Teléfono – Laboral	Teléfono – Celular

INFORMACIÓN DEL MÉDICO / CONSULTORIO MÉDICO

Nombre – Médico	Dirección – Consultorio médico	Telephone Number
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AUTORIZACIÓN PARA LA APLICACIÓN DE PROTECTOR SOLAR / REPELENTE DE INSECTOS Si es proporcionado por los padres, el protector solar o el repelente de insectos debe tener una etiqueta con el nombre del niño. Según DCF 251.07(6)(f)2., las autorizaciones deben revisarse cada 6 meses y actualizarse según sea necesario. Según DCF 250.07(6)(f)2.a., las autorizaciones deben revisarse periódicamente y actualizarse según sea necesario.

<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a aplicar protector solar a mi hijo.	Nombre de la marca	Fuerza de los ingredientes
<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a permitir que mi hijo se ponga protector solar solo.		
<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a aplicar repelente a mi hijo.	Nombre de la marca	Fuerza de los ingredientes
<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a permitir que mi hijo se ponga repelente solo.		

HISTORIA CLÍNICA Y PLAN DE ATENCIÓN EN CASO DE EMERGENCIA Si está disponible, adjunte toda información sobre el plan de atención médica del médico, terapeuta, etc. del niño.

1. Marque toda condición médica especial que tenga su hijo.
- | | | |
|---|---|---|
| <input type="checkbox"/> Ninguna condición médica específica | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Inquietudes gastrointestinales o de alimentación incluidas dietas especiales y suplementos |
| <input type="checkbox"/> Asma | <input type="checkbox"/> Epilepsia /convulsiones | <input type="checkbox"/> Cualquier trastorno incluida la discapacidad cognitiva, LD, ADD, ADHD, o Autismo |
| <input type="checkbox"/> Parálisis cerebral / trastorno motriz | <input type="checkbox"/> Otras condiciones que requieren atención especial – Especifique. | |
| <input type="checkbox"/> Otras condiciones que requieren atención especial – Especifique. | | |
- Alergia a la leche. Si un niño es alérgico a la leche, adjunte una declaración de un profesional médico que indique la alternativa aceptable.
- Alergias a alimentos – Especifique los alimentos.
- Alergias a no alimentos – Especifique.

2. Disparadores que pueden causar problemas – Especifique.

3. Señales o síntomas que hay que observar – Especifique.

4. Pasos que debería seguir el proveedor de cuidado infantil. Si es necesario administrar medicamentos recetados o no recetados, se debe adjuntar una copia de la Autorización para Administrar Medicamentos (*Authorization to Administer Medication*) a este formulario. Nota: los centros de cuidado infantil grupales y los campamentos de día pueden usar sus propios formularios.

5. Identifique a cualquier personal del programa de cuidado infantil a quien ha proporcionado capacitación / instrucciones especializadas para ayudar a tratar los síntomas.

- a.
- b.
- c.

6. Cuándo llamar a los padres con respecto a los síntomas o sobre la no respuesta al tratamiento.

7. Cuándo considerar que la condición requiere atención médica de emergencia o una reevaluación.

8. Información adicional que pueda ser útil para el proveedor de cuidado infantil.

FIRMA – Padre o tutor

Fecha de la firma (mm/dd/aaaa)

**Fechas de
revisión:**



A department of MPS

2020 Summer Recreation Program Site Observation Tool

Report Completed By:		Date:	
Program Location:		Time of Arrival:	
		Time of Departure:	
			Site Coordinator Present: <input type="checkbox"/> Yes <input type="checkbox"/> No
Operational Checklist:	<input type="checkbox"/> Weekly Schedule Posted at Entrance <input type="checkbox"/> MPS Visitor Sign-in Log and Badges in use <input type="checkbox"/> Student Sign-in/out Sheets (attendance/activity rosters) <input type="checkbox"/> Staff clearly identifiable (ID, nametag, staff shirt)		
Students in Attendance:	<input type="checkbox"/> 0-25 Students <input type="checkbox"/> 26-35 Students <input type="checkbox"/> 36-50 Students		

Activities at a Glance

#1	Start time:	End time:		
Activity Name:		Grade Level:		Staff: Student Ratio:
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation	Were staff engaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were students engaged? <input type="checkbox"/> Yes <input type="checkbox"/> No
During this activity...				
Staff were:				
Participants were:				
#2	Start time:	End time:		
Activity Name:		Grade Level:		Staff: Student Ratio:
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation	Were staff engaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were students engaged? <input type="checkbox"/> Yes <input type="checkbox"/> No
During this activity...				
Staff were:				
Participants were:				
#3	Start time:	End time:		
Activity Name:		Grade Level:		Staff: Student Ratio:
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation	Were staff engaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were students engaged? <input type="checkbox"/> Yes <input type="checkbox"/> No
During this activity...				



A department of MPS

Staff were:			
Participants were:			

#4	Start time:	End time:	
Activity Name:		Grade Level:	Staff: Student Ratio:
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation	Were staff engaged?	Were students engaged?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

During this activity...

Staff were:			
Participants were:			

#5	Start time:	End time:	
Activity Name:		Grade Level:	Staff: Student Ratio:
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation	Were staff engaged?	Were students engaged?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

During this activity...

Staff were:			
Participants were:			

#6	Start time:	End time:	
Activity Name:		Grade Level:	Staff: Student Ratio:
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation	Were staff engaged?	Were students engaged?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

During this activity...

Staff were:			
Participants were:			

Additional Notes:			
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BUILDING PERMIT FOR SCHOOL FACILITY USE

School Name _____

School Number _____

Date _____

Date of Activity	Type of Activity	Services Required	Activity Hours		Rooms Requested	Financial Services to bill for any expenses incurred by the District	Budget Code
			From	To			
	Staff lunch						

OUTSIDE ORGANIZATION REQUESTS ONLY

Department of Recreation and Community Services

GENERAL SCHOOL USE

Principal

80163 – 9/93

Contact Person:
 Phone Number:
 Fax Number:
 Email Address:

Health and Safety Checklist – Public School Operated Programs – DCF 251

Use of form: Section 120.13(14), Wis. Stats., allows for school boards to establish and provide or contract for the provision of day care programs for children without being licensed by the department of children and families; However, those programs are required to meet the standards for licensed day care centers established by the department of children and families (DCF 251 Licensing Rules for Group Child Care Centers). In November of 2014 new federal requirements were signed into law that require annual inspection of public school operated programs as a condition of receiving federal child care subsidy funds. While every administrative rule in Chapter DCF 251 is important to the quality of the program, the department has identified a subset of rules which, if violated, are likely to pose the most serious threat to the health, safety and welfare of children in care. This checklist contains that subset of health and safety rules and will be used by DCF staff to notify public school operated child care programs of the rules within DCF 251 that will be monitored annually for compliance and to document program compliance and / or areas of deficiency observed during the initial assessment visit.

Instructions – DCF Staff: During the initial assessment visit, address each item on the checklist to determine the program’s compliance, or areas of deficiency, with the health and safety rules. If the program is in compliance with the specific rule, check “Met.” If a specific rule does not apply to the program, check “N/A” for not applicable. If the program is not in compliance with the specific rule, record your observations in the comments section and describe the area of deficiency.

Instructions – Public School Operated Program: Public school operated child care programs may use this checklist to familiarize themselves with the health and safety rules that will be monitored annually. However, if the program is looking for a self-monitoring tool to ensure compliance with DCF 251 Licensing Rules for Group Child Care Centers in its entirety, they should refer to the department’s form DCF-F-CFS0063 Licensing Checklist – Group Child Care Centers.

“**School-age child**” means a child 5 years of age or older who is enrolled in a public school or a parochial or other private school.

Name of the Public School Operated Program	Facility ID Number
<input type="checkbox"/> Yes <input type="checkbox"/> No This program serves only school-age children (children age 4 and above who are also enrolled in the school district for academic purposes – 4K-12).	
<input type="checkbox"/> Yes <input type="checkbox"/> No This program serves school-age children in groups separate from children who are under age 5.	
<input type="checkbox"/> Yes <input type="checkbox"/> No This program serves children younger than age 5 who are not enrolled in the school district for academic purposes.	
<input type="checkbox"/> Yes <input type="checkbox"/> No This program is located in a building currently in use as a school building.	
Licensing Specialist Conducting the Assessment	Initial Assessment Date
Name and Title of District Representative Present	

Code Section (Subsection)	Page	Code Section (Subsection)	Page
251.04 Operational Requirements	2	251.07 Program	7
251.05 Staff	2	251.08 Transportation (if applicable)	8
251.055 Supervision and Grouping	4	251.09 Infant and toddler care (if applicable)	9
251.06 Physical plant and equipment	5	251.095 Care of school-age children (if applicable)	10

DCF 251.04 OPERATIONAL REQUIREMENTS	Met	N/A	COMMENTS
251.04(2) Administration. A group child care center licensee shall do all of the following:			
(2)(a) COMPLIANCE WITH LAWS Comply with all laws governing the facility and its operation.			
(2)(n) BACKGROUND CHECK REQUEST FORM – CHANGE TO BOARD / HOUSEHOLD Submit to the department by the department's next business day a completed background check request form if any of the following occur:			
(2)(n)1. BACKGROUND CHECK REQUEST FORM - CHANGE IN BOARD A change in the board president or chairperson.			
(2)(n)2. BACKGROUND CHECK REQUEST FORM - CHANGE IN DESIGNEE A corporation or limited liability company designates a new person to be subject to the background check.			
251.04(3) Reports The licensee shall report to the department all of the following. If the report is made by telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days of the incident. Fax, e-mail, and letter are acceptable ways of filing a written report:			
(3)(a) REPORT – INCIDENT OR ACCIDENT Any incident or accident that occurs while the child is in the care of the center that results in professional medical evaluation within 24 hours of the licensee becoming aware of the medical evaluation.			
(3)(am) REPORT – DEATH Any death of a child in care, within 24 hours after the death.			
(3)(m) REPORT – COMMUNICABLE DISEASE Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the center or a person in contact with children at the center, within 24 hours after being notified of the diagnosis. The licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis.			
251.04(6) Children's Records			
(6)(a)6. CHILD RECORD – HEALTH HISTORY Documentation of each child's health history on a form provided by the department. (Use the form Health History and Emergency Care Plan.)			
(6)(a)6m. CHILD RECORD – IMMUNIZATION HISTORY Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144. (Department of Health Services' Child Care Immunization Record form may be used.)			
DCF 251.05 STAFFING			
251.05(2) Staff Records			
(2)(a)2. STAFF RECORD - COMPLETED BACKGROUND CHECK Documentation of a completed child care background check that indicates the person is eligible to work in a child care program as specified in s. 48.686, Stats., and ch DCF 13.			
(2)(a)7. STAFF RECORD - CONTINUING EDUCATION Documentation of compliance with continuing education requirements under sub. (4) (c).			
251.05(3) Qualifications Of Staff			
(3)(b) SHAKEN BABY SYNDROME PREVENTION TRAINING Training on preventing shaken baby syndrome. Each child care worker, center administrator, center director, volunteer counted in staff-to-child ratio, or substitute who provides care and supervision to children under 5 years of age shall document completion of department-approved training in shaken baby syndrome and abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age. (Note: The SBS prevention training component is included in the courses "Introduction to the Child Care Profession" and "Fundamentals of Infant and Toddler Care" if the course was taken after 7/1/05.)			
(3)(c) CARDIOPULMONARY RESUSCITATION TRAINING. Cardiopulmonary resuscitation training. All employees in regular contact with children shall obtain, maintain and place in the employee's file a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 3 months after beginning to work with children in care. Volunteers included in determining staff-to-child ratios shall obtain a certificate of completion in infant and child cardiopulmonary resuscitation after volunteering for 240 cumulative hours. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.			

DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
(3)(d)3. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE REQUIREMENTS Before a person assumes the position of administrator, the person shall have all of the following:			
(3)(d)3.a. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – BUSINESS One year of experience as a manager or satisfactory completion of a department-approved course in business or program administration. The course may be either a non-credit course or a course for credit.			
(3)(d)3.b. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – EARLY CHILDHOOD One year of experience as a center director, as a child care teacher in a group child care center or kindergarten, or as a licensee of a family child care center under ch. DCF 250; or satisfactory completion of a non-credit department-approved course or a course for credit in early childhood education or its equivalent.			
(3)(e)3. A center director for a program licensed to serve 50 or fewer children shall meet all of the following conditions:			
(3)(e)3.c. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL EXPERIENCE Have at least 320 hours of experience as a teacher or assistant teacher in a group child care center or other approved setting or have at least 320 hours of experience as a licensee of a family child care center under ch. DCF 250.			
(3)(e)3.d. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL TRAINING Have completed at least one of the preservice training requirements in Table 251.05A prior to beginning work as a center director, except as specified in subd. 5.a. The center director shall also complete any additional training requirements in Table 251.05A as provided.			
(3)(e)4. A center director for a program licensed to serve 51 or more children shall meet all of the following conditions:			
(3)(e)4.c. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL EXPERIENCE Have at least 2 years of experience as a child care teacher or center director in a group child care center or other approved setting.			
(3)(e)4.d. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL TRAINING Have completed one of the preservice training requirements in Table 251.05B prior to beginning work as a center director, except as specified in subd. 5.b. The center director shall also complete any additional training requirements in Table 251.05B as provided.			
(3)(f)2.c. CHILD CARE TEACHER – ENTRY-LEVEL EXPERIENCE Have at least 320 hours of experience as an assistant child care teacher in a group child care center or other approved early childhood setting.			
(3)(f)3. CHILD CARE TEACHER – ENTRY-LEVEL TRAINING Prior to assuming the position, a person hired to be a child care teacher shall complete or obtain one of the following: a. Two courses for credit in early childhood or its equivalent from an institution of higher education. b. Two non-credit department-approved courses in early childhood education. bm. One course for credit in early childhood education and one non-credit department-approved course in early childhood education. c. Certificate from The Registry indicating that the person is qualified as a child care teacher. d. A Wisconsin Preschool Credential e. A Wisconsin Infant-Toddler Credential. f. Forty-eight credits from an institution of higher education with at least 3 credits in early childhood education or its equivalent. g. A one-year child care diploma in child care or early childhood education from an institution of higher education. h. An associate degree in early childhood education or child care from an institution of higher education. i. A Child Development Associate credential issued by the Council for Professional Recognition. j. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education. k. A licensed issued by the Wisconsin department of public instruction or the appropriate authority in another state to be a pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license); a 3-year, short-term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction. k. A certificate from the department of workforce development, bureau of apprenticeship standards, as a child development specialist.			

DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
<p>(3)(g)2. ASSISTANT CHILD CARE TEACHER – QUALIFICATIONS Except as provided under subd. 3., a person hired to be assistant child care teacher shall be qualified in one of the following ways:</p> <p>a. The person shall be at least 18 years old and have satisfactorily completed one course for credit in early childhood education or its equivalent at an institution of higher education within 6 months after assuming the position. b. The person shall be at least 18 years old and have satisfactorily completed one non-credit department-approved course in early childhood education within 6 months after assuming the position. c. Have satisfactorily completed an assistant child care teacher training program approved by the WI department of public instruction.</p> <p><i>* Exception for programs serving only school-age children - 251.095(2)(d) Section DCF 251.05(1)(g)2., relating to training for assistant child care teachers.</i></p> <p><i>* Exception for programs serving only school-age children in a school building – 251.095(3)(a) Section DCF 251.05(1)(g)2., relating to training for assistant child care teachers.</i></p>			
<p>(3)(k)1. CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor, or other person with symptoms of serious illness that presents a safety or health risk to children or a communicable disease that is reportable under ch. DHS 145 and transmitted through normal contact may be in contact with the children in care.</p>			
251.05(4) Staff Development			
<p>(4)(c)1. CONTINUING EDUCATION REQUIREMENT – FULL TIME STAFF Each administrator, center director, and child care worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education annually. (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance. The form Staff Continuing Education Record – Child Care Centers may be used to record continuing education.)</p>			
<p>(4)(c)2. CONTINUING EDUCATION REQUIREMENT – PART TIME STAFF Each administrator, center director, and child care worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education annually.</p>			
DCF 251.055 SUPERVISION AND GROUPING			
251.055(1) Supervision			
<p>(1)(a) CLOSE SUPERVISION OF CHILDREN Each child shall be supervised by a child care worker who is within the sight and sound of the children to guide the children’s behavior and activities, prevent harm, and ensure safety.</p>			
<p>(1)(c) SUPERVISION – TEACHER PER GROUP OF CHILDREN At least one child care teacher shall supervise each group of children.</p>			
<p>(1)(f) CHILD TRACKING PROCEDURE The center shall implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times.</p>			
251.055(2) Grouping			
<p>(2)(a) GROUP SIZE – MAXIMUM The maximum number of children in a group may not exceed the number specified in Table 251.055.</p>			
<p>(2)(b) STAFF-TO-CHILD RATIOS – MINIMUM The ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table 251.055.</p>	Age of Children	Minimum Number of Child Care Workers to Children	Maximum Number of Children in a Group
	Birth to 2 years	1:4	8
	2 years to 2 ½ years	1:6	12
	2 ½ years to 3 years	1:8	16
	3 years to 4 years	1:10	20
	4 years to 5 years	1:13	26
	5 years to 6 years	1:17	34
6 years and over	1:18	36	

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT	Met	N/A	COMMENTS
251.06(1) Building			
<p>(1)(a) COMMERCIAL BUILDING CODE – COMPLIANCE, INSPECTION REPORT The building in which a center is located shall comply with applicable state and local building codes. The licensee shall maintain a building inspection report that specifies that the building meets the WI commercial building codes for use as a group child care center.</p> <p><i>* DCF 251.095(3) Exceptions for programs serving only school-age children in school buildings. Section DCF 251.06(1)(a) on maintaining a building inspection report.</i></p>			
251.06(2) Protective Measures			
<p>(2)(a) POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises shall be free of hazards including any recalled products.</p>			
<p>(2)(b) ELECTRICAL OR HOT SURFACE PROTECTION Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces, such as pipes, shall be protected by screens or guards so that children cannot touch them.</p> <p><i>* Exception for programs serving only school-age children - 251.095(2)(a) Section DCF 251.06(2)(b) but only in regard to protection of electrical outlets</i></p>			
<p>(2)(c) POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items may not be kept on the premises.</p>			
<p>(2)(d) ACCESS TO MATERIALS POTENTIALLY HARMFUL TO CHILDREN Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous articles shall be appropriately labeled and stored in areas inaccessible to children.</p>			
<p>(2)(g) STAIRS, WALKS, RAMPS, PORCHES – SAFETY Stairs, walks, ramps and porches shall be maintained in a safe condition and free from the accumulation of water, ice or snow.</p>			
<p>(2)(i) DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.</p>			
<p>(2)(im) LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material may be used on indoor or outdoor furnishings and equipment.</p>			
<p>(2)(j) POWER TOOLS Children may not be allowed in an area where power tools are in use.</p>			
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Is there a hot tub on the premises?</p>			
<p>(2)(k) HOT TUB – COVERED OR FENCED A hot tub located in a room or area accessible to children shall have a visible, locked, rigid cover or be enclosed by a locked fence at least 4 feet tall. The lock shall be installed so that the lock is inaccessible to children.</p>			
251.06(3) Emergency Plans and Drills			
<p>(3)(a) EMERGENCIES – WRITTEN PLANS Each center shall have a written plan for taking appropriate action in the event of an emergency, including fire, tornado, or flood; extreme heat or cold; loss of building services, including heat, water, electricity, or telephone; human-caused events, such as threats to the building or its occupants; allergic reactions; lost or missing child; vehicle accidents; or other circumstances requiring immediate attention. The plan shall include all of the following:</p>			
<p>(3)(b)1. EMERGENCIES - ROUTES AND SHELTER AREAS POSTED Post the fire evacuation route and tornado shelter areas.</p>			
<p>(3)(b)2. EMERGENCIES - PRACTICE WRITTEN PLANS Practice the fire evacuation plan monthly, and tornado drills monthly from April through October.</p>			
<p>(3)(b)3. EMERGENCIES - STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is an emergency.</p>			

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
251.06(4) Fire Protection			
<p>(4)(a) FIRE EXTINGUISHERS – OPERABLE, INSPECTED, LABELED Each fire extinguisher on the premises of a center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.</p> <p>* DCF 251.095(3) <i>Exceptions for programs serving only school-age children in school buildings. Section DCF 251.06(4)(a) on fire extinguishers.</i></p>			
<p>(4)(d) EXITS & PASSAGEWAYS – UNOBSTRUCTED, MINIMUM WIDTH Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.</p>			
<p>(4)(e) EXTENSION CORD USE An extension cord may not be used permanently with an appliance.</p>			
<p>(4)(f) ELECTRICAL OUTLET LIMIT No more than two electrical appliances may be plugged into any one wall outlet.</p>			
<p>(4)(g) BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room shall be closed.</p>			
<p>(4)(h) STORAGE AREAS UNDER STAIRS Areas under stairs may not be used for storage.</p>			
<p>(4)(i) EXIT LIGHTS All exit lights shall be lit at all times.</p>			
<p>(4)(j) FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE, DRILLS, TESTING Fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems, shall be maintained in good working order. A signaling device, such as a smoke, heat, or flame detector shall be used to conduct monthly fire evacuation drills. The licensee shall either document that the fire detection and prevention systems are monitored by a fire prevention agency or that the detectors and alarms have been tested monthly. (The department's form <i>Fire Safety and Emergency Response Documentation – Group Child Care Centers</i> may be used to document compliance.)</p> <p>* DCF 251.095(3) <i>Exceptions for programs serving only school-age children in school buildings. Section DCF 251.06(4)(j) on testing smoke detectors and fire alarms.</i></p>			
251.06(11) Outdoor Play Space			
<input type="checkbox"/> Yes <input type="checkbox"/> No The outdoor play space is on the premises of the center			
<p>(11)(a) OUTDOOR PLAY SPACE – REQUIREMENT A center shall have outdoor play space if children are present for more than three hours per day or if outdoor play is included in the center program.</p>			
<p>(11)(b) OUTDOOR PLAY SPACE – REQUIRED FEATURES Except when an exemption is requested and is approved by the department under par. (c), a center shall comply with all of the following requirements for outdoor play space:</p>			
<p>(11)(b)6. CCA TREATED LUMBER Structures such as playground equipment, railings, decks and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an exterior oil based sealant or stain at least every 2 years.</p>			
<p>(11)(b)6m. CREOSOTE OR PCP TREATED WOOD Wood containing creosote or pentachlorophenol (PCP), including railroad ties, may not be accessible to children.</p>			
<p>(11)(b)7. OUTDOOR PLAY SPACE – ENCLOSURE The boundaries of the outdoor play space shall be defined by a permanent enclosure not less than 4 feet high to protect the children. Fencing, plants, or landscaping may be used to create a permanent enclosure. The permanent enclosure may not have any open areas that are greater than 4 inches.</p> <p>* <i>Exception for programs serving only school-age children - 251.095(2)(c) Section DCF 251.11(b)7. Concerning a permanent enclosure of outdoor space. If hazards exist, such as traffic or bodies of water, the boundaries of outdoor play space shall be made known to the children.</i></p>			
<p>(11)(b)8. OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings and slides.</p>			
<p>(12)(a) ON PREMISES SWIMMING POOL OR BEACH - USE & ENCLOSURE Above-ground and in-ground swimming pools on the premises may not be used by children in care. Swimming pools shall be enclosed by a 6-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less. A beach on the premises may not be used by children in care and access to a beach shall be restricted by a 6-foot fence.</p>			

DCF 251.07 PROGRAM	Met	N/A	COMMENTS
251.07(2) Child Guidance			
(2)(c) TIME-OUT – TIME LIMIT If a center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed 3 minutes, and the procedure shall be included in the center’s child guidance policy. For purposes of this paragraph, a “time-out” is an interruption of unacceptable behavior by the removal of the child from the situation, not to isolate the child, but to allow the child an opportunity to pause, and with support from the provider, reflect on behavior and gain self-control.			
(2)(d) TIME-OUT – USE WITH CHILDREN UNDER AGE 3 Use of time-out periods is prohibited for children under three years of age.			
(2)(e) CHILD GUIDANCE – PROHIBITED ACTIONS Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:			
(2)(e)1. PROHIBITED ACTIONS – CORPORAL PUNISHMENT Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.			
(2)(e)2. PROHIBITED ACTIONS – VERBAL Verbal abuse, threats or derogatory remarks about the child or the child’s family.			
(2)(e)3. PROHIBITED ACTIONS – PHYSICAL RESTRAINT, RESTRICTION, ENCLOSURE Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.			
(2)(e)4. PROHIBITED ACTIONS – WITHHOLDING / FORCING FOOD OR SLEEP Withholding or forcing meals, snacks or naps.			
(2)(e)5. PROHIBITED ACTIONS – CRUEL, AVERSIVE, FRIGHTENING, HUMILIATING ACTIONS Actions that are cruel, aversive, frightening or humiliating to the child.			
251.07(3) Equipment			
(3)(a) INDOOR EQUIPMENT – SAFETY Indoor and outdoor play equipment shall be safe and durable. The equipment and furnishings shall be:			
251.07(4) Rest Period			
(4)(c) NAPS OR REST PERIODS - SLEEPING SURFACES - CHILDREN UNDER 1 Each child under one year of age who naps or sleeps shall be provided with a safe, washable crib or playpen that meets the applicable safety standards in 16 CFR Part 1219 or 1220 and shall be placed at least 2 feet from the nearest sleeping child. Cribs or playpens may be placed end-to-end if a solid partition separates the crib or playpen and an aisle not less than 2 feet in width is maintained between sleeping surfaces.			
(4)(cm) NAPS OR REST PERIODS - SLEEPING SURFACES - CHILDREN 1 AND OLDER Each child over one year of age and older who has a nap or rest period shall be provided with a sleeping surface that is clean, safe, washable, and placed at least 2 feet from the nearest sleeping child. Sleeping surfaces may be placed end-to-end if a solid partition separates children and an aisle not less than 2 feet in width is maintained between sleeping surfaces. The sleeping surface shall be any of the following: 1. A bed. 2. A cot. 3. A padded mat. 4. A sleeping bag. 5. A crib or playpen.			
251.07(5) Meals and Snacks			
(5)(a)9m. SPECIAL DIETS – FOOD ALLERGY A special diet based on a food allergy may be served upon the written request of the parent.			
(5)(a)10. SHARING INFORMATION ABOUT FOOD & OTHER ALLERGIES Cooks, staff members, child care workers and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children.			
251.07(6) Health			
(6)(a) OBSERVATION – SYMPTOMS OF ILLNESS Each child upon arrival at a center shall be observed by a staff person for symptoms of illness and injury. For an apparently ill child, the procedure under par. (c) shall be followed.			
(6)(c)1. ILL CHILD – ISOLATION The child shall be isolated until the child can be removed from the center.			

DCF 251.07 PROGRAM (continued)	Met	N/A	COMMENTS
(6)(dm)3.c. MEDICAL LOG - MEDICATION ADMINISTRATION Any medication dispensed to a child, on the date the medication is dispensed. The record shall include the name of the child, type of medication given, dosage, time, date, and the initials or signature of the person administering the medication.			
(6)(e)1. COMMUNICABLE DISEASE – EXCLUSIONS No child or other person with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in a center during the period when the disease is communicable.			
(6)(e)3. COMMUNICABLE DISEASE – READMISSION An employee, volunteer or a child may be readmitted to the group child care center if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.			
(6)(f) Medications. 1. Center staff may give prescription or non-prescription medication, such as pain relievers, teething gels or cough syrup, to a child only under the following conditions:			
(6)(f)1.a. MEDICATION ADMINISTRATION – PARENT AUTHORIZATION A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.			
(6)(f)1.b. MEDICATION ADMINISTRATION – CONTAINERS & LABELING Medication is in the original container and labeled with child's name and the label includes the dosage and directions for administration.			
(6)(f)3. MEDICATION – STORAGE Medication shall be stored so that it is not accessible to the children.			
(6)(f)5. MEDICATION ADMINISTRATION – AS LABELED & AUTHORIZED All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.			
(6)(g)1. WIPING BODILY SECRETIONS Bodily secretions, such as runny noses, eye drainage, and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container.			
(6)(g)2. CLEANING BODILY SECRETIONS ON SURFACES Surfaces exposed to bodily secretions including walls, floors, toys, equipment, and furnishings shall be washed with soap and water and disinfected. The disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.			
(6)(g)5. USE OF UNIVERSAL PRECAUTIONS Center staff shall adopt and follow universal precautions when exposed to blood and blood-containing bodily fluids and injury discharges.			
(6)(i)1. WASHING CHILD'S HANDS & FACE A child's hands shall be washed with soap and warm running water before meals and snacks, after handling a pet or animal, and after toileting or diapering. A child's hands and face shall be washed when soiled. For children under one year of age, hands may be washed with soap and a wet fabric or paper washcloth that is used once and discarded.			
(6)(i)2. ADULT HANDWASHING Persons working with children shall wash their hands with soap and warm running water before handling food, before and after assisting with toileting and diapering, after wiping bodily secretions from a child with a disposable tissue, and after exposure to blood or bodily fluids. If gloves are used, hands shall be washed after the removal of gloves.			
(6)(j)4. FIRST AID PROCEDURES First aid procedures shall be followed for serious injuries.			
(6)(j)6. CLEANING & PROTECTING SUPERFICIAL WOUNDS Superficial wounds shall be cleaned with soap and water only and protected with a bandaid or bandage.			
DCF 251.08 TRANSPORTATION The program <input type="checkbox"/> provides regularly-scheduled transportation, <input type="checkbox"/> provides transportation for field trips, <input type="checkbox"/> does not transport.			
251.08(3) Required Information			
(3) INFORMATION IN VEHICLE – REQUIRED The licensee shall ensure that written documentation of all of the following is maintained at the center and in any vehicle transporting children while the children are being transported:			

DCF 251.08 TRANSPORTATION (continued)	Met	N/A	COMMENTS
251.08(4) Driver			
(4)(c)1. DRIVER RECORD – OBTAIN & REVIEW Prior to the day a driver first transports children in care and annually thereafter, the licensee shall obtain a copy of the driving record for each driver and place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.			
251.08(6) Safety Restraints			
(6)(a) CHILD SAFETY RESTRAINT SYSTEM No person may transport a child under the age of 8 in a motor vehicle, unless the child is restrained in a child safety restraint system that is appropriate to the child’s age and size and in accordance with s. 347.48 Stats., and ch. Trans 310.			
(6)(b)1. SEAT BELT USE - CHILD Each child who is not required to be in an individual child car safety seat or booster seat when being transported under par. (a) shall be properly restrained by a seat belt in accordance with s. 347.68, Stats., and ch. Trans 315.			
(6)(d) VEHICLE - FRONT SEAT USE Children under age 13 years who are in the care of the center may not ride in the front seat of a vehicle.			
251.08(7) Vehicle Capacity and Supervision			
(7)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child from the time the child is placed in a vehicle until the children reaches his or her destination and is released to a person responsible for the child. A parent of a school age child may authorize a child to enter a building unescorted.			
251.08(8) Child Care Vehicle Safety Alarm			
(8)(a) VEHICLE SAFETY ALARM – INSTALLED A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply. 1. The vehicle is owned or leased by a licensee or a contractor of a licensee. 2. The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer. 3. The vehicle is used to transport children in care.			
(8)(b) VEHICLE SAFETY ALARM – PROMPTS INSPECTION OF VEHICLE No person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle.			
(8)(c) VEHICLE SAFETY ALARM – WORKING ORDER The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.			
DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE			
<input type="checkbox"/> Yes <input type="checkbox"/> No The program provides care for children under age two years.			
(1) Applicability and General Requirements. (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.			
(1)(j) INFANT & TODDLER – CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress. Water beds may not be used by children under age two.			
(1)(k) INFANT & TODDLER – BEDDING Sheets or blankets used to cover a child one year of age and over shall be kept away from the child’s mouth and nose, and if sleeping in a crib or playpen shall be tucked tightly under the mattress.			
(1)(L) INFANT & TODDLER – SOFT MATERIALS IN CRIBS A child under one year of age may not sleep in a crib or playpen that contains soft or loose materials such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets and other items may be hung on the sides of the crib or playpen.			
251.09(2) Daily Program			
(2)(bm) INFANT & TODDLER – SLEEP POSITION Each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child’s physician. The child shall be allowed to assume the position most comfortable to him / her when able to roll over unassisted.			

EXCERPT FROM MILWAUKEE PUBLIC SCHOOLS
BUILDING OPERATIONS DAILY CLEANING GUIDE
IV. CLASSROOMS

A. Supplies and Equipment

- Wet floor sign.
- Janitorial cart.
- Pail and 3M Twist and Fill 2L Multi-Surface Cleaner.
- Bucket with wringer and 3M Twist and Fill 2L Multi-Surface Cleaner.
- Spary Bottle and 3M Twist and Fill 5L Quat Disinfectant.
- Mop.
- 3M Twist and Fill 1L Glass Cleaner.
- Dust mop or vacuum cleaner.
- Carpet Gum, Tar, Oil Remover.
- Counter brush.
- Dust pan.
- Putty knife.
- Rags
- Personal Protection Equipment (Rubber gloves).

B. Procedure

1. Cleaning cart should be well stocked with all needed supplies and taken from room to room.
2. Entering room, empty waste and recycling containers.
- 3 Empty pencil sharpener.
4. Clean door glass using 3M Twist and Fill 1L Glass Cleaner.
5. Dust/damp wipe all accessible surfaces, including window ledges. Close and lock windows and adjust shades while dusting.
6. Taking the floor dust mop dust the entire room. Never lift the duster from the floor during the actual dusting. Remove any gum, tape, etc., with putty knife.
- 6a. Should the floor be carpeted, vacuum thoroughly, removing spots if necessary.
7. Where chairs are moveable, move over then straighten after dust mopping/vacuuming is completed.
8. Sweep all dirt accumulation into the corridor. Shake duster lightly to dislodge dirt. Sweep dirt into pile and pick up with counter brush and dust pan and place in trash cart. Vacuum dust mop to remove soil.
9. Put on personal protection equipment. Using a 5L Quat Disinfectant, clean all common touch areas, i.e., door knob, light switch, tables, etc.
10. Place wet floor sign at door entrance. Wring out mop and damp mop floor as needed.
11. Wash graffiti off of classroom desktops and walls 3M Twist and Fill 2L Multi-Surface Cleaner
12. Remove personal protection equipment, wash hands. Check for burned-out bulbs and replace or report to the engineer.
13. Shut off lights and lock room door.