

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

AGREEMENT FOR THE PROVISION OF A 2022 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 entered into this Agreement with Provider for the provision of a 2022 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 duration of six (6) weeks. If MPS and MPS Recreation approve, programming may extend up to 8 (eight) weeks. Summer Recreation Programs must begin no later than June 21, 2022, and end no earlier than July 29, 2022. 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. MPS shall have sole authority and discretion regarding Provider’s program closures pursuant to the process outlined in Appendix D.

a) Elementary/K-8 Program Hours and Fees

(1) The core program time will be 9:00 a.m. to 4:00 p.m., Monday – Friday with optional extended drop-off hours of 7:00 a.m. to 9:00 a.m. and extended pick-up hours of 4:00 p.m. to 6:00 p.m.

(2) Provider may charge a weekly fee per child to families who utilize the extended drop-off hours of 7:00 a.m. to 9:00 a.m. and extended pick-up hours of 4:00 p.m. to 6:00 p.m.

(3) Provider’s start and end times shall coincide with the MPS Engineer’s work schedule. All requests to operate outside of the aforementioned work schedules must be pre-approved by MPS. Provider shall be responsible for all engineer overtime costs incurred as a result of any approved requests.

(4) Provider may charge program fees. Fees shall be reasonable such that they do not create barriers for children and family participation in the Summer Recreation Program. No student shall be denied the ability to participate in the Program due to financial hardship.

b) Middle & High School Program Hours and Fees

(1) The minimum program time will be 11:00 a.m. to 5:00 p.m., Monday – Friday.

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(2) Provider may charge program fees. Fees shall be reasonable such that they do not create barriers for youth and family participation in the Summer Recreation Program. No student shall be denied the ability to participate in the Program due to financial hardship.

2. Provider will employ a sufficient number of qualified and properly trained persons to effectively carry out the CLC/Safe Place program. MPS reserves the right to request, in writing and provide to Provider’s Human Resources Department, the removal of any CLC/Safe Place personnel whom MPS, in its sole discretion, determines is not effectively carrying out his/her job duties. Provider must supply ample staff in accordance with DCF Group Childcare Licensing Standards, as identified in Appendix D.

3. Provider shall have no right to assign, mortgage, or pledge this Agreement or to sublease any portion of the Facility.

4. Provider is responsible for complying with the 2022 Summer Recreation Program Operations Manual, incorporated herein as Appendix D.

5. Provider’s Summer Recreation Program Site Coordinator and 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.

6. 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.

Youth ages 3-4 yrs.	Youth ages 4-5 yrs.	Youth ages 5-6 yrs.	Youth ages 6+ yrs.
Ratio: 1-10 Group Max: 10 with 1 staff	Ratio: 1-13 Group Max: 13 with 1 staff	Ratio: 1-17 Group Max: 17 with 1 staff	Ratio: 1-18 Group Max: 18 with 1 staff

7. 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.

8. 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, poetry, 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 a.m. to 11:30 a.m., Monday – Thursday for all participants in attendance.

(2) Recreation Enrichment

(a) All recreation activities must be conducted from 11:30 a.m. to 4:00 p.m., Monday – Friday for all participants in attendance.

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- b) Middle & High School Program Requirements
 - (1) Academic Enrichment
 - (a) A minimum of one academic enrichment activity per day must be conducted during CLC program hours. Monday – Friday for all participants in attendance.
 - (2) Recreation Enrichment
 - (a) All recreation enrichment activities must be conducted daily during CLC program hours 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.

9. 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) 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. Provider must attend an annual summer training for CACFP documented by MPS Nutrition Services.
- b) Provider must keep documentation sufficient for Milwaukee Public Schools to claim the meals pursuant to the USDA's CACFP in One Source data tracking system. This includes input of a daily point of service meal count and current enrollment information.
- c) Provider must follow instructions on how to operate the Point of Service (POS) computer which includes entering each child's name or ID number at dinner time. If unable to operate the computer, Provider will document the name and ID number of each child that receives a meal as well as add this information into the POS if ,and when able to. Failure to provide proper meal counts could result in Provider covering any lost cost.
- d) Provider must perform their own cleanup and food disposal. Cleanup means the removal of all food trays and debris on tables to allow for cleaning 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.
- e) 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 incurred costs of wasted meals.
- f) Provider must provide adequate and attentive supervision of children during mealtime and immediately end any inappropriate behavior being displayed by the children.

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g) Failure to comply with any of these requirements will result in the discontinuance of food service.

10. Provider will complete its 2022 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 2022 Summer Recreation Program Proposal into the Cayen system by age group for the “2022 Summer” Term. The MPS Summer Recreation Program Project Team must review and approve this information prior to any disbursements being made under this Agreement.

11. 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.

12. 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 activity (i.e. informal lesson) plans.

13. 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.

B. 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 must report the incident to the Summer Recreation Program Site Coordinator immediately. The Summer Recreation Program Site Coordinator must 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 ensuring that all Summer Recreation Program staff are fully trained in all areas, including MPS incident/accident reporting policies and procedures, mandated reporting, and MPS Recreation COVID-19 Protocols.

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

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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 6:30am and 6:30 p.m. on those days the Summer Recreation Program is in operation. Provider's start and end times shall coincide with the MPS Engineer's work schedules. All requests to operate outside of the aforementioned work schedules must be pre-approved by MPS. *Provider shall be responsible for all engineer overtime costs incurred as a result of any approved requests.*

B. If any person(s) present at the MPS facility show symptoms of or test positive for COVID-19, Provider shall secure the affected area(s), notify MPS, and within one business day MPS will clean and sanitize the area(s) and notify Provider when the area(s) are available for use. While MPS will provide daily custodial cleaning of the facility, if Provider reports any safety or emergency cleaning needs to address matters such as mold, fungus, rodents, or obstructing trash/debris, MPS will use best efforts to promptly address the cleaning needs and will provide Provider with an update on actions taken to address the matter.

C. 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 Quart Disinfectant Cleaner Concentrate 5L; one case of plastic garbage can liners; one case of paper towels; and five spray bottles for daily cleaner disinfectant use.

D. 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 Operations staff member to lock the building after the Summer Recreation Program ends at 6:00 p.m.

E. Provider shall be responsible for cleaning and maintaining classrooms and all MPS facilities, equipment and supplies utilized for the program according to Appendix F. The responsibilities listed in Appendix F are not an exhaustive list. Provider may be required to handle additional responsibilities.

F. 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. Due to COVID-19 and the guidance from the Milwaukee Health Department and Centers for Disease Control and Prevention (CDC), the parties will use best efforts to ensure staff, agents, participants, volunteers, etc. will not commingle in each other's workspace(s) (including but not limited to classrooms, multipurpose rooms, entrance/exits, hallways, cafeteria, gyms, office, etc.). Each party will enforce physical distancing and mask-wearing requirements while at the facility in accordance with its policies. The parties will comply with all current and later implemented orders, regulations, or ordinances required by federal, state, or local government agencies. If any staff, participants, volunteers, subcontractors, or agents of either MPS or Provider test positive for COVID-19, both parties agree to notify the other party, per normal incident reporting guidelines. Both parties shall collaborate with one another in providing as much information as possible, while maintaining proper confidentiality standards due the nature of the information being shared.

MPS and Provider shall abide by the City of Milwaukee Health Department's orders and guidelines regarding COVID-19. Both parties shall also abide by all relevant City of Milwaukee and State of Wisconsin mandates regarding COVID-19.

4. MPS will provide an appropriate number of classrooms/multi-purpose rooms in which to run the Summer Recreation Program, which allows Provider to comply with the Health Department's gathering size limits and physical distancing requirements, as well as adequate office space that is equipped with a desk,

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telephone, locked filing cabinet, accessibility to the internet to enter data into Cayen, and storage space for supplies/equipment.

5. 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.

6. MPS shall provide Provider with access to a room with a working telephone during the Summer Recreation Program's operating hours.

7. 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.

8. Provider shall make no alterations, additions or improvements to the fixed equipment and building structure of the Facility.

9. 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.

10. 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.

11. 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. 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 the Provider to meet such standards could result in the automatic termination of this Agreement.

G. 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 MP's fiscal requirements and has supplied all records and reports

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requested by MPS and mandated by this Agreement, attached as Appendix C. 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, 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; 2022 Summer Recreation Program Budget; 2022 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 30, 2022.

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

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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 2022 Cost Report.
 - 2. All funds generated through the collection of Wisconsin Shares (W-2) childcare subsidies shall be maintained by MPS.

- F. Force Majeure
 - 1. 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. No field trips shall be permitted without the prior written approval of MPS Recreation.
- B. Requests for field trips must satisfy the following criteria:
 - 1. The field trip must ensure the maximum safety of students and staff, including, but not limited to:
 - a) Having, using, and distributing authorized PPE as applicable
 - b) Ensuring physical-distancing on buses and at field trip venues as applicable
 - c) Following the "Field Trip Reminders" in Appendix D
 - 2. Lead agencies must submit field trips requests no less than two weeks in advance of the proposed field trip date. Requests will be reviewed by the assigned MPS Recreation Supervisor. The decision to approve or deny a field trip request shall be in the sole discretion of MPS and will be in the best interests of MPS and its partners.

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.

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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 (i.e. direct and unsupervised) 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

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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, persons with disabilities, 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).

J. Provider will have the opportunity to submit feedback to this Agreement. The incorporation of that feedback into this Agreement shall be in the sole discretion of MPS and will be in the best interests of MPS and its partners.

VI. INDEMNITY

A. 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

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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

A. 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.

B. 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.*

C. 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.

D. 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

A. 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.

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

IX. TERM AND TERMINATION BY MPS FOR VIOLATIONS BY PROVIDER

A. The term of this Agreement commences on June 1, 2022 and ends on August 31, 2022. 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

A. 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

A. 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

A. 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 adamczj@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

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

A. 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

A. 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	2022 Summer Recreation Program Proposal
Appendix B	2022 Summer Recreation Program Attendance Requirements
Appendix C	2022 Summer Recreation Program Fiscal Forms
Appendix D	2022 Summer Recreation Program Operations Manual
Appendix E	MPS Building Operations Daily Cleaning Requirements
Appendix F	MPS Facilities and Maintenance Caring for Your Building

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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

Janine Adamczyk, Director
Procurement and Risk Management

Provider Board President

Date: _____

Date: _____

Keith P. Posley, Ed.D.
Superintendent of Schools

Date: _____

Robert E. Peterson, President
Milwaukee Board of School Directors

Provider Executive Director

Date: _____

Date: _____

Contract Amount: \$ _____

FOR OFFICE USE ONLY

Budget Code: _____

Budget Code: _____

Budget Code: _____

R	_____
C	_____
V	_____

Insurance Compliance:

By: _____

Date: _____



A department of MPS

2022 Summer Recreation Program Proposal Signature Page

Site Name:

Due Date: June 6, 2022

I have read the terms and conditions of the 2022 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 2022 Summer Recreation Program Proposal Signature Page is due electronically to your designated MPS Project Team Member.

All 2022 Summer Recreation Program activity information must also be created and completely entered in APlus by 4:30 pm June 6, 2022.



2022 Summer Recreation Program Proposal

Site Name:

TIMELINE

June 6, 2022:

Summer Budget and Building Permit are due to Don Bennett.

June 6, 2022:

Summer Recreation Program Proposal is due to your designated MPS Project Team Member.

SUMMER RECREATION PROGRAM SITE INFORMATION

Site Coordinator Name:

Office Phone:

Cell Phone:

Site Coordinator Email:

Lead Agency Representative:

Office Phone:

LA Representative Email:

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):

- 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.

- | | | | |
|--|----------------------------------|--|--|
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> Library | <input type="checkbox"/> Supplies/Equip. | <input type="checkbox"/> Classroom computers/computer cart/computer Lab |
| <input type="checkbox"/> Storage Space | <input type="checkbox"/> Gym | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Parent Center <input type="checkbox"/> Cafeteria |

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

- | | | | | |
|-------------------------------|--|--|--|--|
| <input type="checkbox"/> Desk | <input type="checkbox"/> Locked filing cabinet | <input type="checkbox"/> Phone/Voicemail | <input type="checkbox"/> Computer/internet | <input type="checkbox"/> 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
June: _____ July: _____ August: _____	June: _____ July: _____ August: _____	June: _____ July: _____ August: _____

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:
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:
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 **MEDICATION ADMINISTRATION PRINCIPLES (Basic, Oral, Ear, Eye, and Topical)**. (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 completing the session. There is no certificate generated. The skills competency check-off would still be completed by a professional nurse, physician or a

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.*



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2022 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):*

- Youth ages 3-4 years**
1:10
Group Max.: 10 students,
1 staff
- Youth ages 4-5 years**
1:13
Group Max.: 13 Students
1 staff
- Youth ages 5-6**
1:17
Group Max.: 17 Students,
1 staff
- Youth ages 6+**
1:18
Group Max.: 18 Students
1 staff

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]			

2022 Summer Attendance Requirements Middle/High School Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0-15	16-24	25+
Bay View High School	June 21 – July 29	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Bradley Tech High School +	June 21 – July 29	\$25,000	\$12,500	\$0	\$6,250	\$12,500
North Division High School	June 21 – August 5	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Obama K12	June 21 – August 5	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Washington High School	June 21 – July 29	\$25,000	\$12,500	\$0	\$6,250	\$12,500

+ Summer Academy Site

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus/Cayen Summer Recreation Program attendance records) from Monday, June 27, 2022 – Friday, July 29, 2022.

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 2022 CLC/Safe Place Summer Budget, the 2022 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 30, 2022.

Return by September 30, 2021
 Milwaukee Recreation Department
 Attention: Michelle Walters
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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: 2022

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: _____

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2022 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.

2022 Summer Attendance Requirements K-5/K-8 CLC Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance	
				16-30	31+
Allen-Field	June 21-August 12	\$35,000	\$17,500	\$8,750	\$17,500
Auer Ave. School (at COA Goldin Center)	June 21 – August 12	\$35,000			
Bethune Academy +	June 21 - July 29	\$30,000	\$15,000	\$7,500	\$15,000
Carson Academy	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Clarke Street School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Doerfler School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Eighty-first Street School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Engleburg School	June 21 – August 12	\$35,000	\$17,500	\$8,750	\$17,500
Fifty-third Street School +	June 21 - July 29	\$30,000			
Fratney School	June 21 - July 29	\$35,000			
Grantosa School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Greenfield School	June 21 – August 12	\$35,000	\$17,500	\$8,750	\$17,500
Hayes Bilingual School	June 21 – August 5	\$35,000	\$17,500	\$8,750	\$17,500
Hopkins-Lloyd School +	June 21 - July 29	\$30,000	\$15,000	\$7,500	\$15,000
Kluge School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
LaFollette School	June 21 – August 5	\$35,000	\$17,500	\$8,750	\$17,500
Lincoln Avenue School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Maple Tree School +					

2022 Summer Attendance Requirements Safe Place Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0-15	16-30	31+
Browning School +	June 21 – July 29	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Carver School	June 21 – July 29	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Forest Home School	June 21 – August 12	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Gaenslen School +	June 21 – July 29	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Holmes School	June 21 – July 29	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Jackson School	June 21 – July 29	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Kagel School	June 21 – August 5	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Mitchell Street School	June 21 – August 12	\$35,000				
Story School	June 21 – August 5	\$35,000	\$17,500	\$0	\$8,750	\$17,500

+ Summer Academy Site

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus/Cayen Summere Recreation Program attendance records) from Monday, June 27, 2022 – Friday, July 29, 2022.

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 2022 CLC/Safe Place Summer Budget, the 2022 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 30, 2022.

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	June 21 - July 29	\$30,000	\$15,000	\$7,500	\$15,000
Riley School	June 21 – August 19	\$35,000	\$17,500	\$8,750	\$17,500
Riverwest School	June 21 – August 12	\$35,000	\$17,500	\$8,750	\$17,500
Sherman School	June 21 – August 5	\$35,000	\$17,500	\$8,750	\$17,500
Townsend Street School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Vieau School +	June 21 – August 12	\$30,000	\$15,000	\$7,500	\$15,000
Westside Academy	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500

+ Summer Academy Sites

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus/Cayen Summer Recreation Program attendance records) from Monday, June 27 – Friday, July 29, 2022.

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 2022 CLC/Safe Place Summer Budget, the 2022 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 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2022 SUMMER RECREATION PROGRAM - SAMPLE BUDGET**

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	Totals
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 Program 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 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2022 SUMMER RECREATION PROGRAM - SAMPLE BUDGET**

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

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2022 SUMMER RECREATION PROGRAM - SAMPLE BUDGET**

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
Administrative Costs - In-direct	<u>Give Detailed description</u>	
* See Cost Categories		
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 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2022 SUMMER RECREATION BUDGET COST CATEGORIES**

APPENDIX D

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 MKE Rec 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 2022 Summer Recreation Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the Summer Recreation Program (SRP) 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).

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX D

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:

Field trips will be allowed for 2021 summer program if the follow criteria are met. 1) The field trip must ensure the maximum safety of students and staff, including, but not limited to: having, using, and distributing required authorized PPE, ensuring physical-distancing on buses and at field trip venues, not permitting outside chaperones and parent volunteers to attend field trips. 2) Lead agencies must submit field trip requests no less than two weeks in advance of the proposed field trip date. Requests will be reviewed by the assigned MPS Recreation Supervisor. The decision to approve or deny a field trip request shall be in the sole discretion of MPS and will be in the best interests of MPS and its partners. Provider must also follow the instruction found in Appendix D of this contract "Field trip Reminders".

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 2022 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 2022 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 2022 SRP 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 (\$150). Examples of these expenses include, but are not limited to: program materials, instructional materials, staff / participant apparel and *computer software*.

TRANSPORTATION:

Costs associated with contracted or leased transportation expenses (i.e., busses, vans, etc.). Copies of vendor invoices and/or billings must be submitted to MPS. They shall include information on the purpose or trip identification, number of participants, dates and vendor name).

UNALLOWABLE COST ITEMS:

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX D

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 15, 2022
 Milwaukee Recreation Department
 Attention: Michelle Walters
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
WI Shares Summer Cost Report

For Use by MPS Finance

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

Summer: 2022

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: _____

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
 WI Shares Summer Recreation Program
 Monthly Report**

CLC Schedule of Paid Costs

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.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
WI SHARES SUMMER RECREATION PROGRAM BUDGET 2022**

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	Totals
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 Program 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 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
WI SHARES SUMMER RECREATION PROGRAM BUDGET 2022**

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

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
WI SHARES SUMMER RECREATION PROGRAM BUDGET 2022**

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
Administrative Costs - In-direct	<u>Give Detailed description</u>	
* See Cost Categories		
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 30, 2022.

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2022 SUMMER RECREATION PROGRAM - COST CATEGORIES**

APPENDIX D

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 CLC 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"> ▶ Contracted Busses and Leases/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 CLC 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 2022 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 (SRP). 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 (\$5,000 for Super Sites) of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX D

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 SRP 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 SRP 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:

Field trips will be allowed for 2022 summer program if the follow criteria are met. 1) The field trip must ensure the maximum safety of students and staff, including, but not limited to: having, using, and distributing authorized PPE, ensuring physical-distancing on buses and at field trip venues as required, not permitting outside chaperones and parent volunteers to attend field trips. 2) Lead agencies must submit field trip requests no less than two weeks in advance of the proposed field trip date. Requests will be reviewed by the assigned MPS Recreation Supervisor. The decision to approve or deny a field trip request shall be in the sole discretion of MPS and will be in the best interests of MPS and its partners. Provider must also follow the instruction found in Appendix D of this contract "Field Trip Reminders"

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 2022 Summer Recreation program participants in the fulfillment of the SRP program goals and objectives. These costs can be event/activity admission fees, "nutritious" snacks and meals, program advertising, etc.

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 2022 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, and field trips) and include documentation of all funds collected in the 2022 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 Wisconsin Shares 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 CLC program operation. They include supplies having a purchase price less than one hundred dollars (\$150). Examples of these expenses include, but are not limited to: program materials, instructional materials, staff / participant apparel and *computer software*.

TRANSPORTATION:

Costs associated with contracted or leased transportation expenses (i.e., busses, vans, etc). Copies of vendor invoices and/or billings must be submitted to MPS. They shall include information on the purpose or trip identification, number of participants, dates and vendor name).

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX D

UNALLOWABLE COST ITEMS:

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

- Purchases or salaries not within the scope of the SRP program
- Alcoholic beverages
- Late charges or fees; Credit Card fees
- Contributions, donations or tips
- Provider's non-CLC 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: SRPs 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 SRP.
- 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.

Milwaukee Public Schools Summer Recreation Programs



**2022 SUMMER
RECREATION PROGRAMS
OPERATIONS MANUAL**

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Important Summer Dates & Deadlines

Item / Event	Date	Notes
2022 Summer Program Request Form	Friday, March 4, 2022	Scan and email to Don Bennett by 5:00p.m.
Registration Due for Summer Training:	May 20, 2022	All sites must register the following program staff to attend: Program Site Coordinator, safety/security, group leaders.
Summer Building Permit Due:	Monday, June 6, 2022	Upload to 2022 Summer Program Document Upload Form
Summer Budget Due:	Monday, June 6, 2022	Upload to 2022 Summer Program Document Upload Form
Summer Program Plan & Signature Page Due:	Monday, June 6, 2022	Upload to 2022 Summer Program Document Upload Form
2022 Summer Virtual Staff Training:	June 1-3	
Start of Summer Programming (all sites)	Tuesday, June 21, 2022	All programs will be closed Monday, July 4 and reopen on Tuesday, July 5
MPS Summer Academy	<p style="text-align: center;"><u>Elementary</u> June 23 - July 27, 2022 Monday - Friday 7:30am -12:30 pm. Closed Monday, July 4</p> <p style="text-align: center;"><u>High School</u> June 7- July 27, 2022 Monday – Friday 7:30am – 1:30pm Closed Monday, July 4</p>	
APlus/Cayen attendance data entry complete:	6-week programs: 7/29/2022 7-week programs: 8/5/2022 8-week programs: 8/12/2022	Daily activity attendance should be entered on a weekly basis for monitoring purposes.
Summer Parent Surveys entered into APlus/Cayen	July 29, 2022	Minimum of 25 anonymous surveys.
Summer Participant Surveys entered into APlus/Cayen	July 29, 2022	Minimum of 40 anonymous surveys.
Six-Week Program End Date:	Friday, July 29, 2022	All sites unless otherwise communicated to MPS.
Eight-Week Program End Date:	Friday, August 12, 2022	Extended sites unless otherwise communicated to MPS.
Final Expense/Cost Reports Due:	Friday, September 30, 2022	Submit to Michelle Walters.



**MILWAUKEE
PUBLIC SCHOOLS**



**2022 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>
Bay View Boys & Girls Clubs
Bradley Tech (SP) Boys & Girls Clubs
Browning (SP) Silver Spring NC
Forest Home (SP) Milwaukee Christian Center
Gaenslen (SP) Boys & Girls Club
Kagel (SP) Boys & Girls Clubs
North Division Boys & Girls Clubs
Obama Boys & Girls Clubs
Riley (CLC & SP) America SCORES
Story (SP) Neighborhood Houes
Washington Boys & Girls Clubs

<p>Beth-marie Kurtz Office: (414) 475-8869 Cell: (414) 550-0436 KURTZBL@milwaukee.k12.wi.us</p>
Allen-Field Boys & Girls Clubs
Auer Avenue COA
Carson Boys & Girls Clubs
Carver (SP) Boys & Girls Clubs
Doerfler COA
Greenfield Boys & Girls Clubs
Hayes Bilingual Boys & Girls Clubs
Hopkins-Lloyd COA
Kluge Boys & Girls Clubs
Mitchell (SP) Boys & Girls Clubs
Riverwest Boys & Girls Clubs
Westside COA

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

2022 Summer Attendance Requirements K-5/K-8 CLC Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance	
				16-30	31+
Allen-Field	June 21-August 12	\$35,000	\$17,500	\$8,750	\$17,500
Auer Ave. School (at COA Goldin Center)	June 21 – August 12	\$35,000			
Bethune Academy +	June 21 - July 29	\$30,000	\$15,000	\$7,500	\$15,000
Carson Academy	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Clarke Street School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Doerfler School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Eighty-first Street School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Engleburg School	June 21 – August 12	\$35,000	\$17,500	\$8,750	\$17,500
Fifty-third Street School +	June 21 - July 29	\$30,000			
Fratney School	June 21 - July 29	\$35,000			
Grantosa School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Greenfield School	June 21 – August 12	\$35,000	\$17,500	\$8,750	\$17,500
Hayes Bilingual School	June 21 – August 5	\$35,000	\$17,500	\$8,750	\$17,500
Hopkins-Lloyd School +	June 21 - July 29	\$30,000	\$15,000	\$7,500	\$15,000
Kluge School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
LaFollette School	June 21 – August 5	\$35,000	\$17,500	\$8,750	\$17,500
Lincoln Avenue School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Maple Tree School +					

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

	June 21 - July 29	\$30,000	\$15,000	\$7,500	\$15,000
Riley School	June 21 – August 19	\$35,000	\$17,500	\$8,750	\$17,500
Riverwest School	June 21 – August 12	\$35,000	\$17,500	\$8,750	\$17,500
Sherman School	June 21 – August 5	\$35,000	\$17,500	\$8,750	\$17,500
Townsend Street School	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500
Vieau School +	June 21 – August 12	\$30,000	\$15,000	\$7,500	\$15,000
Westside Academy	June 21 - July 29	\$35,000	\$17,500	\$8,750	\$17,500

+ Summer Academy Sites

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus/Cayen Summer Recreation Program attendance records) from Monday, June 27 – Friday, July 29, 2022.

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 2022 CLC/Safe Place Summer Budget, the 2022 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 30, 2022.

2022 Summer Attendance Requirements Middle/High School Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0-15	16-24	25+
Bay View High School	June 21 – July 29	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Bradley Tech High School +	June 21 – July 29	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
North Division High School	June 21 – August 5	\$25, 000	\$12,500	\$0	\$6,250	\$12,500
Obama K12	June 21 – August 5	\$25,000	\$12,500	\$0	\$6,250	\$12,500
Washington High School	June 21 – July 29	\$25, 000	\$12500	\$0	\$6,250	\$12,500

+ Summer Academy Site

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus/Cayen Summer Recreation Program attendance records) from Monday, June 27, 2022 – Friday, July 29, 2022.

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 2022 CLC/Safe Place Summer Budget, the 2022 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 30, 2022.

2022 Summer Attendance Requirements Safe Place Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				0-15	16-30	31+
Browning School +	June 21 – July 29	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Carver School	June 21 – July 29	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Forest Home School	June 21 – August 12	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Gaenslen School +	June 21 – July 29	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Holmes School	June 21 – July 29	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Jackson School	June 21 – July 29	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Kagel School	June 21 – August 5	\$35,000	\$17,500	\$0	\$8,750	\$17,500
Mitchell Street School	June 21 – August 12	\$35,000				
Story School	June 21 – August 5	\$35,000	\$17,500	\$0	\$8,750	\$17,500

+ Summer Academy Site

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus/Cayen Summere Recreation Program attendance records) from Monday, June 27, 2022 – Friday, July 29, 2022.

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 2022 CLC/Safe Place Summer Budget, the 2022 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 30, 2022.

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.
--	---

Sites must complete at least one academic activity per day.

Please note: The above times for middle/high school sites include both academic and recreation enrichment activities.

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 414-220-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 2022 Summer Contract.)

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Staff to Participant Ratios:

Youth Ages:	3-4 years	4-5 years	5-6 years	6 + years
Staff to Student Ratio:	1:10	1:13	1:17	1:18
Group Maximum:	10 students, 1 staff	13 students, 1 staff	17 students, 1 staff	18 students, 1 staff

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 summer program staff, food service managers, or building engineers should have any questions regarding these procedures, please contact MPS Nutrition Services.

Closings: All requests for program closing must be submitted to MPS and be pre-approved by Recreation Coordinator, 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.

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- **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 remain 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 **2022 Summer Term** in APlus/Cayen 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 **2022 Summer Recreation**.
- Activities must be created in APlus/Cayen 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/Cayen by **Monday, June 6, 2022**, 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 **2022 Summer Recreation** activity. Specific activity attendance should be tracked consistently in the individual program activities by group in APlus/Cayen.
- Group sizes (actual ADA) should not exceed 15 the maximum number of participants and staff as required by YoungStar..
- All attendance must be entered in APlus/Cayen 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/Cayen within 5 business days of the last date of Summer Recreation Programs.

For assistance: MPS Technology Support at 414-438-3400

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)	414-935-7213
(2)	245 W. Lincoln Ave. (53207)	414-935-7223
(3)	2333 N. 49 St. (53208)	414-935-7233
(4)	6929 W. Silver Spring Dr. (53218)	414-935-7243
(5)	2920 N. 4 St. (53233)	414-935-7253
(6)	3006 S. 27 St. (53233)	414-935-7263
(7)	3626 W. Fond du Lac Ave. (53208)	414-935-7273

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

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/Cayen 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.



Caring for Your Building – Faculty and Staff

Routine Classroom Cleaning

The following are expectations for faculty and staff to keep their classrooms and common areas clean .

Classroom Setup

- 】 Keep bookcases neatly organized
- 】 Do not pack bookcases or storage cabinets beyond their capacity
- 】 Do not double stack bookcases or filing cabinets
- 】 Materials should not be stored on top of cabinets
- 】 Electrical cords and ethernet cables are not to trail across the floor or be tucked under carpets
- 】 Do not hang items on light fixtures or ceilings
- 】 Tape should not be put on walls, doors, floors, or glass (exception: blue painter's tape)
- 】 Keep items off heat sources such as univents and radiators
- 】 Ensure that classroom vents are not blocked

Throughout the Day

- 】 Keep food and drinks away from carpeted areas
- 】 Any spills must be cleaned up immediately
- 】 Food should be stored in proper containers to prevent ant and rodent infestation
- 】 Children's personal belongings should be placed neatly in assigned locations (not on floor)
- 】 Pick up trash from the floor

End of Day

- 】 All paint, glue, or other craft supplies must be cleaned up; do not leave paint brushes and cups in the sink
- 】 Remove general clutter from floor and properly store
- 】 Return all toys, materials, books, and equipment to assigned areas/shelves
- 】 Place chairs on top of desks at the end of the school day



Caring for Your Building – Students

General Expectations

- 1 Take care of your environment
- 1 Take care of your belongings
- 1 Return items to appropriate places

Hallway Behavior

- 1 Don't litter; put trash in the garbage can
- 1 Pick up paper from the floor
- 1 Keep lockers neat and orderly
- 1 Keep track of personal belongings
- 1 Keep work area organized

Classroom Expectations

- 1 Students must arrive on time
- 1 Take care of classroom materials; use materials gently and appropriately
- 1 Return items to appropriate places
- 1 Take care of belongings
- 1 Keep the area around your desk free of debris
- 1 The teacher is in charge of the classroom at all times – any adjustments to the physical arrangements such as opening windows, adjusting window shades, changing thermostats, etc., may be made only under the teacher's direction
- 1 Students must deposit all waste materials in proper containers; school is your home away from home – treat it as such
- 1 No food, beverages, or gum are allowed at any time other than a school-sponsored event
- 1 Writing on desks, damaging equipment, etc., is vandalism and is unacceptable
- 1 Place your chair on top of your desk at the end of the school day

Bathroom Behavior

- 1 Keep facilities clean
- 1 Flush toilet after using
- 1 Toilet paper is put into the toilet only
- 1 Push soap and pull towel dispenser gently
- 1 The bathroom is not a play area

Cafeteria Behavior

- 1 Keep all food in the cafeteria
- 1 Students must clean their area before they leave the cafeteria
- 1 Clean up table and floor areas
- 1 Students must be seated unless purchasing food/beverages, returning trays, discarding garbage, or they are with staff
- 1 Sitting on cafeteria tables is unacceptable; tables are not designed to withstand the stress
- 1 Throwing food is not permitted under any circumstances; students caught throwing food will be disciplined

Bus Behavior

- 1 Put trash in the garbage can
- 1 Keep track of personal belongings

Field Trip Reminders

Field Trip Approval Process

- No field trips shall be permitted without the written approval of MPS Recreation.
- Requests for field trips must satisfy the following criteria:
 - The field trip must ensure the maximum safety of students and staff, including, but not limited to:
 - Having, using, and distributing authorized PPE as applicable.
 - Ensuring physical-distancing on buses and at field trip venues as applicable.
 - Lead agencies must submit field trips requests no less than two weeks in advance of the proposed field trip date. Requests will be reviewed by the assigned MPS Recreation Supervisor. The decision to approve or deny a field trip request shall be in the sole discretion of MPS and will be in the best interests of MPS and its partners.

Field Trip Operations

- All students should be properly identified with t-shirts, name tags, lanyards, or wrist bands, etc.
- Field Trip destinations and return times should be posted at the Summer Recreation Program (SRP) entrance (where parents/guardians pick up and drop off each day).
- Permission slips should include the trip location, address and return time to the SRP site for parent/guardian pick-up.
- Emergency information for each participant must be carried by lead instructors while off site.
- Using daily rosters, staff must take attendance when leaving the SRP site for the field trip destinations, as well as when leaving the field trip site and returning to your SRP. All children must be accounted for before boarding the bus or departing from any field trip location.

Field Trips Involving Swimming

- Field trips involving recreational swimming at any facility or natural or artificial body of water, such as lakes or oceans, are strictly prohibited without the presence of a certified lifeguard and appropriate MPS supervision. The presence of certified lifeguards must be confirmed prior to approval of the trip. Field trips involving recreational swimming without a certified lifeguard will not be approved under any circumstance.
- It is extremely important that all registration packets include parent/guardian confirmation of their child's swimming level, in addition that all permission slips must include the following statement. **"Please indicate your child's swimming level: expert, intermediate, beginner, cannot swim"** per Milwaukee Public School District policy.
- Refer questions to MPS Benefits and Insurance Services, at (414) 475-8010.



(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS 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#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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-American
- White/Caucasian
- Hispanic-American
- Non-Hispanic/Latino
- Native American
- Native Hawaiian/Pacific Islander
- 2 or more Races
- Other/Unknown: _____

Primary Language:

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

Lives with: Both Parents Father (single parent) Foster Care Grandparent(s) **Check this box if you would like to request a fee wavier.**

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 Summer Recreation Program (SRP) - 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 (SRP). In the event of any injury requiring medical attention, I hereby grant permission to the SRP 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 SRP activities that are not reasonably within the control of the SRP staff (including volunteers). I/we therefore agree to release and hold harmless the Milwaukee Board of School Directors, its agents, officer, employees and agents, 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 SRP 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 SRP. 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 SRP program. I further give my consent to the SRP 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 SRP 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.

I 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: _____

Revised 3/29/2022 MPS

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



(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
Formulario de registro de participantes juveniles de verano

Sitio: _____

Dejarlo(a) temprano Recogerlo(a) tarde Ambos

Apellido	Nombre	MI	Fecha de nacimiento	Edad	Número de ID del estudiante
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Marque una opción para cada uno.

Género: Masculino Femenino

Dirección: _____

Código postal: _____ Teléfono: _____

Correo electrónico: _____

Escuela: _____ Grado: _____

Nombre del maestro o de la maestra: _____

Nombre del profesor o de la profesora de matemática: _____

Nombre del profesor o de la profesora de inglés: _____

Etnia: <input type="checkbox"/> Afroamericano(a) <input type="checkbox"/> Asiático(a) <input type="checkbox"/> Blanco(a) <input type="checkbox"/> Hispano(a) <input type="checkbox"/> Nativo(a) americano(a) <input type="checkbox"/> Hawaiano(a) nativo(a) o de otra Isla del Pacifico <input type="checkbox"/> Otra: _____	Lengua de preferencia: <input type="checkbox"/> Inglés <input type="checkbox"/> Español <input type="checkbox"/> Birmano <input type="checkbox"/> Karen <input type="checkbox"/> Rohinyá <input type="checkbox"/> Árabe <input type="checkbox"/> Hmong <input type="checkbox"/> Somalí <input type="checkbox"/> Otra: _____
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Vive con: Ambos padres Padre (padre solo) Familia de acogida Abuelo(a)s

Marque esta casilla si desea solicitar una exención de honorarios. Tutor(a) legal

Custodia compartida Madre (madre sola) Otro: _____

Transporte: Bus: Ruta: _____ Bus/van de CLC Recogerlo Camina a casa Otro: _____

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

Página de información del hogar - Complete solo uno por familia

Apellido de madre, padre o tutor(a) legal	Nombre	Teléfono del hogar	Teléfono del trabajo	Relación
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACTOS ADICIONALES: Lista de contactos adicionales para el niño o los niños. Utilice las casillas para indicar si los individuos están autorizados a recoger al niño o a los niños y/o si serán contactos de emergencia. Si marca la casilla «Viven juntos(as)», indica que la persona en la lista vive en el mismo hogar que ustedes. Si no hay ningún adulto en la lista, y no marcó ninguna casilla, SOLO MADRE, PADRE O TUTOR(A) LEGAL PODRÁ recoger al estudiante o a los estudiantes.

Apellido	Nombre	Dirección	Teléfono del hogar	Teléfono del trabajo	Relación	¿Recoge al estudiante?	¿Contacto de emergencia?	¿Viven juntos(as)?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[] Marque la casilla si hay restricciones legales vigentes. Lista de personas que no tienen permitido ver a un estudiante en el sitio y/o personas que no tienen permitido recogerlos por restricciones legales.

Apellido	Nombre	Apellido	Nombre
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Autorización de madre, padre o tutor(a) legal para el Summer Recreation Program (SRP) - Lea con atención -Debe estar firmado por madre, padre o tutor legal de participantes de hasta 17 años de edad

AUTORIZACIÓN: Por la presente autorizo que mi hijo(a) y yo participemos del Summer Recreation Program (SRP) ya mencionado. En caso de alguna lesión requiera atención médica, por la presente autorizo que el personal de SRP (incluso voluntarios) se ocupen de mi hijo(a) o de mi, incluso para buscar atención médica.

RENUNCIA: Reconozco o reconocemos que situaciones y problemas imprevistos pueden surgir durante las actividades de SRP que razonablemente no están bajo el control del personal de SRP (incluso voluntarios). Por lo tanto, aceptamos eximir de toda responsabilidad a la Junta de directores escolares de Milwaukee, sus agentes, oficiales, empleados y voluntarios, de cualquier responsabilidad, demanda, acción judicial, juicio, costo, interés y gasto (incluso los honorarios y costos de abogados) que surjan a partir de dichas actividades, incluso un accidente o lesión que me afecte a mí mismo(a) o a mi hijo(a) y los costos de los servicios médicos.

DIVULGACIÓN/PUBLICACIÓN DE IMÁGENES: Entiendo, como madre, padre o tutor legal del niño o de la niña mencionado(a), que, en ocasiones, los medios de noticias a nivel local y nacional y/o organizaciones sin fines de lucro se asocian a las Escuelas Públicas de Milwaukee (MPS) y solicitan filmar, sacar fotografías y/o entrevistar a los niños de SRP y MPS. Al firmar esta autorización, también permito que MPS utilice fotografías, diapositivas, imágenes digitales u otras reproducciones mías o de mi hijo(a) menor o materiales de mi propiedad o de mi hijo(a), y que publiquen las fotografías, diapositivas o imágenes finales sin compensación en emisiones, publicaciones, en la web u otros medios impresos o electrónicos relacionados con el papel y la función de SRP. Entiendo que al firmar, en nombre de mi hijo(a) y de mi mismo(a), libero a MPS y a sus directores, oficiales, empleados y agentes de futuras demandas, al igual que de cualquier responsabilidad que surja a partir del uso de fotografías u otras imágenes. Este formulario será válido durante el presente programa SRP. También autorizo que el programa de SRP y MPS (en conjunto) compartan los registros de los participantes entre ellos para propósitos de apoyo educativo y de asistencia. Además, entiendo que es probable que SRP utilice los registros de los participantes para evaluar el progreso y la mejora individual y para evaluar el impacto general del programa para continuar obteniendo financiamiento para el programa.

POR LA PRESENTE CERTIFICO QUE HE LEÍDO Y QUE COMPRENDO LA INFORMACIÓN DE ESTE DOCUMENTO:

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

OFFICE USE ONLY	Site #:	Bus #:	Date entered in computer: ____ / ____ / ____	Data Staff Initials:
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**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
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., DCF 251.04(6)(a)6., and DCF 252.41(4)(a)6. 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)	Birthdate (mm/dd/yyyy)	First Day of Attendance (mm/dd/yyyy)
Home Address (Street, City, State, Zip Code)		

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

Name	Primary Telephone Number	Work Telephone Number	Secondary Telephone Number
Name	Primary Telephone Number	Work Telephone Number	Secondary Telephone Number

PHYSICIAN / MEDICAL FACILITY INFORMATION

Physician Name	Medical Facility Address	Telephone Number
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SUNSCREEN / INSECT REPELLENT AUTHORIZATION If provided by the parent, the sunscreen or insect repellent shall be labeled with the child's name. Per DCF 250.07(6)(h)6., Authorizations shall be reviewed periodically and updated as necessary. Per DCF 251.07(6)(g)3., authorizations shall be reviewed every 6 months 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.

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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 – Child Care Centers* 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: _____

HISTORIAL DE SALUD Y PLAN DE ATENCIÓN DE EMERGENCIA
HEALTH HISTORY AND EMERGENCY CARE PLAN

Uso del formulario: Este formulario es obligatorio para que las guarderías familiares y grupales y los campamentos de día cumplan con el DCF 250.04(6)(a)1 , DCF 251 04(6)(a)6 , y el DCF 252 41(4)(a)6. de los Wisconsin Administrative Codes. En caso de no cumplir con este requisito, podría emitirse una declaración de incumplimiento. La información personal que proporcione puede usarse para fines secundarios [Privacy Law, s 15 04(1)(m), Wisconsin Statutes]

Instrucciones: El padre/tutor debe completar este formulario para colocarlo en el archivo del niño antes de su primer día de asistencia. La información contenida en el 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 periódicamente la información provista en este formulario

INFORMACIÓN DEL NIÑO		
Nombre (apellido, nombre, segundo nombre)	Fecha de nacimiento (mm/dd/aaaa)	Primer Día de Asistencia (mm/dd/aaaa)
Domicilio particular (calle, ciudad, estado, código postal)		

INFORMACIÓN DEL PADRE/TUTOR Proporcione información sobre dónde se puede encontrar a el/los padre(s)/tutor(es) mientras el niño está bajo cuidado.			
Nombre	Número de teléfono principal	Número de teléfono del lugar de trabajo	Número de teléfono secundario
Nombre	Número de teléfono principal	Número de teléfono del lugar de trabajo	Número de teléfono secundario

INFORMACIÓN DEL MÉDICO / CENTRO DE SALUD		
Nombre del médico	Dirección del centro de salud	Número de telefono

AUTORIZACIÓN DE PANTALLA SOLAR/REPELENTE DE INSECTOS Si lo proporcionan los padres, el protector solar o el repelente de insectos se etiquetarán con el nombre del niño. De acuerdo con DCF 250 07(6)(h)6 , las autorizaciones se revisarán periódicamente y se actualizarán según sea necesario. De acuerdo con DCF 251 07(6)(g)3., las autorizaciones se revisarán cada seis meses y se actualizarán según sea necesario.

<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a aplicar protector solar a mi hijo.	Marca	Fuerza del ingrediente
<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a permitir que mi hijo se aplique el protector solar		
<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a aplicar repelente a mi hijo	Marca	Fuerza del ingrediente
<input type="checkbox"/> Sí <input type="checkbox"/> No Autorizo al centro a permitir que mi hijo se aplique el repelente		

HISTORIAL DE SALUD Y PLAN DE ATENCIÓN DE EMERGENCIA Si está disponible, adjunte cualquier información del plan de atención médica del médico, terapeuta, etc. Del niño.

1 Marque cualquier afección médica especial que pueda tener su hijo

- Ninguna afección médica específica
- Asma Diabetes Problemas gastrointestinales o de alimentación, incluida una dieta especial y suplementos
- Parálisis cerebral/trastorno motor Epilepsia/trastorno convulsivo Cualquier trastorno, incluyendo discapacidades cognitivas, discapacidades de aprendizaje, TDA, TDAH o autismo
- Otras condiciones que requieren cuidados especiales especifique
- Alergia a la leche Si un niño es alérgico a la leche, adjunte una declaración del profesional médico que indique la alternativa aceptable
- Alergias alimentarias especifique los alimentos
- Alergias no alimentarias especifique

2022 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"/> 0-15 Students	<input type="checkbox"/> 16-30 Students	<input type="checkbox"/> 31+ 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...				

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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?	<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:	

#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?	<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:	

#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?	<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:	

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			

OUTSIDE ORGANIZATION REQUESTS ONLY

Department of Recreation and Community Services

GENERAL SCHOOL USE

Principal

80163 – 4/16

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	8
251.05 Staff	2	251.08 Transportation (if applicable)	11
251.055 Supervision and Grouping	5	251.09 Infant and toddler care (if applicable)	12
251.06 Physical plant and equipment	6	251.095 Care of school-age children (if applicable)	12

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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)(m) Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the child care center does not adversely affect the health, safety or welfare of any child under the care of the licensee.			
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.)			
251.04(8) Reporting Child Abuse or Neglect			
(8)(a) MANDATED REPORTING – CHILD ABUSE A licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02 (1) and 48.981 (1), Stats , shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats			
(8)(b) BIENNIAL TRAINING – CHILD ABUSE & NEGLECT The licensee, shall ensure that every employee and volunteer who comes in contact with the children at the child care center has received training every 2 years in all of the following 1. Child abuse and neglect law 2 How to identify children who have been abused or neglected 3. The procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.			
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)4.a. STAFF RECORD - REGISTRY CERTIFICATE A certificate from The Registry documenting that the person has met the educational qualifications for the position under sub. (3) if the person has worked as a teacher, director, or administrator at the center for at least 6 months. A copy of an educator’s license issued by the department of public instruction as a teacher may substitute for a certificate from The Registry.			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
(2)(a)4.b. STAFF RECORD - REGISTRY CERTIFICATE - SCHOOL AGE PROGRAMS For administrators, center directors, and teachers in school-age only programs that have been in the position for 6 months or more, a certificate from The Registry.			
(2)(a)4.c. STAFF RECORD - REGISTRY CERTIFICATE – UPDATED For persons required to have a certificate from The Registry under subd. 4. a. and b., an updated certificate from The Registry within one year following the effective date of a significant revision of this chapter, as determined by the department.			
(2)(a)4.d. STAFF RECORD - EDUCATIONAL QUALIFICATIONS For persons not required to have a certificate from The Registry, including assistant teachers, and a teacher, center director, or administrator who has not worked for the center for more than 6 months, documentation of the person’s educational qualifications.			
(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/AHT 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			
(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			

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DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
(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 license 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.			
(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: 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.			
* <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> * <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>			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
(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.			
(3)(k)4. CONTACT WITH PERSON – DIARRHEAL DISEASE No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease			
251.05(4) Staff Development			
(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.)			
(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.			
DCF 251.055 SUPERVISION AND GROUPING			
251.055(1) Supervision			
(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.			
(1)(b) SUPERVISION – TEACHER PER GROUP OF CHILDREN At least one child care teacher shall supervise each group of children.			
(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.			
251.055(2) Grouping			
(2)(a) GROUP SIZE – MAXIMUM The maximum number of children in a group may not exceed the number specified in Table 251.055.			
(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.	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	

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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>			
<p>(1)(b) COMMERCIAL BUILDING CODE – CHILDREN UNDER 30 MONTHS If a group child care center cares for children 30 months of age or less, an applicant or licensee shall obtain a building inspection report that designates areas of the center that are approved for children 30 month of age or less when a center is inspected after September 29, 2019, due to any of the following: 1. Remodeling or modifications at an existing center that requires an inspection under Wisconsin commercial building codes or local ordinances 2. An inspection done under par (a) to obtain an initial license.</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>			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
251.06(3) Emergency Plans and Drills			
(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:			
(3)(b)1. EMERGENCIES - ROUTES AND SHELTER AREAS POSTED Post the fire evacuation route and tornado shelter areas.			
(3)(b)2. EMERGENCIES - PRACTICE WRITTEN PLANS Practice the fire evacuation plan monthly, and tornado drills monthly from April through October.			
(3)(b)3. EMERGENCIES - STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is an emergency			
251.06(4) Fire Protection			
(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. <i>* DCF 251.095(3) Exceptions for programs serving only school-age children in school buildings. Section DCF 251.06(4)(a) on fire extinguishers.</i>			
(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.			
(4)(e) EXTENSION CORD USE An extension cord may not be used permanently with an appliance.			
(4)(f) ELECTRICAL OUTLET LIMIT No more than two electrical appliances may be plugged into any one wall outlet.			
(4)(g) BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room shall be closed.			
(4)(h) STORAGE AREAS UNDER STAIRS Areas under stairs may not be used for storage.			
(4)(i) EXIT LIGHTS All exit lights shall be lit at all times			
(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 Fire Safety and Emergency Response Documentation – Group Child Care Centers may be used to document compliance.)			
<i>* DCF 251.095(3) 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>			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
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			
(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.			
(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:			
(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.			
(11)(b)6m. CREOSOTE OR PCP TREATED WOOD Wood containing creosote or pentachlorophenol (PCP), including railroad ties, may not be accessible to children.			
(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. <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>			
(11)(b)8 OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings and slides.			
(11)(bm) OUTDOOR PLAY EQUIPMENT – PROVIDED Outdoor equipment shall be safe and durable. The outdoor equipment shall be all of the following: 1. Used in accordance with all manufacturer’s instructions and any manufacturer’s recommendations that may affect the safety of children in care. 2. Scaled to the developmental level, size, and ability of the children 3. Of sturdy construction with no sharp, rough, loose, protruding, pinching, or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary. 4. Placed to avoid danger of injury or collision and to permit freedom of action			
DCF 251.07 PROGRAM			
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, discomfoting, 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.			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.07 PROGRAM (continued)	Met	N/A	COMMENTS
(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.			
(2)(f) PROHIBITED ACTIONS – TOILET TRAINING A child may not be punished for lapses in toilet training.			
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.			
(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.			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.07 PROGRAM (continued)	Met	N/A	COMMENTS
(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.			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.08 TRANSPORTATION	Met	N/A	COMMENTS
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:			
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			
(4)(d)1. DRIVER – CELL PHONE USE Except as provided in subd. 2., a driver of a vehicle that is transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading, or transporting children, except when the vehicle is out of traffic, not in operation, and any of the following applies: a. The phone or device is used to call 911. b. The phone or device is used to communicate with emergency responders. c. The phone or device is used to communicate with the center regarding an emergency situation.			
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)(b)2 SEAT BELT USE – ADULT Each adult in the vehicle shall be properly restrained by a seat belt in accordance with s. 347.48, Stats , and ch. Trans 315.			
(6)(b)3. SEAT BELT USE – SHARING Seat belts may not be shared			
(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.			

(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.08 TRANSPORTATION (continued)	Met	N/A	COMMENTS
(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			
251.09(4) Diapering and Toileting			
(4)(a) INFANT & TODDLER – WORKER DIAPERING / TOILETING RESPONSIBILITIES Child care workers shall do all of the following:			
(4)(a)3 INFANT & TODDLER – DIAPER CHANGING SURFACE DISINFECTION Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use. The disinfectant 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.			
DCF 251.095 EXCEPTIONS & ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE			
Note: There are some exceptions to the requirements for programs serving school-age children (including children age 4 and above who are enrolled in a public school). Please see the licensing rules for these exceptions found in DCF 251.095(2) and (3).			
251.095(4) Additional Requirements For Group Child Care Centers Serving School-Age Children			
(4)(b)2. SCHOOL-AGE CARE – CENTER DIRECTOR, CHILD CARE TEACHER A center director or child care teacher of a center serving only school-age children shall meet the requirements of DCF 251.05(3)(e) or (f), as appropriate, or shall substitute for those requirements department-approved experience, credits or approved courses in education, physical education, child guidance, recreation, coaching, social work, juvenile justice, or other department-approved training. The Wisconsin Afterschool and Youth Credential may be used to meet the requirements for a center director or child care teacher.			
(4)(b)3. SCHOOL-AGE CARE – ASSISTANT CHILD CARE TEACHER Each assistant child care teacher shall meet the requirements in DCF 251.05(3)(g) or shall have satisfactorily completed at least 10 hours of training approved by the department in care of school-age children within 6 months after assuming position			

**(ATTACHMENT 30) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
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.



Caring for Your Building – Faculty and Staff

Routine Classroom Cleaning

The following are expectations for faculty and staff to keep their classrooms and common areas clean .

Classroom Setup

- 】 Keep bookcases neatly organized
- 】 Do not pack bookcases or storage cabinets beyond their capacity
- 】 Do not double stack bookcases or filing cabinets
- 】 Materials should not be stored on top of cabinets
- 】 Electrical cords and ethernet cables are not to trail across the floor or be tucked under carpets
- 】 Do not hang items on light fixtures or ceilings
- 】 Tape should not be put on walls, doors, floors, or glass (exception: blue painter's tape)
- 】 Keep items off heat sources such as univents and radiators
- 】 Ensure that classroom vents are not blocked

Throughout the Day

- 】 Keep food and drinks away from carpeted areas
- 】 Any spills must be cleaned up immediately
- 】 Food should be stored in proper containers to prevent ant and rodent infestation
- 】 Children's personal belongings should be placed neatly in assigned locations (not on floor)
- 】 Pick up trash from the floor

End of Day

- 】 All paint, glue, or other craft supplies must be cleaned up; do not leave paint brushes and cups in the sink
- 】 Remove general clutter from floor and properly store
- 】 Return all toys, materials, books, and equipment to assigned areas/shelves
- 】 Place chairs on top of desks at the end of the school day



Caring for Your Building – Students

General Expectations

- 1 Take care of your environment
- 1 Take care of your belongings
- 1 Return items to appropriate places

Hallway Behavior

- 1 Don't litter; put trash in the garbage can
- 1 Pick up paper from the floor
- 1 Keep lockers neat and orderly
- 1 Keep track of personal belongings
- 1 Keep work area organized

Classroom Expectations

- 1 Students must arrive on time
- 1 Take care of classroom materials; use materials gently and appropriately
- 1 Return items to appropriate places
- 1 Take care of belongings
- 1 Keep the area around your desk free of debris
- 1 The teacher is in charge of the classroom at all times – any adjustments to the physical arrangements such as opening windows, adjusting window shades, changing thermostats, etc., may be made only under the teacher's direction
- 1 Students must deposit all waste materials in proper containers; school is your home away from home – treat it as such
- 1 No food, beverages, or gum are allowed at any time other than a school-sponsored event
- 1 Writing on desks, damaging equipment, etc., is vandalism and is unacceptable
- 1 Place your chair on top of your desk at the end of the school day

Bathroom Behavior

- 1 Keep facilities clean
- 1 Flush toilet after using
- 1 Toilet paper is put into the toilet only
- 1 Push soap and pull towel dispenser gently
- 1 The bathroom is not a play area

Cafeteria Behavior

- 1 Keep all food in the cafeteria
- 1 Students must clean their area before they leave the cafeteria
- 1 Clean up table and floor areas
- 1 Students must be seated unless purchasing food/beverages, returning trays, discarding garbage, or they are with staff
- 1 Sitting on cafeteria tables is unacceptable; tables are not designed to withstand the stress
- 1 Throwing food is not permitted under any circumstances; students caught throwing food will be disciplined

Bus Behavior

- 1 Put trash in the garbage can
- 1 Keep track of personal belongings