

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

**MILWAUKEE BOARD OF SCHOOL DIRECTORS
PROFESSIONAL SERVICES CONTRACT**

This Contract is being entered into this ___ day of _____ 2024, by and between _____ (“Contractor”) and Milwaukee Board of School Directors d/b/a Milwaukee Public Schools (“MPS”). Contractor is a pre-approved lead agency for MPS’s summer recreation programming pursuant to **RFP 1075**.

1. SCOPE OF SERVICES

Contractor shall specifically perform the following tasks:

Contractor shall operate a Summer Community Learning Center Program, (each a “CLC” and together the “CLCs”) and/or Safe Place Program (“Summer Recreation Program”) at the direction of MPS, to provide a safe place for MPS students and neighborhood children within the city of Milwaukee to participate in recreational and educational activities.

Detailed scope of services are described and outlined in **Attachment A, Section I**, and its referenced appendices.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

2. TERM

This Contract shall be in effect on **June 1, 2024 through August 31, 2024**.

However, please note the final Summer Cost Report, is due no later than September 30, 2024.

Detailed requirements of dates of operations are further outlined in **Attachment A**, and its referenced appendices.

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

3. COMPENSATION

Total compensation under this Contract shall not exceed \$ _____. Additional guidelines and requirements regarding compensation are identified in **Attachment A, Section III**, and its referenced appendices.

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

No payment shall be made until a properly submitted invoice/Cost Report(s) pursuant to **Attachment A, Section III**, is approved. Said invoice/Cost Report(s) shall be submitted to:

Milwaukee Public Schools
Department of Recreation & Community Services
ATTN: Michelle Porter
5225 W. Vliet Street, Rm 162
Milwaukee, WI 53208
Copied to Email: waltermm@milwaukee.k12.wi.us

As a matter of practice, MPS attempts to pay all invoices/cost reports in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay cost reports/invoices submitted more than 60 days after actual work. In the case of grant funding, no payments shall be made after grant close out. Final cost reports/invoices must be marked as such.

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4. NON-APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way 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 prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor shall post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor is required to include a similar provision in all subcontracts to this Contract. Contractor agrees to comply with further terms as outlined in **Attachment A, Section V**.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall 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 granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. Contractor agrees to accept tender of the defense of any claim or action against MPS falling within the scope of this indemnity. 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 the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract. Further, Contractor agrees to comply with all additional terms outlined in **Attachment A, Section I.A. and Section V.C**.

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 two years and was eighteen years or older at the time.

Contractor will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

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8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

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

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

Workers’ Compensation	Statutory Limits
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 shows written proof that all employees and volunteers are protected by the coverage.*

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

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor’s and subcontractors’ general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor 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. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor’s insurers providing the coverages required by MPS for the duration of this Contract.

A sample Certificate of Insurance is attached hereto and incorporated by reference as **Attachment A, Appendix I**.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors’ Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

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

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11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving 10 days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with 10 days. 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 Contractor for use in completing the Contract. However, MPS shall recover all funds paid to Contractor under this Contract to which Contractor is not entitled. The decision of MPS will be final.

Contractor 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 such party, its facility, and/or activity. The failure of Provider to meet such standards may result in the automatic termination of this Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 30 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

Nothing in this, or any other, section shall prevent MPS from immediately terminating this Contract if it determines, in its sole discretion, that continuing this Contract would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor's engagement with MPS is limited solely to the operation of the 21st Century Community Learning Centers as outlined in this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract 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.

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16. PROHIBITED PRACTICES

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS’s Code of Ethics, providing in pertinent part, “[a]n 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.”
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.
- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If Contractors intends to use funds hereunder to purchase apparel for \$5,000.00 or more, the Provider agrees to provide only items manufactured by responsible manufacturers as that term is defined in MPS’s Administrative Policy 3.09(18)(B)4. Provider is required to include this provision in all subcontracts to this Contract.
- F. Contractors shall be nonsectarian in its programs, admissions policies, employment practices and all other operations. Contractor will regularly monitor the activities of its subcontractors, and any individual who participates in the providing of the CLC, to ensure compliance with this requirement.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its sub-contractors performing work under this Contract 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, Contractor has violated this living wage policy, MPS may terminate this Contract without liability for undelivered services or breach of contract. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

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:

Copy To: Director of Procurement & Risk Management
Milwaukee Public Schools
5225 W. Vliet Street, Room 160
Milwaukee, WI 53208

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its attachments and appendixes, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

The District shall not be bound by any terms and conditions included in of Contractor’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

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If any term or provision of this Contract will be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same will not affect the other terms or provisions hereof of the whole of this Contract, but such term or provision will be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties will be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION & LOBBYING RESTRICTIONS

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are 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. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

Concurrently with signing this Contract, Contractor will provide MPS with a certification which certifies that neither Contractor nor its principals and its subcontractors nor their principals are listed as debarred or suspended in the System for Award Management (SAM), the government-wide exclusion list maintained by the federal government. Provision of this certification is a material term of this Contract and condition precedent to any payment of compensation. If during the term of this Contract, Contractor, its principals or its subcontractors, are listed on SAM, Contractor has a duty to inform MPS of the same, at which time MPS will have the right to immediately terminate this Contract. In the event of such a termination, MPS will only be liable for services rendered through the effective date of termination. MPS will not be liable for any uncompleted portion of this Contract or for any goods or services purchased or paid for by Contractor for use in completing the Contract.

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor 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).

25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

26. NON-DISCLOSURE & OWNERSHIP

Absent prior written consent, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, use, publish, or disseminate any information or work product developed for MPS under this

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Contract for its own or any third party's benefit. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

27. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS's Executive Director of Communications & Outreach.

28. ORDER OF PRIORITY

Should Contractor and MPS sign Contractor's Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict.

29. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is

obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

30. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 0%. The paid student employment requirement of this Contract is 0 hours. The student career awareness requirement for this Contract is 0 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

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IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #:)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

VENDOR
ADDRESS
CITY, STATE, ZIP
PHONE

By: _____
*Keith P. Posley, Ed.D.
Superintendent of Schools*

Date: _____

SSN / FEIN:

Budget Code:

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

Reviewed by Contract Compliance:

By: *Jiquinna Cohen*

Date: 05.01.2024

ATTACHMENT A

2024 SUMMER RECREATION PROGRAM FOR MILWAUKEE’S YOUTH

Recitals

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’ before and after school recreation programming; and

WHEREAS, MPS enters this Contract with Provider for the provision of a 2024 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 seven (7) weeks. Pending MPS and MPS Recreation’s written approval, programming may extend up to 8 (eight) weeks. Summer Recreation Programs must begin no later than June 17, 2024, and end no earlier than August 2, 2024. 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 7:30 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 7:30 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 6:00 p.m., Monday – Friday. Summer Recreation Programs that operate in conjunction with Summer Academy locations may have different operating times.

(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.

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- 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 Contract or to sublease any portion of the Facility.
- 4. Provider is responsible for complying with the 2024 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, (dates and times to be determined). Provider must register its attending staff members no later than two (2) weeks prior to the training date. Provider is further responsible for providing continual staff training throughout the term of this Contract.
- 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 are actively engaged with participants at all times.

Youth ages 3-4 yrs.	Youth ages 4-5 yrs.	Youth ages 5+ yrs.
Ratio: 1-10 Group Max: 10 with 1 staff	Ratio: 1-13 Group Max: 13 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 (5) 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 12:00 p.m., Monday – Thursday for all participants in attendance.
 - (2) Recreation Enrichment
 - (a) All recreation activities must be conducted from 12:00 p.m. to 4:00 p.m., Monday – Friday for all participants in attendance.
- b) Middle & High School Program Requirements

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(1) Academic Enrichment

(a) A minimum of one academic enrichment activity per day must be conducted from 11:00a.m. - 6:00p.m. during summer program hours Monday – Friday for all participants in attendance.

(2) Recreation Enrichment

(a) All recreation enrichment activities must be conducted daily from 11:00a.m. - 6:00p.m. during summer 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.

9. MPS 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 (1) 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 MPS 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 dinnertime. 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 and sweeping and mopping floors.
- 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 mealtimes and immediately end any inappropriate behavior being displayed by the children.
- g) Failure to comply with any of these requirements will result in the discontinuance of food service.

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10. Provider will complete its 2024 Summer Recreation Program Proposal, as set forth in **Appendix A**, and submit it to MPS no later than two (2) weeks prior to the beginning of summer programming. Provider further agrees to enter all summer activities set forth in its 2024 Summer Recreation Program Proposal into the Cayen system by age group for the “2024 Summer” Term. The MPS Summer Recreation Program Project Team must review and approve this information prior to any disbursements being made under this Contract.

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 (5) business days after the last date of the Summer Recreation Program. Hard copies must be retained by Provider for seven (7) years.

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’ 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’ 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, and mandated reporting.

4. If media (TV, radio, newspaper, online journalists, etc.) approach or contacts the Summer Recreation Program Site Coordinator or lead agency, Provider should immediately defer to MPS. Provider at no time shall make any statements to the media. Provider must comply with MPS Stakeholder Policy.

II. FACILITIES

A. MPS shall provide space, (on a nonexclusive basis), utilities and routine custodial cleaning and maintenance at the MPS facility or facilities (hereinafter “facility”) set forth in **Appendix E**. 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.***

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B. MPS will provide to the school, 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.

C. MPS 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 no later than 6:30 p.m.

D. 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.

E. Building Usage

1. Provider shall use the MPS Facility provided for under this Contract only for the purposes of operating the Summer Recreation Program and in accordance with MPS's Policies and Procedures. Provider shall not use, nor allow others to use the MPS Facility and any of its equipment and supplies, for any other purpose.

2. Provider, its agents, employees, and/or participants enrolled in the Summer Recreation Program shall have the right to use the entrances and corridors necessary to secure access to the Facility provided. This right of use shall extend to the restroom facilities located nearest to where the Summer Recreation Program is being conducted. Such use shall be in common with MPS, its agents, employees, members of the public, and/or other providers.

3. MPS will provide an appropriate number of classrooms/multi-purpose rooms in which to run the Summer Recreation Program as well as adequate office space that is equipped with a desk, a working telephone, locked filing cabinet, accessibility to the internet to enter data into Cayen, and storage space for supplies/equipment.

4. 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.

5. MPS will provide available 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. Provider shall make no alterations, additions or improvements to the fixed equipment and building structure of the facility.

7. Provider shall quit and deliver possession of the utilized Facility peaceably and quietly at the end of this Contract 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 Contract shall become the property of MPS.

8. 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. 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.

9. 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

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control over Provider, and the activities covered by this Contract. The failure of the Provider to meet such standards could result in the automatic termination of this Contract.

F. Parking

1. MPS shall provide parking spaces at the facility to Provider, its officers, agents, employees and visitors under such restrictions as MPS may, from time to time, determine, including the requirement that priority in parking space assignment shall be given to MPS' 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, at no time shall MPS be responsible for any damage or loss 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 Contract, provided that Provider has complied with all MP's fiscal requirements and has supplied all records and reports requested by MPS and mandated by this Contract, 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 Contract will be disbursed as outlined in the **Appendix C**.

1. For Extension-funded Summer Recreation Programs, fifty percent (50%) of total budgeted funds will be disbursed upon MPS's execution of this Contract, provided that the Provider has submitted: the signed Contract by Provider's authorized signatory; 2024 Summer Recreation Program Budget; 2024 Summer Recreation Program Proposal; and a compliant Certificate of Insurance filed electronically in the EXIGIS system. 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 (5) 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, 2024.

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.

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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 Contract in accordance with the authorized cost categories identified in **Appendix C**.

2. Provider shall maintain, for seven years after the termination of this Contract, 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 Contract 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 Contract, Provider will return the overpayment within 30 days of written notice by MPS. As identified in **Appendix C**, Provider may designate a maximum of \$3,500.00 of the funds disbursed under this Contract 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 2024 Cost Report.

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

IV. TRANSPORTATION/FIELD TRIPS

A. No field trips shall be permitted without the prior written approval of MPS Recreation. Lead agencies must submit field trips requests no less than two (2) 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.

B. Requests for field trips must satisfy the following criteria:

1. All students should be properly identified with t-shirts, name tags, lanyards, or wristbands, etc.
2. 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).
3. Permission slips should include the trip location, address, and return time to the SRP site for parent/guardian pick-up.
4. Emergency information for each participant must be carried by lead instructors while off site.
5. 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 the SRP. All children must be accounted for before boarding the bus or departing from any field trip location.
6. Field trips involving recreational swimming at any facility or natural or artificial body of water, such as lakes, rivers or pools, are strictly prohibited without the presence of a certified lifeguard and appropriate Provider staff 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.
7. All registration packets must include parent/guardian confirmation of their child's swimming level. In addition, all permission slips must include the following statement: "Please indicate your child's swimming level: expert, intermediate, beginner, cannot swim" per MPS' District policy.
8. All field trips must adhere to DCF childcare licensing requirements.

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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 Contract. 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 Contract, Provider shall not discriminate against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability or socio-economic status. This obligation shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Provider will post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

C. Provider 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(C)(1). 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 Contract, 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

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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 Contract utilizing the Smart Sheet link provided herein: <https://app.smartsheet.com/b/form/9095513a736c49a791df055c1e2fa879>. Records that indicate a history of conviction or pending criminal charges will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS will immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with children. Failure to submit the results of any crime information records checks prior to the provision of services will result in the termination of services. All determinations made by MPS with regards to whether an individual is fit to provide services under this Contract 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 Contract 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 Contract; 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 Contract and Wis. Stat. § 48.685 on file for the duration of this Contract and to provide the same to MPS upon request.

D. 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 aforementioned requirements, it shall be Provider's burden to show it has met all such requirements.

E. When a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Contract 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.

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

G. 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 (See **Appendix D**) and DCF 251- Licensing Rules for Group Child Care Centers and Child Care Centers Established or Contracted by School Boards..

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

VI. APPENDIXES

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

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Appendix A	2024 Summer Recreation Program Proposal
Appendix B	2024 Summer Recreation Program Attendance Requirements
Appendix C	2024 Summer Recreation Program Fiscal Forms
Appendix D	2024 Summer Recreation Program Operations Manual
Appendix E	MPS Building Operations Daily Cleaning Requirements
Appendix F	MPS Facilities and Maintenance Caring for Your Building



**2024 Summer Recreation Program Proposal
Signature Page**

Site Name:

Due Date: May 24, 2024

I have read the terms and conditions of the 2024 Summer Recreation Program Contract and will ensure that all summer program activities, field trips, and events will be in alignment with the contract and the Summer Recreation Program goal of providing youth with engaging academic and recreation learning opportunities that support student growth and achievement.

<input type="text"/>		<input type="text"/>	
Principal's Name		Lead Agency Director's Name	
<input type="text"/>		<input type="text"/>	
Principal's Signature	Date	Director's Signature	Date
<input type="text"/> Site Coordinator's Name <input type="text"/> Site Coordinator's Signature Date			

All 2024 summer recreation activities and program information must be entered and set up in Cayen/APlus (Transact) by 5:00p.m. on June 14, 2024

MPS/Milwaukee Recreation 2024 Summer Recreation Program Proposal (CLCs/Safe Places) - Appendix A

The completion of this electronic form is required per the MPS/Milwaukee 2024 Summer Recreation Program for Milwaukee's Youth contract and is equivalent to submitting a paper copy of your 2024 Summer Recreation Program Proposal (Program Plan) to designated your Milwaukee Recreation CLC/Safe Place Project Team Member.

The following documents must also be submitted (uploaded) with your completed 2024 Summer Recreation Program Proposal:

- Completed, signed Signature Page (scanned pdf copy)
- 2024 Summer Recreation Program Weekly Schedule

REMINDERS:

Proposed summer field trips must be submitted to Milwaukee Recreation via the 2024 Summer Proposed Field Trip Approval Form

All 2024 Summer Recreation Program activities and program information must be completely created and set up in Cayen APlus (Transact) by 5:00p.m on June 7, 2024.

* Indicates required question

1. Program Cycle *

Mark only one oval.

Summer 2024

Summer Program Site Information

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2. Summer CLC-Safe Place Name/Location *

Mark only one oval.

- Allen-Field
- Audubon MS/HS
- Auer Ave @ COA Goldin Center
- Bay View HS
- Bethune
- Bradley Tech CLC/Vieau CLC @ Bradley Tech HS
- Browning @ SSNC
- Carson
- Carver @ Pieper-Hillside BGC
- Cass St.
- Clarke St.
- Doerfler
- Eighty-first St.
- Engleburg/Grantosa Dr. @ Engleburg
- Fifty-third St @ Mary Ryan BGC
- Forest Home Ave @ Rogers St. Academy
- Fratney
- Gaenslen
- Greenfield Bilingual/Lincoln Ave. @ Grant School
- Hayes Bilingual
- Hopkins-Lloyd
- Holmes @ Rufus King MS
- Gwen T. Jackson/Brown St. @ Gwen T. Jackson
- Kagel
- Kluge
- LaFollette
- Lincoln Center of the Arts MS
- Longfellow
- Maple Tree
- Metcalfe

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- Mitchell @ Davis BGC
- North Division HS
- Obama SCTE
- Pratt
- ALBA/Riley @ Riley
- Sherman
- Siefert
- Story @ Hi-Mount
- Thurston Woods
- Townsend St.
- Washington HS
- Westside
- Zablocki

3. Lead Agency *

Mark only one oval.

- America Scores
- Boys and Girls Clubs of Greater Milwaukee
- COA Youth and Family Center
- Silver Spring Neighborhood Center
- Journey House
- Milwaukee Christian Center
- Neighborhood House
- Neu-Life Community Development

4. CLC/Safe Place Program Office Phone Number *

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5. CLC/Safe Place Program Fax Number *

6. Site Coordinator's Name *

7. Site Coordinator's Email Address *

8. Site Coordinator's Office Phone Number *

9. Site Coordinator's Cell Phone Number *

10. Lead Agency Representative's Name *

11. Lead Agency Representative's Email Address *

12. Lead Agency Representative's Phone Number *

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13. Additional Lead Agency Representative's Name, Email, and Phone Number *

14. Principal's Name *

15. Principal's Email Address *

16. Principal's Phone Number *

Proposed Summer Program Hours of Operation

List hours open (example: 7:30a.m.-6:00 p.m.)

17. Summer Program Start Date *

Example: January 7, 2019

18. Summer Program End Date *

Example: January 7, 2019

19. Monday *

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20. Tuesday *

21. Wednesday *

22. Thursday *

23. Friday *

24. Summer Program Grade Levels to be Served (Check all that apply) *

Check all that apply.

- K4
- K5
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

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25. 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.

Check all that apply.

- Classrooms
- Gym
- Cafeteria
- Classroom computers/computer cart/computer lab
- Library
- Supplies/equipment
- Storage space
- Parent Center
- Kitchen (CLC/Safe Place staff are not permitted to use MPS kitchen facilities)

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

Check all that apply.

- Office space
- Desk
- Phone/Voicemail
- Computer/internet
- Locked filing cabinet
- Storage space
- Other: _____

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27. 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. *Below, please list emergency procedure/drill dates.*

Fire Drills - June, July, August

Tornado Drills - June, July, August

Emergency Lockdown Procedures - June, July, August

28. 4. All staff on-site during program hours must be CPR/AED/First Aid certified. (*per* ^{*} *DCF 251 Licensing Standards and MPS contract.*)

Please check here to confirm that all staff members have completed required CPR/AED/First Aid Certification. Provide certification expiration dates in Summer Program Staff Roster.

Mark only one oval.

Yes

No

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29. **5.** At least two CLC/Safe Place staff (site coordinator required) must complete DPI Medication Training. *

Please enter the names of at least two staff members that have been trained to administer medication to CLC/Safe Place students **and** the date they most recently completed DPI medication training.

This is mandatory training per MPS policy. (<https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>).

All Wisconsin school personnel and volunteers authorized to administer medication must complete the Basic Medication Administration Principles course at least once every four years. 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 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.)*

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

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

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

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

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34. **10.** Describe how students are permitted access to areas throughout the school building, including restrooms, classrooms and offices. *

35. **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.* *

Summer Recreation Program Staff Roster

Reminder: Staff to student ratios should abide by the following YoungStar standards and maximum group sizes. (CLCs and Safe Places do NOT serve 3 year olds.)

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

Below, provide the following information for each summer staff member: **Name (First and Last), Position, Grade levels/age groups staff will work with, Projected Work Hours Per Week, and CPR/AED/First Aid Certification Expiration Date.**

Example: Betty Boop, Group Leader, 3rd-5th Grade, 20 hours/week, CPR/AED/First Aid expiration date - 2/2025

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

36. **Staff 1 ***

37. **Staff 2 ***

38. **Staff 3 ***

39. **Staff 4 ***

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

40. **Staff 5 ***

41. **Staff 6**

42. **Staff 7**

43. **Staff 8**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

44. **Staff 9**

45. **Staff 10**

46. **Staff 11**

47. **Staff 12**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

48. **Staff 13**

49. **Staff 14**

50. **Staff 15**

51. **Staff 16**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

52. **Staff 17**

53. **Staff 18**

54. **Staff 19**

55. **Staff 20**

Summer Recreation Program Staff Development Plan

Directions: Describe the staff development/training topics that will be offered by the CLC/Safe Place summer program Lead Agency, summer program staff (Site Coordinator, Program leaders), day school, and other partners. Suggested staff development topics may include: CPR/AED/First Aid Training, effective discipline strategies, recreation activities, academic support, youth development, communication skills, etc.

Remember to document and track all staff PD in Cayen APlus!

Below, describe the training that will be provided for summer program staff: **Training Topic (Mandatory), Date of Training, Number of staff that will be trained, Organization/Individuals providing the training**

56. Summer Program Training Topics (Check all that will be provided.) *

Check all that apply.

- CPR/AED/First Aid (Required - all staff)
- Mandated Reporter/Child Abuse and Neglect (Required - all staff)
- Abusive Head Trauma (Required per DCF licensing)
- DPI Medication Administration (Required - Site Coordinator and at least 1 more staff)
- MPS Nutrition Services Summer Meal Program Training (Required - Site Coordinator and designated staff)
- Behavior Management Strategies
- Program Planning
- Leadership Plan Design & Implementation
- Maintaining High Quality Programming & Staff Interaction
- Other: _____

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

57. Staff Development Training #1: CPR/AED/First Aid (Required - all staff)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

58. Staff Development Training #2: Mandated Reporter/Child Abuse and Neglect (Required - all staff)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

59. Staff Development Training #3: Abusive Head Trauma (Required per DCF licensing)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

60. Staff Development Training #4: DPI Medication Administration (Required - Site Coordinator and at least 1 more staff)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

61. Staff Development Training #5: MPS Nutrition Services Summer Meal Program Training (Required - Site Coordinator and designated staff)

Below, describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

62. Staff Development Training #6:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

63. Staff Development Training #7:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

64. Staff Development Training #8:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

65. Staff Development Training #9:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

66. Staff Development Training #10:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

67. **UPLOAD** - Signature Page *

Files submitted:

68. **UPLOAD** - Summer Program Weekly Schedule *

Files submitted:

This content is neither created nor endorsed by Google.

Google Forms



2024 Summer Attendance Requirements K-5/K-8 & MS/HS Summer Recreation Programs

Site	Program Dates (Min: 7Wks)	Total Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				30	31-54	55+
Allen-Field School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Auer Ave. School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Bethune Academy +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Browning School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Carson Academy	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Carver Academy (at BGCGM Pieper Hillside)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Cass Street School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Clarke Street School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Doerfler School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Eighty-first Street School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Engleburg/Grantosa (Host Site: Engleburg)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Fifty-third Street School (at Mary Ryan BGCGM)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Forest Home Avenue School (at Mitchell School)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Fratney School ***	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Gaenslen School+	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Greenfield School/Lincoln Ave School (at Grant School)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Hayes Bilingual School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Hopkins Lloyd School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Holmes School (at Rufus King Middle)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Jackson School/Brown Street Academy (at Jackson School)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Kagel School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Kluge School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
LaFollette School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Longfellow School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334



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Maple Tree School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Metcalfe School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Mitchell School ***	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Pratt School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Riley School/ALBA (Host Site Riley)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Sherman School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Siefert School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Story Elementary (at Hi- Mount Elementary)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Thurston Woods	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Townsend Street School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Westside Academy	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Zablocki School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
K-12 Locations						
Bradley Tech HS +/- Vieau School (Host Site Bradley Tech)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Obama STCE (K12) +	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Middle/High School Locations				20	21-35	36-50
Audubon MS/HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Bay View HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Lincoln Center of the Arts	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
North Division HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Washington HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334

+ Summer Academy Sites

*** Funded by Wisconsin
Shares

All Final Disbursements will be based on a site's Average Daily Attendance (as per Cayen APlus Summer Recreation Program attendance records) from Monday, June 24 – Friday, August 2, 2024.

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 2024 CLC/Safe Place Summer Budget, the 2024 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:



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- 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, 2024.

Return by September 30, 2024 to:
 Milwaukee Recreation Department
 Attention: Michelle Porter
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

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: 2024

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 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2024 Summer Recreation Program - Schedule of Paid Costs
Monthly Report**

Project Name: 2024 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	Reimbursed
						Amount	
Budget Category Total							

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

**(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
2024 SUMMER RECREATION PROGRAM - SAMPLE BUDGET**

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	0
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
1 Program Leader					
2 Program Leader					
3 Program Leader					
4 Program Leader					
5 Program Leader					
6					
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					

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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
Computer / Printers		
Copier / Fax / Machine		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2024 SUMMER RECREATION BUDGET COST CATEGORIES

CATEGORY	DESCRIPTION
Personnel (Direct)	} Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	} Insurance (Disability, Health & Dental, Life) } Medicare } Retirement } Social Security } Unemployment Compensation } Workers Compensation
General Services (Direct)	} 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)	} 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)	} General Office Products & Consumable Supplies } Equipment Supplies (i.e., paper, ink, etc.) } Program Publications & Periodicals } Program Subscriptions/Books } Mailings / Postage } Duplicating
Equipment Purchase (Direct)	} Computer / Printer } Copy/Fax Machine } Photographic } Furniture } Audio } Telephone/Answering Machine
Equipment Rental (Direct)	} Audio /Visual } Furniture } DJ Equipment
Contractual	} Subcontracted Services
Transportation (Direct)	} Bus Tickets
Administrative/Indirect Cost	} A percentage of Provider's indirect Administrative Staff Cost } Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost reports, } 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 2024 Summer Recreation Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administering 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 \$3,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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 has a unit acquisition cost equal to or over three hundred dollars (\$300) 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 2024 summer program if the follow criteria are met. 1) The field trip must ensure the maximum safety of students and staff. 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 2024 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 2024 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 2024 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 (\$300). 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:

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- 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 30, 2024 to:
 Milwaukee Recreation Department
 Attention: Michelle Porter
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

WI Shares Summer Cost Report

For Use by MPS Finance

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

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

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

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

Summer: 2024

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

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

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

**(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
WI SHARES SUMMER RECREATION PROGRAM BUDGET 2024**

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	0
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
1 Program Leader					
2 Program Leader					
3 Program Leader					
4 Program Leader					
5 Program Leader					
6					
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					

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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
Computer / Printers		
Copier / Fax / Machine		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2024 SUMMER RECREATION PROGRAM - COST CATEGORIES

CATEGORY	DESCRIPTION
Personnel (Direct)	} Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	} Insurance (Disability, Health & Dental, Life) } Medicare } Retirement } Social Security } Unemployment Compensation } Workers Compensation
General Services (Direct)	} 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)	} 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)	} General Office Products & Consumable Supplies } Equipment Supplies (i.e., paper, ink, etc.) } Program Publications & Periodicals } Program Subscriptions/Books } Mailings / Postage } Duplicating
Equipment Purchase (Direct)	} Computer / Printer } Copy/Fax Machine } Photographic } Furniture } Audio } Telephone/Answering Machine
Equipment Rental (Direct)	} Audio /Visual } Furniture } DJ Equipment
Contractual	} Subcontracted Services
Transportation (Direct)	} Contracted Busses and Leases/Bus Tickets
Administrative/Indirect Cost	} A percentage of Provider's indirect Administrative Staff Cost } Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost reports, } 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 2024 Summer Recreation Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administering 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 \$3,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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 (\$300) 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 2024 summer program if the follow criteria are met. 1) The field trip must ensure the maximum safety of students and staff. 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 2024 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 2024 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 2024 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 (\$300). 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:

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.



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Milwaukee Public Schools Summer Recreation Programs



2024

SUMMER RECREATION PROGRAMS OPERATIONS manual

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2024 Summer Recreation Programs Important Summer Dates & Deadlines

Item / Event	Date	Notes
2024 Summer Recreation Program Request Form Due	February 8, 2024	Due to Milwaukee Recreation. Submission initiated by day school principal.
2024 Summer Recreation Program Kick-Off Meeting (virtual)	Monday, April 15, 2024	9:00a.m.-12:00p.m.; North Division High School, Rm. 335
Summer Building Permit Due	Friday, May 10, 2024	Upload to 2024 Summer Program Document Upload Form
Summer Field Trip Requests Due	Friday, May 10, 2024	Upload to 2024 Summer Field Trip Request Google Form <i>NOTE: 2024 Summer Field Trip Request Form will be released in March 2024. MPS Recreation will review requests and either approve or respond with feedback.</i>
2024 Summer Staff Training (In-person) North Division High School	Saturday, May 18, 2024 8:30a.m.-3:30p.m. North Division High School	All sites must register the following program staff to attend: Program Site Coordinator, safety/security, group leaders.
2024 Summer Recreation Resource (Vendor) Programs	Saturday, May 18, 2024	Resource (Vendor) Fair will take place during Summer Staff Training.
2024 Summer Recreation Program Proposal (Program Plan) due	Friday, May 24, 2024	Submit with 2024 Summer Program Proposal
2024 Summer Budget Documents due	Friday, May 24, 2024	Submit with 2024 Summer Program Proposal
Creation/set-up of all 2024 Summer Recreation Program activities in Cayen APlus complete	Friday, June 14, 2024	
Start of Summer Programming (all sites)	Monday, June 17, 2024	All programs will be closed Wednesday, June 19th, Thursday, July 4th, and Friday, July 5th. Sites will reopen on Monday, July 8.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



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APPENDIX D

<p>2024 MPS Summer Academy</p>	<p><u>Elementary (K5-8th)</u> June 24 - July 26 Monday - Friday 8:00am -12:00pm *Closed July 4 and July 5</p> <p><u>High School</u> Session I: June 13 - July 2 Monday – Friday 8:00am – 1:00pm Session II: June 24 - July 25 Monday – Friday 8:00am – 1:00pm *Closed Monday, July 3 and Tuesday, July 4</p>	<p>MPS Summer Academy registration is separate from Summer Recreation (CLC/Safe Place) Program registration. Registration for Summer Academy does not guarantee a spot in the Summer Recreation Program.</p> <p>Please direct parents to visit the 2024 Milwaukee Summer Academy website for MPS Summer Academy registration information.</p>
<p>2024 Summer Program Cayen/APlus/Transact attendance data entry complete: <i>(Per contract, due 5 work days after last day of summer program)</i></p>	<p>7-week programs: 8/9/2024 8-week programs: 8/16/2024 9-week programs: 8/23/2024</p>	<p>Daily activity attendance should be entered on a weekly basis for monitoring purposes.</p>
<p>2024 Summer Program Parent Surveys entered into Cayen/APlus <i>(Per contract, due 5 work days after last day of summer program)</i></p>	<p>7-week programs: 8/9/2024 8-week programs: 8/16/2024 9-week programs: 8/23/2024</p>	<p>Minimum of 25 anonymous surveys.</p>
<p>2024 Summer Program Participant Surveys entered into Cayen/APlus <i>(Per contract, due 5 work days after last day of summer program)</i></p>	<p>7-week programs: 8/9/2024 8-week programs: 8/16/2024 9-week programs: 8/23/2024</p>	<p>Minimum of 40 anonymous surveys.</p>
<p>2024 Summer Recreation Programs Showcase</p>	<p>Wednesday, July 24,2024 Time: TBA Beulah Brinton Community Center</p>	<p>All Summer Recreation Programs are encouraged to participate..</p>
<p>2024 Summer Recreation Seven-Week Program End Date</p>	<p>Friday, August 2, 2024</p>	<p>All sites must operate a minimum of 7 weeks</p>
<p>2024 Summer Recreation Eight-Week Program End Date</p>	<p>Friday, August 16, 2024</p>	<p>Only pre-approved sites may operate for 8 weeks</p>
<p>2024 Summer Recreation Nine-Week Program End Date</p>	<p>Friday, August 23, 2024</p>	<p>Only pre-approved sites may operate for 9 weeks</p>
<p>2024 Summer Recreation Program Final Expense/Cost Reports Due:</p>	<p>Monday, September 30, 2024</p>	<p>Submitted to Milwaukee Recreation, attn: Michelle Porter</p>



Summer 2024 MPS 21st CCLC/SAFE PLACE

Updated - 3/16/2024

Project Team Site Assignments

<p>Jazmyn Smith Recreation Supervisor Office: (414) 475-8813 Cell: (414) 333-6109 SMITJT2@ milwaukee.k12.wi.us</p>
ALBA (CLC) America SCORES
Allen-Field (CLC) Boys & Girls Clubs
Auer Avenue (CLC) COA
Brown Street (SP) Neu-Life
Browning (SP) Silver Spring NC
Forest Home Ave. (SP) Milwaukee Christian Center
Hopkins-Lloyd (CLC) COA
Kagel (CLC) Boys & Girls Clubs
Kluge (CLC) Boys & Girls Clubs
Pratt (CLC) Boys & Girls Club
Riley (SP) America SCORES
Riverwest (SP) Boys & Girls Clubs
Siefert (CLC) Boys & Girls Clubs
Story (SP) Neighborhood House
Westside (CLC) COA
Zablocki (CLC) Boys & Girls Clubs

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

<p>JaTerrance Young Recreation Supervisor Office: (414) 475-8474 Cell: (414) 881-9156 YOUNGJ1@ milwaukee.k12.wi.us</p>
Audubon MS/HS (CLC) Boys & Girls Clubs
Bay View HS (CLC) Boys & Girls Clubs
Bradley Tech HS (CLC) Boys & Girls Clubs
Lincoln Center of the Arts MS (CLC) COA
North Division HS (CLC) Boys & Girls Clubs
Obama SCTE (CLC) Boys & Girls Clubs
Washington HS (CLC) Boys & Girls Clubs
Carson (CLC) Boys & Girls Clubs
Carver (CLC) Boys & Girls Clubs
Cass Street (CLC) Boys & Girls Club
Doerfler (CLC) COA
Greenfield (CLC) Boys & Girls Clubs
Hayes Bilingual (CLC) Boys & Girls Clubs
Holmes (CLC) COA
Longfellow (CLC) Journey House
Mitchell (CLC) Boys & Girls Clubs

Beth-marie Kurtz
Recreation Manager – 21st CLCC & Safe Place Programs
Office: (414) 475-8869 / Cell: (414) 550-0436
kurtzbl@milwaukee.k12.wi.us

Wendeline Herndon
Secretary – Before and After School Programs
Office: (414) 475-8701
herndown@milwaukee.k12.wi.us



Updated - 3/16/2024

Summer 2024 MPS 21st CCLC/SAFE PLACE Project Team Sub Supervisors

In the event a Recreation Supervisor is not immediately available, please contact the assigned Sub-Supervisor. If the Sub-Supervisor is not immediately available, please contact another Recreation Supervisor, Recreation Manager, or Recreation Coordinator until a live person has been notified.

Table with 18 rows listing sub-supervisors for JaTerrance Young, Recreation Supervisor. Includes names like ALBA (CLC), Allen-Field (CLC), Auer Avenue (CLC), etc.

Table with 18 rows listing sub-supervisors for Jazmyn Smith, Recreation Supervisor. Includes names like Bethune Academy (SP), Clarke Street (CLC), Eighty-first Street (CLC), etc.

Table with 18 rows listing sub-supervisors for Helen Reid Hamilton, Recreation Supervisor. Includes names like Audubon MS/HS (CLC), Bay View HS (CLC), Bradley Tech HS (CLC), etc.

Beth-marie Kurtz
Recreation Manager - 21st CLCC & Safe Place Programs
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2024 Summer Recreation Program CLC & Safe Place Locations

To register, please contact the CLC or Safe Place Site Coordinator directly.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Program & Location	Phone	Days of Operation	Hours of Operation	Site Coordinator	Email Address	Lead Agency
Allen-Field (K4-5th) 730 W. Lapham Blvd. <i>Child Care Location Number: 003</i>	414-902-9341	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Itza Espinoza	itza.espinoza@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Audubon MS/HS (6th-12th) 3300 S. 39th St.	414-902-7938	06/17/2024-08/02/2024	11:00AM – 6:00PM	Zavair Moody	zavair.moody@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Auer Ave. (K4-5th) @ The COA Goldin Center 2320 W. Burleigh St. <i>Child Care Location Number: 181</i>	414-449-1757	06/17/2024-08/23/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Taisha Schindel	tschindel@coa-yfc.org	COA Youth and Family Center
Bay View HS (9th-12th) 2751 S. Lenox Ave.	414-294-2572	06/17/2024-08/02/2024	11:00AM – 6:00PM	Zavair Moody	zavair.moody@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
+ Bethune (K5-8th) 1535 N. 35th St. <i>Child Care Location Number: 130</i>	414-934-4642	06/17/2024– 08/02/2024	9:00AM-4:00PM 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Tim Stritesky	tim.stritesky@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
+ Bradley Tech HS (9th-12th) and Vieau (K4-8th) @ Bradley Tech HS 700 S. 4th St. <i>Vieau CLC - Child Care Location Number: 110</i>	Bradley Tech CLC 414-212-2561 Vieau CLC 414-902-6164	06/17/2024– 08/02/2024	Bradley Tech CLC - 11:00AM – 6:00PM Vieau CLC - 9:00AM-4:00PM 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Phylece Gilbert – Bradley Tech CLC Davonte Cunningham – Vieau CLC	phylece.gilbert@bgcmilwaukee.org davonte.cunningham@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Browning @ SSNC (K5-8th) 5440 N. 64th St. <i>Child Care Location Number: 120</i>	414-463-7950	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	James Wilberm	jwilberm@ssnc-milw.org	Silver Spring Neighborhood Center
Carson (K4-8th) 4920 W. Capitol Dr. <i>Child Care Location Number: 072</i>	414-393-4820	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Zikira Childs	zikira.childs@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee



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2024 Summer Recreation Program CLC & Safe Place Locations

To register, please contact the CLC or Safe Place Site Coordinator directly.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Program & Location	Phone	Days of Operation	Hours of Operation	Site Coordinator	Email Address	Lead Agency
Carver (K4-8th) @ Pieper- Hillside Boys & Girls Club 611 W. Cherry St. <i>Child Care Location number:128</i>	414-447-5320	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Sophia Hatchett	sophia.hatchett@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Cass Street (K4-8th) 1647 N. Cass St. <i>Child Care Location Number: 003</i>	414-212-2787	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Rose Alioto	rose.alioto@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Clarke Street (K4-8th) 2816 W. Clarke St <i>Child Care Location Number: 004</i>	414-267-1039	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Jametrius Hatchett-Stringer	Jametrius.Hatchett-Stringer@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Doerfler (K4-8th) 3014 W. Scott St. <i>Child Care Location Number: 049</i>	414-902-9507	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Hilda Garcia	hagarcia@coe-yfc.org	COA Youth and Family Centers
Eighty-first Street (K4-5th) 2964 N. 81 st St. <i>Child Care Location Number: 047</i>	414-852-4085	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Karen Simmons	karen.simmons@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Engleburg (K4-5th) and Grantosa Drive @ Engleburg 4850 N. 82 nd St. <i>Child Care Location Numbers: Grantosa - 160; Engleburg - 094</i>	414-616-5631	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Tammy Barnett	tammy.barnett@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Fifty-Third Street (K4-8th) @ Mary Ryan BGC 3000 N. Sherman Blvd. <i>Child Care Location Number: 061</i>	414-447-5333	06/17/2024-08/2/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	J'Anna McClain Kelly	Janna.mcclainkelly@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Forest Home Avenue (K4-5th) @ Mitchell School 1728 S. 23rd St., <i>Child Care Location Number: 147</i>	414-902-6200	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Lucia Bermudez Heather Perrine	bermudli@milwaukee.k12.wi.us perrinha@milwaukee.k12.wi.us	Milwaukee Christian Center



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2024 Summer Recreation Program CLC & Safe Place Locations

To register, please contact the CLC or Safe Place Site Coordinator directly.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICE CONTRACTS

Program & Location	Phone	Days of Operation	Hours of Operation	Site Coordinator	Email Address	Lead Agency
Fratney (K4-5th) 3255 N Fratney St. Child Care Location Number: 008	414-267-1154	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	LaTrese Benford	LaTrese.Benford@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
+ Gaensten (K4-8th) 1250 E Burleigh St Child Care Location Number: 153	414-267-5775	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Hollie Benz	holliebenz@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Greenfield Bilingual (K4-8th) and Lincoln Ave. (K4-5th) @ Grant School 2920 W Grant St. Child Care Location Number: Greenfield - 013; Lincoln Ave. - 154	414-902-8293	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Pablo Cruz	pablo.cruz@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
+ Hayes Bilingual (K4-8th) 971 W. Windlake Ave. Child Care Location Number: 166	414-902-7250	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Nicole Rodriguez	nicole.rodriguez@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Hopkins-Lloyd (K4-5th) 1503 W. Hopkins St. Child Care Location Number: 015	414-267-0641	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Qiyante Hurse-Riggins	qhurse-riggins@coa-yfc.org	COA Youth and Family Center
Holmes (K4-8th) @ Rufus King IB Middle School 121 E. Hadley St. Child Care Location Number: 014	414-267-1454	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Markevan Love	mlove@coa-yfc.org	COA Youth and Family Center
Gwen T. Jackson (K4-8th) and Brown St. (K4-8th) @ Gwen T. Jackson 2121 W Hadley St. Child Care Provider Location Number:	414-267-5633 Brown St. - 150; Jack n - 175	06/17/2024-8/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Leah Noid	leah@neu-life.org	Neu-Life Community Development
Kage! (K4-8th) 1210 W Mineral St. Child Care Location Number: 016	414-902-7446	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Alejandro Parra	alejandro.parra@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Kluge (K4-5th) 5760 N. 67th St. Child Care Location Number: 172	414-578-5068	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Retricia Byrd-Townsell	retricia.townsell@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
LaFollette (K4-8th) 3239 N 9th St. Child Care Location Number: 017	414-267-5345	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Alvin James	alvin.james@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Lincoln Center of the Arts MS (6th-8th) 820 E. Knapp St.	414-212-3331	06/17/2024-08/02/2024	11:00AM – 6:00PM	Sara Martinez	smartinez@coa-yfc.org	COA Youth and Family Center

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

2024 Summer Recreation Program CLC & Safe Place Locations

To register, please contact the CLC or Safe Place Site Coordinator directly.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Program & Location	Phone	Days of Operation	Hours of Operation	Site Coordinator	Email Address	Lead Agency
+ Longfellow Bilingual School (K4-8th) 1021 S. 21st St. Child Care Location Number: 055	414-647-0548	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Ahlex Perez	ahlex@journeyhouse.org	Journey House
Maple Tree (K4-8th) 6644 N. 107th St. Child Care Location Number: 149	414-578-5128	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Marquis Cheeks	marquis.cheeks@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Metcalfe (K4-8th) 3400 W North Ave. Child Care Location Number:	414-874-0269	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Raquel Williams	Raquel.williams@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Mitchell (K5-8th) 1728 S. 23rd St., Child Care Location Number: 021	414-902-8141	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:00-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Ana Magana	ana.magana@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
North Division HS (6th-12th) 1011 W. Center St.	414-267-5098	06/17/2024-08/02/2024	11:00AM-6:00PM	Nicholas Craft	nicholas.craft@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
+ Obama SCTE (K4-12th) 5075 N Sherman Blvd. Child Care Location Number: 151	414-393-5116	06/17/2024-8/02/2024	9:00AM-4:00PM** 7:00-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Nicholas Craft	nicholas.craft@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
+ Marvin Pratt (K4-5th) 5131 N Green Bay Ave. Child Care Location Number: 050	414-247-7314	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:00-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Dresidan Gatlin	dresidan.gatlin@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Riley (K4-8th) and ALBA (K5-8th) @ Riley 2424 S 4th St. Child Care Location Numbers: ALBA - 184; Riley - 024	414-902-7186	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Jessica Austin	jaustin@americascores.org	America Scores
Sherman (K4-8) 5110 W. Locust St. Child Care Location Number: 148	414-874-5814	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Wendell White	wendell.white@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee



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mkerec.net

2024 Summer Recreation Program CLC & Safe Place Locations

To register, please contact the CLC or Safe Place Site Coordinator directly.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Program & Location	Phone	Days of Operation	Hours of Operation	Site Coordinator	Email Address	Lead Agency
Siefert (K4-5th) 1547 N 14th St. <i>Child Care Location Number: 156</i>	414-935-1566	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:00-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Jameelah Mahmood	jameelah.mahmood@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Story (K4-8th) @ Hi-Mount Blvd. School 4921 W Garfield Ave. <i>Child Care Location Number: 159</i>	414-934-4870	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Susan Russell Roslyn Jones	srssl@aol.com jonesrx5@milwaukee.k12.wi.us	Neighborhood House
+ Townsend Street (K4-8th) 3360 N. Sherman Blvd. <i>Child Care Location Number: 028</i>	414-874-5985	06/17/2024-08/2/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Emmitt Colbert	emmitt.colbert@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Washington HS (6th-12th) 2525 N. Sherman Blvd.	414-875-6182	06/17/2024-08/2/2024	11:00AM – 6:00PM	Jermaine Howard	Jermaine Howard@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee
Westside (K4-5th) 1945 N. 31 st St. <i>Child Care Location Number: 030</i>	414-934-5074	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Antionette Means	ameans@coa-yfc.org	COA Youth and Family Center
Zablocki (K4-5th) 1016 W. Oklahoma Ave. <i>Child Care Location Number: 042</i>	414-294-2305	06/17/2024-08/02/2024	9:00AM-4:00PM** 7:30-9:00AM – Early Drop-off 4:00-6:00PM – Late Pick-up	Sonia Walker	Sonia.walker@bgcmilwaukee.org	Boys and Girls Clubs of Greater Milwaukee

(+) MPS Summer Academy:

K5-8th Grade: June 24-July 26, 2024; 8:00A.M. – 12:00P.M. | High School: Session I: June 13 - July 2, 2024; Session II: June 24-July 25, 2024, 8:00AM-1:00P.M. | Website: <https://mps.milwaukee.k12.wi.us/en/Programs/Summer-Academy.him>

DCF Provider No.: 2000563892

Regular 2024 Summer Recreation Program Hours: (CLCs and Safe Places)

Monday- Friday, 9:00A.M. – 4:00 P.M. – Elementary and K-8 Schools (K4-5th and K4-8th) Monday – Friday, 11:00A.M. – 6:00 P.M. – Middle and High Schools (6th, 8th and 9th -12th)

**** Optional Extended Hours: Early drop-off Monday – Friday 7:00/7:30A.M. – 9:00A.M. and Late pick-up Monday – Friday 4:00P.M. – 6:00P.M. – Hours may vary. Fees may apply. Check with CLC/Safe Place Site Coordinator.**



2024 Summer Attendance Requirements K-5/K-8 & MS/HS Summer Recreation Programs

Site	Program Dates (Min: 7Wks)	Total Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				30	31-54	55+
Allen-Field School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Auer Ave. School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Bethune Academy +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Browning School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Carson Academy	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Carver Academy (at BGCGM Pieper Hillside)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Cass Street School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Clarke Street School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Doerfler School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Eighty-first Street School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Engleburg/Grantosa (Host Site: Engleburg)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Fifty-third Street School (at Mary Ryan BGCGM)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Forest Home Avenue School (at Mitchell School)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Fratney School ***	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Gaenslen School+	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Greenfield School/Lincoln Ave School (at Grant School)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Hayes Bilingual School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Hopkins Lloyd School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Holmes School (at Rufus King Middle)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Jackson School/Brown Street Academy (at Jackson School)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Kagel School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Kluge School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
LaFollette School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Longfellow School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334



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Maple Tree School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Metcalfe School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Mitchell School ***	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Pratt School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Riley School/ALBA (Host Site Riley)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Sherman School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Siefert School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Story Elementary (at Hi- Mount Elementary)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Thurston Woods	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Townsend Street School +	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Westside Academy	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Zablocki School	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
K-12 Locations						
Bradley Tech HS +/- Vieau School (Host Site Bradley Tech)	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Obama STCE (K12) +	June 17- Aug 2	\$52,500	\$26,250	\$8,750	\$17,500	\$26,250
Middle/High School Locations				20	21-35	36-50
Audubon MS/HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Bay View HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Lincoln Center of the Arts	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
North Division HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334
Washington HS	June 17- Aug 2	\$46,667	\$23,334	\$7,778	\$15,556	\$23,334

+ Summer Academy Sites

*** Funded by Wisconsin
Shares

All Final Disbursements will be based on a site's Average Daily Attendance (as per Cayen APlus Summer Recreation Program attendance records) from Monday, June 24 – Friday, August 2, 2024.

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 2024 CLC/Safe Place Summer Budget, the 2024 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:



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- 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, 2024.



Summer Recreation Program Requirements

Elementary & K8 Sites

Dates & Hours of Operation:	See 2024 Summer Recreation Program Locations (approved list)
Academic Enrichment:	Mon.-Fri. from 9:00a.m. - 12:00p.m.
Recreation Enrichment:	Mon.-Fri. from 12:00p.m. - 4:00p.m.
* Early Drop-Off:	Mon.-Fri. from 7:00a.m.- 9:00a.m.*
Late-Pick-Up:	Mon.-Fri. from 4:00p.m.-6:00p.m.

*Early Drop-Off hours may vary based on school building engineer start times and building access.

Middle & High School Sites

Dates & Hours of Operation:	See 2024 Summer Recreation Program Locations (approved list) Mon.-Fri. from 11:00a.m. - 6:00p.m.**
Academic & Recreation Enrichment:	*Sites must complete at least one academic activity per day. 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 must create and maintain a binder containing daily/weekly sign-in/out rosters for all activities 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 cannot 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 Milwaukee Recreation Before and After School CLC/Safe Place Project Team must be called immediately after CPS has been contacted. (See 2024 MPS Summer Recreation Program Contract.)

Staff to Participant Ratios:

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

Youth Workers: These individuals may serve only 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. Youth workers may assist with activities, bathroom breaks, etc. but should never be responsible for the sole supervision of youth.

Summer Meal Programs

MPS Summer Recreation Program CLC and Safe Place staff are responsible for serving meals (breakfast, lunch, and dinner) at identified locations. This will include completing meal counts when handing out meals and wiping down and sanitizing cafeteria tables after each meal service (breakfast, lunch, and dinner).

MPS engineers or building service helpers are responsible for sweeping and mopping the cafeteria and handling/emptying all garbage bags and containers. Summer recreation 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 recreation program staff, food service managers, or building engineers should have any questions regarding these procedures, please contact MPS Nutrition Services.

Community Meal Program Locations only (School-based MPS CLCs and Safe Places): On off-site field trip days, one designated SRP staff member must remain on-site to serve cold meals to the community and check off each person eating on the Community Bag Meal Check Off Form.

Summer Meal Service Requirements

Training:

- Summer Recreation Program CLC and Safe Place staff responsible for serving meals must attend dinner program training provided by the MPS Department of Nutrition Services.
- During summer program operation, the dinner program will be audited by MPS Nutrition Services staff. During the audit, additional training will be provided for any areas out of compliance.

Meal Service:

- Each program service day, meals, milks, a thermometer, and daily paperwork will be set up in a designated refrigerator by MPS Nutrition Services staff.
- Before dinner service, Summer Recreation Program CLC and Safe Place staff must take the temperature of the cold entrée and milk and make sure the food is below 41 degrees. If the food is too warm, Summer Recreation Program CLC and Safe Place staff can call a nutrition services supervisor for guidance: 414-475-8370.
- Summer Recreation Program CLC and Safe Place staff should select a designated table as the “Service Table”. Students will come up to the designated service table, select a milk and be served a meal by rec staff.



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Point of Service (POS):

- One or two Summer Recreation Program CLC and Safe Place staff can efficiently serve meals depending on how many meals are being served. One staff member will hand out meals while the other checks off meals on meal count form.
- Each child must be checked off on the dinner count form as they go through the POS and receive the dinner meal.

After Meal Service:

- After students eat dinner in the cafeteria, tables will need to be wiped down with soap and water by Summer Recreation Program CLC and Safe Place staff. The MPS Nutrition Services kitchen staff will set up the soap and water in advance.
- Summer Recreation Program CLC and Safe Place staff will need to accurately count the leftover meals and indicate the count on the dinner form.
- Summer Recreation Program CLC and Safe Place staff should leave the dinner count form with the leftover meals and milk in the designated folder provided for the staff.
- The school building engineer will remove all dinner trash from the cafeteria.

Summer Program Closings: All requests for program closing must be submitted to MPS at least 1 business day (24 hours) in advance AND be pre-approved by Recreation Coordinator Leighton Cooper. CLC/Safe Place Site Coordinators and Lead Agencies are not permitted to close the summer recreation program or adjust program hours without the prior approval of MPS.

Prior to program end date, summer programs must disseminate summer program summer participant and parent surveys and enter results in the Cayen APlus system.

Shared Facilities: Summer Recreation 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 the 2024 Summer Recreation Program building permit to school principal/administrator, school engineer/building service helpers, school secretary/office staff, CLC/Safe Place Lead Agency, 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, Lead Agency, MPS Recreation, etc.)
- Update building permit as changes occur. Give updated copies to principal/administrator, school engineer/building service helpers, school secretary/office staff, Lead Agency, and MPS Recreation.
- **NOTE:** Summer Recreation Program Site Coordinators, program staff, and Lead Agencies are NOT allowed 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 Elisa Martinez at (414) 475-8572 at marte2@milwaukee.k12.wi.us.
- All doors to the building must remained closed for the duration of the program to ensure building safety and cleanliness. Propping of doors is never allowed!



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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.





Registration & Data Tracking

Registration:

- All participants must complete the **2024 Summer Recreation Program Registration Form** as provided by MPS. Registration information must be entered into the **2024 Summer Term** in Cayen APlus (Transact) for all participants.
- Summer Recreation Programs may customize the registration form as needed to add specific programming or activity information. This is the extent in which the form can be modified. All MPS Summer Recreation Program sites must use the form provided.

Activity Creation:

- Create an activity for general “front door” attendance for all participants named **“2024 Summer Recreation.”**
- Activities must be created in Cayen APlus (Transact) 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 words **“2024 Summer.”** For example: “2024 Summer Book Club 6-8 Grade”
- **CLCs 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 Summer Recreation Program dates to ensure the report encompasses all summer activities that are scheduled and planned.
- Activities must be created/set-up in Cayen APlus by **Friday, June 14, 2024**, following the submission of the **2024 Summer Recreation Program Proposal** to Milwaukee Recreation on May 24, 2024..

Attendance Tracking:

- Track a single “front door” attendance in the **“2024 Summer Recreation”** activity. Specific activity attendance should be tracked consistently in the individual program activities by group in Cayen APlus (Transact).
- Group sizes (actual ADA) should not exceed the maximum number of participants and staffs required by DCF and/or YoungStar.
- All attendance must be entered in Cayen APlus (Transact) by the designated date.

Parent & Participant Evaluations

- Milwaukee Recreation will email 2024 Summer Recreation Program evaluations (parent surveys and youth participant surveys to site coordinators.
- SRP site coordinators must collect 25 anonymous parent surveys and 40 anonymous participant surveys to be entered into Cayen APlus (Transact) within 5 business days of the last date of Summer Recreation Program.

For assistance with issues with MPS-networked computers, internet access, or MPS account login or password questions, call MPS Technology Support at (414) 438-3400.

For Cayen APlus issues or questions, call your assigned Milwaukee Recreation Supervisor. Please, do not call Cayen!



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Important Things to Remember

Emergencies

- If an accident or incident occurs requiring **police, fire, CPS or ambulance services**, it must be **immediately** reported (within 30 minutes) to your Supervisor **and** a Milwaukee Recreation CLC and Safe Place Project Team Member. **Note:** You must speak with an individual from MPS to report accidents or incidents. Voicemails and text messages are not sufficient.
- An **MPS CLC and Safe Place Incident and Accident Report Form** must be completed and submitted to Milwaukee Recreation within 24 hours of the incident. This includes statements from all involved parties, police reports, and other supporting documents. An *MPS Suspected Child Abuse and Neglect Reporting Form* must also be submitted if the Division of Milwaukee Child and Protective Services (DMCPS) and/or Milwaukee Police Department (MPD) is involved.
- 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

Helen Hamilton

Cell Phone: (414) 333-6130

Jazmyn Smith

Cell Phone: (414) 333-6109

JaTerrance Young

Cell Phone: (414) 881-9156

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.
- If the District issues a weather/heat emergency and summer recreation programs are cancelled or close early, programs will remain open until parents/guardians have picked up their children and/or all children have been transported home safely.
- Summer recreation programs 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.



A department of **MPS**

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 Cayen APlus for attendance for that classroom.
- Print out a **Daily Sign Out** to record the time and signature of those leaving early.
- Use classroom rosters to check attendance at different times during the day to ensure security and safety of youth.



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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).
- All sites are required to leave a staff member on site during field trip days to service community members who will be accessing the community meals program and to provide parents/guardians access to the school building to contact CLC/Safe Place staff should an emergency arise while students are off-site.
- Permission slips must 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. (See example below).
- Refer questions to MPS Benefits and Insurance Services, at (414) 475-8010.

EXAMPLE: Child's Swimming Level

Parent/Guardians: Please indicate your child's swimming level: Check the appropriate statement:

- My son/daughter is a NON-SWIMMER. He/she cannot swim in water over his/her head.
- My son/daughter is a beginner.
- My son/daughter is an Intermediate SWIMMER. He/she can jump in water over his/her head and swim a minimum of 20 yards without stopping.
- My son/daughter is an Expert SWIMMER
-

NOTE: Youth of **all** swimming experience and skill levels will be allowed to participate in the swim activities based on their swimming level. Children must be at least 48" tall to stand in most public pools.



2024 MPS Summer Recreation Program Field Trips

All MPS Summer Recreation Programs are required to offer weekly field trips. Please refer to the 2024 Summer Recreation Programs Operations Manual for requirements and guidance.

Summer Recreation Programs Summer Field Trip Ideas

As a reminder, all summer field trips must be approved by Milwaukee Recreation IN ADVANCE.

Click on the link below for past summer field trip ideas.

[Summer Recreation Program Field-Trip Ideas](#)

2024 MKE REC Summer Recreation Program Summer Field Trip Approval Form

Please complete a Summer Field Trip Approval Form for each proposed field trip. MPS Afterschool Project Team will review and follow up on each request. All requests due to MPS by Friday, May 10, 2024.

Click on the link below to complete a 2024 Summer Field Trip Approval Form for each proposed field trip.

[2024 Summer Recreation Program Field Trip Approval Form \(CLCs/Safe Places\)](#)

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
EXCERPT FROM MILWAUKEE PUBLIC SCHOOLS BUILDING OPERATIONS DAILY CLEANING GUIDE
IV. CLASSROOMS

A. Supplies and Equipment

- Wet floor sign.
- Janitorial cart.
- Pail and 3M Twist and Fill 2L Multi-Surface Cleaner.
- Bucket with wringer and 3M Twist and Fill 2L Multi-Surface Cleaner.
- Spray 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

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

Hallway Behavior

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

Classroom Expectations

- ▮ Students must arrive on time
- ▮ Take care of classroom materials; use materials gently and appropriately
- ▮ Return items to appropriate places
- ▮ Take care of belongings
- ▮ Keep the area around your desk free of debris
- ▮ 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
- ▮ Students must deposit all waste materials in proper containers; school is your home away from home – treat it as such
- ▮ No food, beverages, or gum are allowed at any time other than a school-sponsored event
- ▮ Writing on desks, damaging equipment, etc., is vandalism and is unacceptable
- ▮ Place your chair on top of your desk at the end of the school day

Bathroom Behavior

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

Cafeteria Behavior

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

Bus Behavior

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

2024 Summer Food Service Program (SFSP)

Goal: To offer breakfast, lunch and dinner meals during summer months, to as many children as possible, to best meet the needs of the community, while being fiscally responsible.

Types of Summer Meal Operations in MPS:

Open sites: During meal times children from the community are welcome to receive meals.

Requirements:

- Summer meals are available to children 18 and younger. In addition to disabled individuals over age 18 who are enrolled in public or private school programs.
- Adults are not eligible for summer meals.
- Yard signs and door signs must be posted.
- All participants must be treated equally and served meals at the same time as enrolled children.

Closed enrolled sites: these sites only provide meals to students enrolled in summer programs. Community members do not have access to these sites. They are indicated by a **Δ** on the Milwaukee Public Schools 2024 SFSP Site List #1.

1. Meal Times

- Site times are specific in our MPS contract with DPI. Any variation from your site’s specific meal time must be pre-approved by the Department of Nutrition Services. Please email any meal time changes to:
Lisa Michael:michael@milwaukee.k12.wi.us
- Meals served outside of the contracted time can’t be reimbursed and therefore can’t be served.

2. Summer Food Service Policies

- We rely on Summer Recreation Program (SRP) staff to supervise the entrance/exit doors for community members as well as the children in the cafeteria while they are in the meal service line and eating.
- Meals must be eaten on site; only one non-perishable food item may be taken with the child such as a whole piece of fruit or grain item (cracker).
- Problems with non-compliant adults should be referred to SRP staff.
- Daily procedures for Nutrition Services Staff or Rec staff serving meals:
 - Serve one meal per child (no second meals).
 - Proper cleaning, sanitation, and personal hygiene.
 - Proper food temperatures and storage (food safety).
 - If guidelines aren’t followed, meals cannot be reimbursed by the state.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

3. Handing out Meals and Using the Daily Meal Count Form

CLC/Safe Place Meal Service Model Non-Summer School location **(New 2024):**

Meal	Type	Service Provider
Breakfast	Cold	Nutrition Staff set up the day before. CLC Staff Serve morning of
Lunch	Cold	Nutrition Staff set up the day before. CLC Staff Serve morning of
Dinner	Cold	Nutrition Staff set up the day before. CLC Staff Serve morning of

Note: A member of the nutrition team will be in daily to set up meals and ensure documentation is readily available. At this time, they will also check in with CLC staff for any questions, follow up, and concerns. They will be collecting paper work and entering meal counts into Once Source for meal reimbursement. It is the responsibility of the SRP staff to complete paperwork fully with identified documentation and to keep paper organized and in the designated location for nutrition staff to access.

CLC/Safe Place Meal Service Model Summer School location:

Meal	Type	Service Provider
Breakfast	Cold	Nutrition Staff set up the day before. Nutrition Staff will serve
Lunch	Cold	Nutrition Staff set up the day before. Nutrition Staff will Serve
Dinner	Cold	Nutrition Staff set up the day before. CLC Staff Serve Dinner

Camp Meal Service Model:

Meal	Type	Service Provider
Breakfast	Cold	Camp staff- Breakfast, Lunch and Dinner will be dropped off the day before. Camp staff will serve
Lunch	Cold	Camp staff- Breakfast, Lunch and Dinner will be dropped off the day before.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

		Camp staff will serve
Dinner	Cold	Camp staff- Breakfast, Lunch and Dinner will be dropped off the day before. Camp staff will serve
In addition to meal count forms, camps will be sent a Google Form for reporting camp meal counts, meals served and meals leftover. This form will be sent out in a separate communication. It is a daily communication tool for central kitchens.		

Note: A member of the nutrition team will be in every other day to ensure documentation is readily available and meal set up is being followed. At this time, they will also check in with camp staff for any questions, follow up, and concerns. They will be collecting paper work and entering meal counts into Once Source for meal reimbursement. It is the responsibility of the SRP staff to complete paperwork fully with identified documentation and to keep paper organized and in the designated location for nutrition staff to access.

- At most locations SRP staff will be handing out a cold meal at all 3 meals. Exception will be those location that are hosting summer school.
- Breakfast includes a breakfast kit and milk; children must take a kit (milk is optional); the temperature of the milk must be taken by SRP staff to ensure it is below 41 degrees.
- Lunch includes a pre-set pack built by the Central kitchen. Milk will also be included and will be optional as long as the child takes a minimum of 3 items offered. The temperature of identified cold food items (perishable) and milk temperatures must be taken and recorded at the start of each meal period by the SRP staff to ensure all items are served below 41 degrees.
- Dinner includes a pre-set pack built by the Central kitchen. Milk will also be included and will be optional as long as the child takes a minimum of 3 items offered. The temperature of identified cold food items (perishable) and milk temperatures must be taken and recorded at the start of each meal period by the SRP staff to ensure all items are served below 41 degrees.
- Please see the Summer Staffing Roster for a complete listing on which SRP staff will be serving meals.
- SRP staff should assist with meal counting for meals that are being served by Nutrition staff using the Daily Meal Count Tally Form: Folders will be set up with all necessary documents for recording meals.

DAILY MEAL COUNT FORM																			
Site Name:										Meal Type (circle) B L SN SU									
Address:										Telephone:									
Supervisor's Name:						Delivery Time:				Date:									
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) ①																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

4. Field Trips:

- Department of Nutrition Services must have a **2-week advance** notice on all field

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- trips
- It is the responsibility of the SRP staff to provide coolers with ice packs for field trips.
- **Milk must be taken on the trip.** This is not optional and must be provided the same amount as the same meal count.
- Field Trip Check Off Forms need to be completed and returned to Nutrition Services.
- Field Trip Calendars are required by the start of the summer program- one copy should be given to the Food Service Manager and one copy sent to the Department of Nutrition Services Fax: 475-8376 or email to Lisa Michael michael@milwaukee.k12.wi.us.
- On field trip days, one SRP staff member must serve cold meals to the community and check off each person eating on the Community Bag Meal Check Off Form:

COMMUNITY BAG MEAL CHECK OFF FORM																				
Site Name:										Date:										
Meal Type (circle):										Prepared Meal:										
Breakfast																				
Lunch																				
Bagged Meals Prepared _____																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

5. Staff Training- If there is a change of management/staffing during the summer, new staff must be trained and the training must be documented.
6. Auditors- DPI will audit the meal program to ensure regulations are being followed.

Questions? Please contact:
 Lisa R Michael
 Nutrition Associate III
 MPS Summer Food Service Program Coordinator
 414-475-8480
michael@milwaukee.k12.wi.us

Jessica Das, RD, CD
 Dietitian Specialist I
 MPS Summer Food Service Program Coordinator
 414-773-9884
Dasjl@milwaukee.k12.wi.us

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

05/05/2022 Source: <https://dpi.wi.gov/nutrition#discrimination>

Para todos los demás programas de asistencia de nutrición del FNS, agencias estatales o locales y sus subreceptores, deben publicar la siguiente Declaración de No Discriminación:

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf> de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 o (202) 690-7442; o

(3) correo electrónico:

program.intake@usda.gov

Esta institución es un proveedor que brinda igualdad de oportunidades.

01/26/2023 Source:

<https://www.fns.usda.gov/es/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



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2024 MPS Summer Academy Locations

<https://mps.milwaukee.k12.wi.us/en/Programs/Summer-Academy.htm>

Sites	Address	Dates	Eligible/Grades	Student Day
Bradley Tech	700 S. 4th Street Milwaukee 53204	Speciality Session July 8–July 25, 2024	Traditional start and early start 6–12	8:00 a.m.–1:00 p.m.
Hamilton*	6215 W. Warnimont Avenue Milwaukee 53220	Session II June 24–July 25, 2024 (no student attendance July 4 and 5)	Early start schools 9–12, ESL, ESY	8:00 a.m.–1:00 p.m.
Madison*	8135 W. Florist Avenue Milwaukee 53218	Session II June 24–July 25, 2024 (no student attendance July 4 and 5)	Early start schools 9–12	8:00 a.m.–1:00 p.m.
Obama	5075 N. Sherman Boulevard Milwaukee 53209	Session II June 24–July 25, 2024 (no student attendance July 4 and 5)	Early start schools 9–12, Grade 8 Promotional Program	8:00 a.m.–1:00 p.m.
Wisconsin Conservatory of Lifelong Learning*	1017 N. 12th Street Milwaukee 53233	Session I June 13– July 2, 2024	Early start schools 9–12	8:00 a.m.–1:00 p.m.
Bethune*	1535 N. 35th Street Milwaukee 53208	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8, ESL	8:00 a.m.–noon
Bruce	6453 N. 89th Street Milwaukee 53224	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8	8:00 a.m.–noon
Gaenslen*	1250 E. Burleigh Street Milwaukee 53212	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8, ESY	8:00 a.m.–noon

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



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APPENDIX D

Hayes Bilingual*	971 W. Windlake Avenue Milwaukee 53204	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8, BIL, ESL	8:00 a.m.–noon
Humboldt Park*	3230 S. Adams Avenue Milwaukee 53207	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8	8:00 a.m.–noon
Lancaster	4931 N. 68th Street Milwaukee 53218	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8	8:00 a.m.–noon
Longfellow	1021 S. 21st Street Milwaukee 53204	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8, BIL, ESL	8:00 a.m.–noon
MacDowell	6415 W. Mt. Vernon Avenue Milwaukee 53213	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Montessori K–8	8:00 a.m.–noon
Pratt*	5131 N. Green Bay Avenue Milwaukee 53209	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8	8:00 a.m.–noon
Townsend	3360 N. Sherman Boulevard Milwaukee 53216	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8	8:00 a.m.–noon
Victory*	2222 W. Henry Avenue Milwaukee 53221	Five-Week Session June 24–July 26, 2024 (no student attendance July 4 and 5)	Traditional start and early start K–8, ESL, ESY	8:00 a.m.–noon

ESL – English as a Second Language

BIL – Bilingual

ESY – Extended School Year

*Air-conditioned or partially air-conditioned



**2024 Summer Recreation Program Proposal
Signature Page**

Site Name:

Due Date: May 24, 2024

I have read the terms and conditions of the 2024 Summer Recreation Program Contract and will ensure that all summer program activities, field trips, and events will be in alignment with the contract and the Summer Recreation Program goal of providing youth with engaging academic and recreation learning opportunities that support student growth and achievement.

<input type="text"/>		<input type="text"/>	
Principal's Name		Lead Agency Director's Name	
<input type="text"/>		<input type="text"/>	
Principal's Signature	Date	Director's Signature	Date
<input type="text"/> Site Coordinator's Name			
<input type="text"/> Site Coordinator's Signature			
Date			

All 2024 summer recreation activities and program information must be entered and set up in Cayen/APlus (Transact) by 5:00p.m. on June 14, 2024

MPS/Milwaukee Recreation 2024 Summer Recreation Program Proposal (CLCs/Safe Places) - Appendix A

The completion of this electronic form is required per the MPS/Milwaukee 2024 Summer Recreation Program for Milwaukee's Youth contract and is equivalent to submitting a paper copy of your 2024 Summer Recreation Program Proposal (Program Plan) to designated your Milwaukee Recreation CLC/Safe Place Project Team Member.

The following documents must also be submitted (emailed to your assigned MPS/Milwaukee Recreation Supervisor) with your completed 2024 Summer Recreation Program Proposal:

- Completed, signed Signature Page (scanned pdf copy)
- 2024 Summer Recreation Program Weekly Schedule
- 2024 Summer Recreation Program Building Permit
- 2024 Summer Recreation Program Budget Forms

REMINDERS:

Proposed summer field trips must be submitted to Milwaukee Recreation via the 2024 Summer Proposed Field Trip Approval Form

All 2024 Summer Recreation Program activities and program information must be completely created and set up in Cayen APlus (Transact) by 5:00p.m on June 7, 2024.

* Indicates required question

1. Program Cycle *

Mark only one oval.

Summer 2024

Summer Program Site Information

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2. Summer CLC-Safe Place Name/Location *

Mark only one oval.

- Allen-Field
- Audubon MS/HS
- Auer Ave @ COA Goldin Center
- Bay View HS
- Bethune
- Bradley Tech CLC/Vieau CLC @ Bradley Tech HS
- Browning
- Carson
- Carver @ Pieper-Hillside BGC
- Cass St.
- Clarke St.
- Doerfler
- Eighty-first St.
- Engleburg/Grantosa Dr. @ Engleburg
- Fifty-third St @ Mary Ryan BGC
- Forest Home Ave @ Mitchell School
- Fratney
- Gaenslen
- Greenfield Bilingual/Lincoln Ave. @ Grant School
- Hayes Bilingual
- Hopkins-Lloyd
- Holmes @ Rufus King MS
- Gwen T. Jackson/Brown St. @ Gwen T. Jackson
- Kagel
- Kluge
- LaFollette
- Lincoln Center of the Arts MS
- Longfellow
- Maple Tree
- Metcalfe

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- Mitchell
- North Division HS
- Obama SCTE
- Pratt
- Riley/ALBA @ Riley
- Sherman
- Siefert
- Story @ Hi-Mount
- Thurston Woods
- Townsend St.
- Washington HS
- Westside
- Zablocki

3. Lead Agency *

Mark only one oval.

- America Scores
- Boys and Girls Clubs of Greater Milwaukee
- COA Youth and Family Center
- Silver Spring Neighborhood Center
- Journey House
- Milwaukee Christian Center
- Neighborhood House
- Neu-Life Community Development

4. CLC/Safe Place Program Office Phone Number *

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

5. CLC/Safe Place Program Fax Number *

6. Site Coordinator's Name *

7. Site Coordinator's Email Address *

8. Site Coordinator's Office Phone Number *

9. Site Coordinator's Cell Phone Number *

10. Lead Agency Representative's Name *

11. Lead Agency Representative's Email Address *

12. Lead Agency Representative's Phone Number *

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

13. Additional Lead Agency Representative's Name, Email, and Phone Number *

14. Principal's Name *

15. Principal's Email Address *

16. Principal's Phone Number *

Proposed Summer Program Hours of Operation

List hours open (example: 7:30a.m.-6:00 p.m.)

17. Summer Program Start Date *

Example: January 7, 2019

18. Summer Program End Date *

Example: January 7, 2019

19. Monday *

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

20. Tuesday *

21. Wednesday *

22. Thursday *

23. Friday *

24. Summer Program Grade Levels to be Served (Check all that apply) *

Check all that apply.

K4

K5

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

Other: _____

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

25. 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.

Check all that apply.

- Classrooms
- Gym
- Cafeteria
- Classroom computers/computer cart/computer lab
- Library
- Supplies/equipment
- Storage space
- Parent Center
- Other: _____

26. 2. Summer Recreation Program has adequate, secure office space on site. *
- Please check all that apply:

Check all that apply.

- Office space
- Desk
- Phone/Voicemail
- Computer/internet
- Locked filing cabinet
- Storage space
- Other: _____

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

27. **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. *Below, please list emergency procedure/drill dates.*

Fire Drills - June, July, August

Tornado Drills - June, July, August

Emergency Lockdown Procedures - June, July, August

28. **4.** All staff on-site during program hours must be CPR/AED/First Aid certified. (*per* ^{*} *DCF 251 Licensing Standards and MPS contract.*)

Please check here to confirm that all staff members have completed required CPR/AED/First Aid Certification. Provide certification expiration dates in Summer Program Staff Roster.

Mark only one oval.

Yes

No

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

29. **5.** At least two CLC/Safe Place staff (site coordinator required) must complete DPI Medication Training. *

Please enter the names of at least two staff members that have been trained to administer medication to CLC/Safe Place students **and** the expiration date of the most recently completed DPI medication training.

This is mandatory training per MPS policy. (<https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>).

All Wisconsin school personnel and volunteers authorized to administer medication must complete the Basic Medication Administration Principles course at least once every four years. 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 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.)*

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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

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

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

34. **10.** Describe how students are permitted access to areas throughout the school building, including restrooms, classrooms and offices. *

35. **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.* *

Summer Recreation Program Staff Roster

Reminder: Staff to student ratios should abide by the following YoungStar standards **and** maximum group sizes. (CLCs and Safe Places do NOT serve 3 year olds.)

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

Below, provide the following information for each summer staff member: **Name (First and Last), Position, Grade levels/age groups staff will work with, Projected Work Hours Per Week, and CPR/AED/First Aid Certification Expiration Date.**

Example: Betty Boop, Group Leader, 3rd-5th Grade, 20 hours/week, CPR/AED/First Aid expiration date - 2/2025

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

36. **Staff 1 ***

37. **Staff 2 ***

38. **Staff 3 ***

39. **Staff 4 ***

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

40. **Staff 5 ***

41. **Staff 6**

42. **Staff 7**

43. **Staff 8**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

44. **Staff 9**

45. **Staff 10**

46. **Staff 11**

47. **Staff 12**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

48. **Staff 13**

49. **Staff 14**

50. **Staff 15**

51. **Staff 16**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

52. **Staff 17**

53. **Staff 18**

54. **Staff 19**

55. **Staff 20**

Summer Recreation Program Staff Development Plan

Directions: Describe the staff development/training topics that will be offered by the CLC/Safe Place summer program Lead Agency, summer program staff (Site Coordinator, Program leaders), day school, and other partners. Suggested staff development topics may include: CPR/AED/First Aid Training, effective discipline strategies, recreation activities, academic support, youth development, communication skills, etc.

Remember to document and track all staff PD in Cayen APlus!

Below, describe the training that will be provided for summer program staff: **Training Topic (Mandatory), Date of Training, Number of staff that will be trained, Organization/Individuals providing the training**

56. Summer Program Training Topics (Check all that will be provided.) *

Check all that apply.

- CPR/AED/First Aid (Required - all staff)
- Mandated Reporter/Child Abuse and Neglect (Required - all staff)
- Abusive Head Trauma (Required per DCF licensing)
- DPI Medication Administration (Required - Site Coordinator and at least 1 more staff)
- MPS Nutrition Services Summer Meal Program Training (Required - Site Coordinator and designated staff)
- Behavior Management Strategies
- Program Planning
- Leadership Plan Design & Implementation
- Maintaining High Quality Programming & Staff Interaction
- Other: _____

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

57. Staff Development Training #1: CPR/AED/First Aid (Required - all staff)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

58. Staff Development Training #2: Mandated Reporter/Child Abuse and Neglect (Required - all staff)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

59. Staff Development Training #3: Abusive Head Trauma (Required per DCF licensing)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

60. Staff Development Training #4: DPI Medication Administration (Required - Site Coordinator and at least 1 more staff)

Describe the training that will be provided for summer program staff: Training Topic/description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

61. Staff Development Training #5: MPS Nutrition Services Summer Meal Program Training (Required - Site Coordinator and designated staff)

Below, describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

62. Staff Development Training #6:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

63. Staff Development Training #7:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

64. Staff Development Training #8:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

65. Staff Development Training #9:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

66. Staff Development Training #10:

Describe the training that will be provided for summer program staff: Training Topic/Description, Date of Training, Number of staff that will be trained, Organization/Individuals providing the training

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

67. **2024 Summer Recreation Program Propsoal Signature Page** -- Check below to confirm that this has been emailed to your assigned Milwaukee Recreation Supervisor. *

Mark only one oval.

Yes, this document has been emailed to my assigned Recreation Supervisor.

68. **2024 Summer Program Weekly Schedule** -- Check below to confirm that this has been emailed to your assigned Milwaukee Recreation Supervisor. *

Mark only one oval.

Yes, this document has been emailed to my assigned Recreation Supervisor.

69. **2024 Summer Recreation Program Budget Forms** -- Check below to confirm that this has been emailed to your assigned Milwaukee Recreation Supervisor. *

Mark only one oval.

Yes, this document has been emailed to my assigned Recreation Supervisor.

70. **2024 Summer Recreation Program Building Permit** -- Check below to confirm that this has been emailed to your assigned Milwaukee Recreation Supervisor. *

Mark only one oval.

Yes, this document has been emailed to my assigned Recreation Supervisor.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

71. **2024 Summer Field Trip Approval Requests** -- Check below to confirm that this ^{*} has been completed.

All 2024 summer recreation program field trip approval requests are due **by Friday, May 10, 2024**. Field trip requests must be submitted for approval by Milwaukee Recreation at least 2 weeks IN ADVANCE via the [2024 Summer Recreation Program Field Trip Approval Form \(CLCs/Safe Places\)](#).

[CLICK HERE](#) to submit your 2024 Summer Recreation Program Field Trip Approval Form (CLCs/Safe Places).

Mark only one oval.

- Yes, all of my 2024 summer program field trips approval requests have been submitted using the link above.

This content is neither created nor endorsed by Google.

Google Forms

Summer Cost Report

For Use by MPS Finance

Return by September 30, 2024 to:
 Milwaukee Recreation Department
 Attention: Michelle Porter
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

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: 2024

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: _____

2024 SUMMER RECREATION PROGRAM - SAMPLE BUDGET

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	0
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
1 Program Leader					
2 Program Leader					
3 Program Leader					
4 Program Leader					
5 Program Leader					
6					
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					

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

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
Computer / Printers		
Copier / Fax / Machine		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2024 SUMMER RECREATION BUDGET COST CATEGORIES

CATEGORY	DESCRIPTION
Personnel (Direct)	} Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	} Insurance (Disability, Health & Dental, Life) } Medicare } Retirement } Social Security } Unemployment Compensation } Workers Compensation
General Services (Direct)	} 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)	} 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)	} General Office Products & Consumable Supplies } Equipment Supplies (i.e., paper, ink, etc.) } Program Publications & Periodicals } Program Subscriptions/Books } Mailings / Postage } Duplicating
Equipment Purchase (Direct)	} Computer / Printer } Copy/Fax Machine } Photographic } Furniture } Audio } Telephone/Answering Machine
Equipment Rental (Direct)	} Audio /Visual } Furniture } DJ Equipment
Contractual	} Subcontracted Services
Transportation (Direct)	} Bus Tickets
Administrative/Indirect Cost	} A percentage of Provider's indirect Administrative Staff Cost } Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost reports, } 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 2024 Summer Recreation Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administering 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 \$3,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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 has a unit acquisition cost equal to or over three hundred dollars (\$300) 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 2024 summer program if the follow criteria are met. 1) The field trip must ensure the maximum safety of students and staff. 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 2024 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 2024 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 2024 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 (\$300). 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:

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- 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.

WI Shares Summer Cost Report

For Use by MPS Finance

Return by September 30, 2024 to:
 Milwaukee Recreation Department
 Attention: Michelle Porter
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

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: 2024

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

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

Agency Director: _____ Date: _____

WI Shares Summer Recreation Program Monthly Report

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

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

WI SHARES SUMMER RECREATION PROGRAM BUDGET 2024

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	0
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
1 Program Leader					
2 Program Leader					
3 Program Leader					
4 Program Leader					
5 Program Leader					
6					
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					

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

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
Computer / Printers		
Copier / Fax / Machine		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2024 SUMMER RECREATION PROGRAM - COST CATEGORIES

CATEGORY	DESCRIPTION
Personnel (Direct)	} Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	} Insurance (Disability, Health & Dental, Life) } Medicare } Retirement } Social Security } Unemployment Compensation } Workers Compensation
General Services (Direct)	} 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)	} 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)	} General Office Products & Consumable Supplies } Equipment Supplies (i.e., paper, ink, etc.) } Program Publications & Periodicals } Program Subscriptions/Books } Mailings / Postage } Duplicating
Equipment Purchase (Direct)	} Computer / Printer } Copy/Fax Machine } Photographic } Furniture } Audio } Telephone/Answering Machine
Equipment Rental (Direct)	} Audio /Visual } Furniture } DJ Equipment
Contractual	} Subcontracted Services
Transportation (Direct)	} Contracted Busses and Leases/Bus Tickets
Administrative/Indirect Cost	} A percentage of Provider's indirect Administrative Staff Cost } Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost reports, } 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 2024 Summer Recreation Program

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administering 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 \$3,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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 (\$300) 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 2024 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 applicable.

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 2024 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 2023 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 2024 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 (\$300). 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:

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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.



(ATTACHMENT 4) 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

Table with columns: Last Name, First Name, MI, Date of Birth, Age, Student ID#

Please check one for each of the following.

Gender: [] Male [] Female

Address: _____

Zip Code: _____ Phone: _____

Email: _____

School: _____ Grade: _____

Elem. Teacher Name: _____

Math Teacher Name: _____

English Teacher Name: _____

Lives with: [] Both Parents [] Father (single parent) [] Foster Care [] Grandparent(s)

[] Guardian [] Joint Custody [] Mother (single parent) [] Other: _____

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

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

[] Check this box if you would like to request a fee waiver.

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: _____

Table with columns: 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.

Table with columns: 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.

Table with columns: Last Name, First Name, Last Name, First Name

Parent/Guardian Permission For Summer Recreation Program (SRP) - Please Read Carefully -

PERMISSION: I hereby grant permission for my child/myself to participate in the above-named Summer Recreation Program (SRP).

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).

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.

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: _____

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

(ATTACHMENT 4) 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

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:**
- Afroamericano(a)
 - Asiático(a)
 - Blanco(a)
 - Hispano(a)
 - No-Hispano(a)/Latino(a)
 - Nativo(a) americano(a)
 - Hawaiano(a) nativo(a) o de otra Isla del Pacifico
 - Otra: _____

- Lengua de preferencia:**
- Inglés
 - Español
 - Birmano
 - Karen
 - Rohinyá
 - Árabe
 - Hmong
 - Somalí
 - Otra: _____

Vive con: Ambos padres Padre (padre solo) Familia de acogida Abuelo(a)s
 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.): _____

Marque esta casilla si desea solicitar una exención de honorarios.

Apellido de madre, padre o tutor(a) legal	Nombre	Teléfono del hogar	Teléfono del trabajo	Relación

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)?

[] 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

Autorización de madre, padre o tutor(a) legal para el Summer Recreation Program (SRP) - Lea con atención -

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 mí, incluso para buscar atención médica.

RENUNCIACIÓN: 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 mí 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 ONLY	USE	Site #:	Bus #:	Date entered in computer: ____ / ____ / ____	Data Staff Initials:
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Health History and Emergency Care Plan

Use of form: This form is voluntary and meets the requirements in 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 may 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.

- Check any special medical condition that your child may have.
 - No specific medical condition
 - Any disorder, including Cognitively Disabled, LD, ADD, ADHD, or Autism
 - Asthma
 - Cerebral palsy / motor disorder
 - Diabetes
 - Epilepsy / seizure disorder
 - Gastrointestinal or feeding concerns, including special diet and supplements

Other condition(s) requiring special care – Specify.

Milk allergy. If a child is allergic to milk, attach a statement from the medical professional indicating the acceptable alternative.

Food allergies – Specify food(s).

Non-food allergies – Specify.

2. Triggers that may cause problems – Specify.

3. Signs or symptoms to watch for – Specify.

4. Steps the child care provider should follow. If prescription or non-prescription medications are necessary, a copy of the form *Authorization to Administer Medication – 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 voluntario y cumple con los requisitos en DCF 250.04(6)(a)1., DCF 251.04(6)(a)6. y 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/la madre/el tutor puede completar este formulario para colocarlo en el expediente del menor antes del primer día de asistencia del menor. 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 teléfono
-------------------	-------------------------------	--------------------

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.	Marca	Fuerza del ingrediente
<input type="checkbox"/> Sí <input type="checkbox"/> No	Autorizo al centro a aplicar repelente a mi hijo.		
<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.

- 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.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2. Desencadenantes que pueden causar problemas: especifique.

3. Señales o síntomas a tener en cuenta: especifique.

4. Pasos que debe seguir el proveedor de cuidado infantil. Si se necesitan medicamentos recetados o sin receta, se debe adjuntar a este formulario una copia del formulario *Authorization to Administer Medication – Child Care Centers*. Nota: Los centros grupales de cuidado infantil y los campamentos de día pueden usar su propio formulario.

5. Identifique a cualquier personal de cuidado infantil a quien le haya brindado capacitación/instrucciones especializadas para ayudar a tratar los síntomas.

- a.
- b.
- c.

6. Cuándo llamar a los padres sobre los síntomas o la falta de respuesta al tratamiento.

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

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

FIRMA: Padre o tutor

Fecha de firma (mm/dd/aaaa)

Fecha de revisión: _____

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.	Initial Assessment Date
Licensing Specialist Conducting the Assessment	
Name and Title of District Representative Present	

Code Section (Subsection)	Page	Code Section (Subsection)	Page
251.04 Operational Requirements	2	251.08 Transportation (if applicable)	7
251.05 Staff	2	251.09 Infant and toddler care (if applicable)	8
251.06 Physical plant and equipment	3	251.095 Care of school-age children (if applicable)	8
251.07 Program	6		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.04 OPERATIONAL REQUIREMENTS	Met	N/A	COMMENTS
<p>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:</p>			
<p>(3)(i) REPORT - ABUSE OR NEGLECT Any suspected abuse or neglect of a child by an employee or volunteer that was reported under s. DCF 251.04 (8), including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, during the child's hours of attendance, within 24 hours after the occurrence.</p>			
<p>(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.</p>			
<p>251.04(6) Children's Records</p>			
<p>(6)(a)6. CHILD RECORD - HEALTH HISTORY Documentation of each child's health history that includes the following:</p>			
<p>a. The name and birthdate of the child. b. The full names of the child's parents. c. A telephone number where the parent can be reached while the child is in care. d. The name, address, and telephone number of the physician or medical facility caring for the child. e. The child's medical conditions, such as asthma, cerebral palsy, diabetes, epilepsy, food allergies, or gastrointestinal or feeding concerns. If the child has a milk allergy, a statement from a medical professional indicating an acceptable alternative. f. If the child has a medical condition, triggers that may cause a problem, signs or symptoms for the child care worker to watch for, steps a child care worker should follow, when to call a parent regarding symptoms, when the condition requires emergency medical care, and identifications of all child care workers who have received specialized training or instructions to help treat symptoms.</p>			
<p>(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.)</p>			
<p>251.04(8) Reporting Child Abuse or Neglect</p>			
<p>(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.</p>			
<p>DCF 251.05 STAFF</p>			
<p>251.05(2) Staff Records</p>			
<p>(2)(a)2. STAFF RECORD - COMPLETED BACKGROUND CHECK Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch DCF 13 and the person is eligible to work in a child care program.</p>			
<p>251.05(3) Qualifications of Staff</p>			
<p>(3)(b) ABUSIVE HEAD TRAUMA PREVENTION TRAINING Training on preventing abusive head trauma. 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 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.)</p>			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.05 STAFF (continued)	Met	N/A	COMMENTS
<p>(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.</p>		N/A	
<p>(3)(cm) CHILD ABUSE & NEGLECT - BIENNIAL TRAINING Training on child abuse and neglect reporting requirements. Within one week after beginning work at the center and at least every 2 years thereafter, each employee or volunteer who comes in contact with children in care shall complete training in all of the following:</p>			
<p>(3)(k)1. CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor, or other person with symptoms of serious illness that presents a safety or health risk to children or a communicable disease that is reportable under ch. DHS 145 and transmitted through normal contact may be in contact with the children in care.</p>			
DCF 251.06 PHYSICAL PLANT AND EQUIPMENT			
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>			
* <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>			
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>			
* <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>(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>			

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
(2)(i) DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.			
(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.			
<input type="checkbox"/> Yes <input type="checkbox"/> No Is there a hot tub on the premises?			
(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.			
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.			
* DCF 251.095(3) Exceptions for programs serving only school-age children in school buildings. Section DCF 251.06(4)(a) on fire extinguishers.			
(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)(i) EXIT LIGHTS All exit lights shall be lit at all times.			
(4)(j)1. FIRE ALARMS & SMOKE DETECTORS - INSTALLATION Fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems shall be installed and operated in accordance with ch. SPS 316 and chs. SPS 361 to 366, the Wisconsin Commercial Building Code; applicable local ordinances; and the manufacturer's instructions.			

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
(4)(j)2. FIRE ALARMS & SMOKE DETECTORS - MAINTENANCE All fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems shall be maintained in operating condition and shall be immediately repaired or replaced if any unit or part of a unit is found to be inoperative.			
(4)(j)m)1. FIRE ALARMS & SMOKE DETECTORS - DRILLS A signaling device, such as a smoke, heat, or flame detector, shall be used to conduct monthly fire evacuation drills.			
(4)(j)m)2. FIRE ALARMS & SMOKE DETECTORS - TESTING The licensee shall 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.			
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)(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)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)(b)m) 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.			
(12)(a)1. ON PREMISES SWIMMING POOL - USE Aboveground and in-ground swimming pools on the premises may not be used by children in care.			
(12)(a)2. ON PREMISES SWIMMING POOL - ENCLOSURE Swimming pools shall be enclosed by a 4-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less.			
(12)(a)3. ON PREMISES SWIMMING POOL - GATE CLOSED & LOCKED If access to the pool is through a gate, the gate shall be closed and visibly locked during the licensed hours of the center.			
(12)(a)4. ON PREMISES SWIMMING POOL - DOOR CLOSED & LOCKED If access to the pool is through a door, the door shall be closed, visibly locked, and equipped with an alarm at the door that signals when someone has entered the pool area. The door may not be used as an exit.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
(12)(a)5. ON PREMISES SWIMMING POOL - LOCKS Locks shall be located so that the locks cannot be opened by children.			
(12)(a)6. ON PREMISES SWIMMING POOL - WALL & LADDER The free-standing wall of an aboveground pool may not serve as an enclosure unless it is at least 4 feet in height and not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.			
(12)(a)7. ON PREMISES SWIMMING POOL - AREA FREE OF EQUIPMENT The area around the pool enclosure shall be free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.			
(12)(am) ON PREMISES BEACH A beach on the premises may not be used by children in care. Access to a beach shall be controlled so that children may not enter the area.			
DCF 251.07 PROGRAM			
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(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.			
(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)(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.			

DCF 251.07 PROGRAM (continued)	Met	N/A	COMMENTS
(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.		N/A	
(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)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)(j)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.			
DCF 251.08 TRANSPORTATION			
The program <input type="checkbox"/> provides regularly scheduled transportation <input type="checkbox"/> provides transportation for field trips <input type="checkbox"/> does not transport.			
251.08(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.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

DCF 251.08 TRANSPORTATION (continued)	Met	N/A	COMMENTS
(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(8) Child Care Vehicle Safety Alarm			
(8)(a) VEHICLE SAFETY ALARM – INSTALLED A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply.			
1. The vehicle is owned or leased by a licensee or a contractor of a licensee. 2. The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer. 3. The vehicle is used to transport children in care.			
(8)(b) VEHICLE SAFETY ALARM – PROMPTS INSPECTION OF VEHICLE No person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle.			
(8)(c) VEHICLE SAFETY ALARM – WORKING ORDER The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.			
DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE			
<input type="checkbox"/> Yes <input type="checkbox"/> No The program provides care for children under age two years.			
(1) Applicability and General Requirements. (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.			
(1)(j) INFANT & TODDLER - CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight-fitting mattress and a mattress covering that fits snugly over the mattress.			
(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 DISINFECTIO 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).			



MPS Community Learning Centers & Safe Places ***Incident/Accident Reporting Form***

This request form should be used to report and document incident/accident reports as they are communicated to the MPS CLC/Safe Place Project Team.

Incidents are events that have the potential to cause an injury or disrupt an event. Any event that causes damage to MPS property is also considered an incident.

Accidents are events that cause injury or illness to a person (i.e., a child or adult). Even 'minor' injuries such as cuts or sprains are considered accidents. When in doubt, treat the situation as if it were an accident.

Reporting Policy Requirements:

Below is a list of most common types of incidents/accidents as reported by afterschool programs. This should *not* be considered a complete list. If you have a question as to whether you should report a specific incident/accident, contact your MPS CLC/Safe Place Project Team immediately.

Incidents/accidents involving the following **MUST** be reported via phone call to MPS CLC/Safe Place Project Team within 30 minutes:

- 911 is called (police, ambulance, medical services)
- Incidents which require Child Protective Services (CPS) to be called
- Serious bodily injury accidents that require medical attention
- Dangerous situations or incidents in the school and on or around the school playground
- Disorderly conduct or unsafe behavior from students, parents, guardians, staff, etc.
- Non-health related event occurs (e.g., vandalism, fighting, threats, property damage, broken equipment, suspicious activity, theft, etc.).

CLC/Safe Place staff are mandated reporters and **MUST** report to CPS suspected incidents of abuse, neglect, etc. If a CLC/Safe Place observes an incident, he/she should report the incidents to the CLC/Safe Place Site Coordinator immediately. The CLC/Safe Place Site Coordinator should then work with the frontline staff in reporting the incident to CPS and following up as needed.

The CLC/Safe Place Site Coordinator and CLC/Safe Place Lead Agency are responsible for assuring that all CLC staff are fully trained in all areas, including MPS incident/accident reporting policy and procedures.

If media (TV, radio, newspaper, online journalists, etc.) approach or contact the CLC/Safe Place site coordinator or lead agency, immediately defer to MPS. Do not make any statements to the media at all.

Reminders When Writing a Narrative for Incident/Accident Reports: (*The 5 W's & H: Who, What When, Where, Why and How*)

- Provide details of the incident (date, time, location, program area/activity) and staff, students, and others involved [full name, age, grade level (-if student)]
- Use objective language (no opinions) and only relevant facts pertaining to the current incident.
- Write in the first person ("I saw...", "I called MPS...")
- Provide a specific timeline of the incident and all follow up reporting that occurs afterwards
- Collect written statements from all students, staff, and others involved, including the Site Coordinator. The Site Coordinator should only write statements for an individual if that person (i.e., a child) is unable to write a statement themselves.
- Provide a written timeline of event.



MPS Nita M. Lowey 21st Century Community Learning Centers & Safe Places Incident/Accident Reporting Form

CLC/Safe Place Site:		Today's date and time:	
Date of incident/accident:		Time of incident/accident:	
Name of CLC/Safe Place Site Coordinator:			
Lead Agency Representative:	Time contacted:	Date contacted:	
Name of Lead Agency Representative Contacted:			
Summary of Incident / Accident: (See above Reminders When Writing a Narrative for Incident/Accident Reports - The 5 W's & H: Who, What When, Where, Why and How)			

The following individuals have been notified as of the initial report time:	<input type="checkbox"/>	Student's Parents/Guardians	Time contacted:	The following emergency services have been contacted as of the initial report time:	<input type="checkbox"/>	Police	Time contacted:
	<input type="checkbox"/>	MPS Recreation: CLC/Safe Place Project Team	Time contacted:		<input type="checkbox"/>	Ambulance	Time contacted:
	<input type="checkbox"/>	Lead Agency	Time contacted:		<input type="checkbox"/>	Child Protective Services (CPS)	Time contacted:
	<input type="checkbox"/>	School Principal	Time contacted:		<input type="checkbox"/>	School Nurse	Time contacted:
	<input type="checkbox"/>	MPS Day School Support Staff (School social worker, psychologist, counselor, etc.)	Time contacted:		<input type="checkbox"/>	Other	Time contacted:

Reminder: Additional follow-up may be requested by MPS CLC/Safe Place Project Team: (Parent/student/staff statements, police reports, HR recommendations, statements, and phone calls etc.) Submit all follow-up documentation immediately.



2024 Summer Recreation Program Site Observation Tool

Report Completed By:		Date:	
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Program Location:		Time of Arrival:		Time of Departure:		Site Coordinator Present:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Operational Checklist:	<input type="checkbox"/> Attendance is entered regularly for all activities (Pre-visit check)	<input type="checkbox"/> MPS visitor sign-in log and badges in use
	<input type="checkbox"/> Daily/weekly schedule, field trips posted at entrance	<input type="checkbox"/> Staff clearly identifiable (ID, nametag, staff shirt)
	<input type="checkbox"/> Student sign-in/out & attendance/activity rosters in use	<input type="checkbox"/> Walkie-talkies/radios in use by staff
	<input type="checkbox"/> Front door monitored by staff, greeted upon entrance	<input type="checkbox"/> EAP and evacuation maps posted
	<input type="checkbox"/> DCF-required student and staff documentation is complete, updated	

Students in Attendance:	<input type="checkbox"/> 1-25 students on site	<input type="checkbox"/> 51-75 students on site	<input type="checkbox"/> 101+ students on site
	<input type="checkbox"/> 26-50 students on site	<input type="checkbox"/> 76-100 students on site	<input type="checkbox"/> All students off-site on field trip
			<input type="checkbox"/> No students on site

Staff on Site:	<input type="checkbox"/> 1-2	<input type="checkbox"/> 6-9	<input type="checkbox"/> Staff count includes Site Coordinator
	<input type="checkbox"/> 3-5	<input type="checkbox"/> 10+	

Activities at a Glance

#1	Start time:	End time:			
Activity Name:		Grade Level/s:		Staff: Student Ratio:	
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation <input type="checkbox"/> Other	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/s:		Staff: Student Ratio:	
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation <input type="checkbox"/> Other	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:			
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A department of MPS

Activity Name:		Grade Level/s:		Staff: Student Ratio:	
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation <input type="checkbox"/> Other	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:	

#4 Start time: End time:

Activity Name:		Grade Level/s:		Staff: Student Ratio:	
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation <input type="checkbox"/> Other	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/s:		Staff: Student Ratio:	
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation <input type="checkbox"/> Other	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/s:		Staff: Student Ratio:	
Activity was:	<input type="checkbox"/> Academic <input type="checkbox"/> Recreation <input type="checkbox"/> Other	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:	
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A department of **MPS**

Participants were:

Additional Notes:



MILWAUKEE
PUBLIC SCHOOLS

INTERNAL BUILDING PERMIT FOR SCHOOL FACILITY USE

Create your own unique number for reference:
Permit No. _____

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			
Example: 6/17/2024 - 8/2/2024 NO program on June 19, July 4, and July 5, 2024	Example: Hill N Dale School 2024 Summer Recreation Program (CLC/Safe Place): 7:30a.m.-6:00p.m., Monday-Friday	Example: Open access to classrooms, bathrooms, and designated activity spaces	Example: 7:00a.m. – Program set up	Example: 6:45p.m. – Program wrap up, clean up	Example: Classrooms: 1, 2, 3, 4, 6, 8, gym, cafeteria, 1 st and 2 nd floor girls and bathrooms, CLC office	Leave this space BLANK.	Leave this space BLANK.

<p>MPS AUTHORIZATION</p> <p style="font-size: 2em; margin: 0;">_____</p> <p style="text-align: center;">School Leader</p> <p style="text-align: right; margin-right: 50px;">Date</p>

Requestor Contact Name: _____

Phone Number: _____

Fax Number: _____



**APPROVED BUILDING/ROOM USE
FOR FACILITY OUTSIDE OF MPS SCHOOLS**

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			
Example: 6/17/2024 - 8/2/2024 NO program on June 19, July 4, and July 5, 2024	Example: Hill N Dale School 2024 Summer Recreation Program (CLC/Safe Place); 7:30a.m.-6:00p.m., Monday-Friday	Example: Open access to classrooms, bathrooms, and designated activity spaces	Example: 7:00a.m. – Program set up	Example: 6:45p.m. – Program wrap up, clean up	Example: Classrooms: 1, 2, 3, 4, 6, 8, gym, cafeteria, 1 st and 2 nd floor girls and bathrooms, CLC office	Not applicable Leave this space BLANK.	Not applicable Leave this space BLANK.

CONFIRMATION OF FACILITY USE APPROVAL	CONFIRMATION OF FACILITY USE APPROVAL
Department of Recreation and Community Services	Agency/Organization

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

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

**MILWAUKEE BOARD OF SCHOOL DIRECTORS
PROFESSIONAL SERVICES CONTRACT**

This Contract is being entered into this ____ day of _____ 2024, by and between _____ (“Contractor”) and Milwaukee Board of School Directors d/b/a Milwaukee Public Schools (“MPS”). Contractor is a pre-approved lead agency for MPS’s summer recreation programming pursuant to **RFP 1075**.

1. SCOPE OF SERVICES

Contractor shall specifically perform the following tasks:

Contractor shall operate a Summer Community Learning Center Program, (each a “CLC” and together the “CLCs”) and/or Safe Place Program (“Summer Recreation Program”) at the direction of MPS, to provide a safe place for MPS students and neighborhood children within the city of Milwaukee to participate in recreational and educational activities.

Detailed scope of services are described and outlined in **Attachment A, Section I**, and its referenced appendices.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

2. TERM

This Contract shall be in effect on **June 1, 2024 through August 31, 2024**.

However, please note the final Summer Cost Report, is due no later than September 30, 2024.

Detailed requirements of dates of operations are further outlined in **Attachment A**, and its referenced appendices.

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

3. COMPENSATION

Total compensation under this Contract shall not exceed \$ _____. Additional guidelines and requirements regarding compensation are identified in **Attachment A, Section III**, and its referenced appendices.

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

No payment shall be made until a properly submitted invoice/Cost Report(s) pursuant to **Attachment A, Section III**, is approved. Said invoice/Cost Report(s) shall be submitted to:

Milwaukee Public Schools
Department of Recreation & Community Services
ATTN: Michelle Porter
5225 W. Vliet Street, Rm 162
Milwaukee, WI 53208
Copied to Email: waltermm@milwaukee.k12.wi.us

As a matter of practice, MPS attempts to pay all invoices/cost reports in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay cost reports/invoices submitted more than 60 days after actual work. In the case of grant funding, no payments shall be made after grant close out. Final cost reports/invoices must be marked as such.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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4. NON-APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way 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 prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor shall post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor is required to include a similar provision in all subcontracts to this Contract. Contractor agrees to comply with further terms as outlined in **Attachment A, Section V**.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall 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 granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. Contractor agrees to accept tender of the defense of any claim or action against MPS falling within the scope of this indemnity. 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 the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract. Further, Contractor agrees to comply with all additional terms outlined in **Attachment A, Section I.A. and Section V.C**.

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 two years and was eighteen years or older at the time.

Contractor will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

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

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

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Professional Liability*	\$1,000,000 per occurrence
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$4,000,000 per occurrence
School Leaders' Errors and Omissions**	\$1,000,000 per occurrence/\$2,000,000 aggregate
Fidelity Bond/Crime Insurance	Value of the Agreement

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

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

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

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor 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. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

A sample Certificate of Insurance is attached hereto and incorporated by reference as **Attachment A, Appendix I**.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor'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 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving 10 days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with 10 days. 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 Contractor for use in completing the Contract. However, MPS shall recover all funds paid to Contractor under this Contract to which Contractor is not entitled. The decision of MPS will be final.

Contractor 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 such party, its facility, and/or activity. The failure of Provider to meet such standards may result in the automatic termination of this Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 30 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

Nothing in this, or any other, section shall prevent MPS from immediately terminating this Contract if it determines, in its sole discretion, that continuing this Contract would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor's engagement with MPS is limited solely to the operation of the 21st Century Community Learning Centers as outlined in this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenants not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract 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.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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16. PROHIBITED PRACTICES

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS’s Code of Ethics, providing in pertinent part, “[a]n 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.”
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.
- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If Contractor intends to use funds hereunder to purchase apparel for \$5,000.00 or more, the Provider agrees to provide only items manufactured by responsible manufacturers as that term is defined in MPS’s Administrative Policy 3.09(18)(B)4. Provider is required to include this provision in all subcontracts to this Contract.
- F. Contractor shall be nonsectarian in its programs, admissions policies, employment practices and all other operations. Contractor will regularly monitor the activities of its subcontractors, and any individual who participates in the providing of the CLC, to ensure compliance with this requirement.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its sub-contractors performing work under this Contract 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, Contractor has violated this living wage policy, MPS may terminate this Contract without liability for undelivered services or breach of contract. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

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:

Copy To: Director of Procurement & Risk Management
Milwaukee Public Schools
5225 W. Vliet Street, Room 160
Milwaukee, WI 53208

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its attachments and appendixes, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

The District shall not be bound by any terms and conditions included in of Contractor’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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If any term or provision of this Contract will be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same will not affect the other terms or provisions hereof of the whole of this Contract, but such term or provision will be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties will be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION & LOBBYING RESTRICTIONS

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are 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. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

Concurrently with signing this Contract, Contractor will provide MPS with a certification which certifies that neither Contractor nor its principals and its subcontractors nor their principals are listed as debarred or suspended in the System for Award Management (SAM), the government-wide exclusion list maintained by the federal government. Provision of this certification is a material term of this Contract and condition precedent to any payment of compensation. If during the term of this Contract, Contractor, its principals or its subcontractors, are listed on SAM, Contractor has a duty to inform MPS of the same, at which time MPS will have the right to immediately terminate this Contract. In the event of such a termination, MPS will only be liable for services rendered through the effective date of termination. MPS will not be liable for any uncompleted portion of this Contract or for any goods or services purchased or paid for by Contractor for use in completing the Contract.

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor 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).

25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

26. NON-DISCLOSURE & OWNERSHIP

Absent prior written consent, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, use, publish, or disseminate any information or work product developed for MPS under this

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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Contract for its own or any third party's benefit. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

27. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS's Executive Director of Communications & Outreach.

28. ORDER OF PRIORITY

Should Contractor and MPS sign Contractor's Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict.

29. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is

obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

30. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 0%. The Career Education requirement for this Contract is 10 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

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Vendor Number:

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #:)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

VENDOR
ADDRESS
CITY, STATE, ZIP
PHONE

By: _____
*Keith P. Posley, Ed.D.
Superintendent of Schools*

Date: _____

SSN / FEIN:

Budget Code:

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

ATTACHMENT A

2024 SUMMER RECREATION PROGRAM FOR MILWAUKEE’S YOUTH

Recitals

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’ before and afterschoolrecreation programming; and

WHEREAS, MPS enters this Contract with Provider for the provision of a 2024 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 seven (7) weeks. Pending MPS and MPS Recreation’s written approval, programming may extend up to 8 (eight) weeks. Summer Recreation Programs must begin no later than June 17, 2024, and end no earlier than August 2, 2024. 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 7:30 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 7:30 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 6:00 p.m., Monday – Friday. Summer Recreation Programs that operate in conjunction with Summer Academy locations may have different operating times.

(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.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- 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 Contract or to sublease any portion of the Facility.
- 4. Provider is responsible for complying with the 2024 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, (dates and times to be determined). Provider must register its attending staff members no later than two (2) weeks prior to the training date. Provider is further responsible for providing continual staff training throughout the term of this Contract.
- 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 are actively engaged with participants at all times.

Youth ages 3-4 yrs.	Youth ages 4-5 yrs.	Youth ages 5+ yrs.
Ratio: 1-10 Group Max: 10 with 1 staff	Ratio: 1-13 Group Max: 13 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 (5) 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 12:00 p.m., Monday – Thursday for all participants in attendance.
 - (2) Recreation Enrichment
 - (a) All recreation activities must be conducted from 12:00 p.m. to 4:00 p.m., Monday – Friday for all participants in attendance.
 - b) Middle & High School Program Requirements

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(1) Academic Enrichment

(a) A minimum of one academic enrichment activity per day must be conducted from 11:00a.m. - 6:00p.m. during summer program hours Monday – Friday for all participants in attendance.

(2) Recreation Enrichment

(a) All recreation enrichment activities must be conducted daily from 11:00a.m. - 6:00p.m. during summer 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.

9. MPS 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 (1) 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 MPS 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 dinnertime. 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 and sweeping and mopping floors.

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 mealtimes and immediately end any inappropriate behavior being displayed by the children.

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

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10. Provider will complete its 2024 Summer Recreation Program Proposal, as set forth in **Appendix A**, and submit it to MPS no later than two (2) weeks prior to the beginning of summer programming. Provider further agrees to enter all summer activities set forth in its 2024 Summer Recreation Program Proposal into the Cayen system by age group for the “2024 Summer” Term. The MPS Summer Recreation Program Project Team must review and approve this information prior to any disbursements being made under this Contract.

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 (5) business days after the last date of the Summer Recreation Program. Hard copies must be retained by Provider for seven (7) years.

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’ 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’ 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, and mandated reporting.

4. If media (TV, radio, newspaper, online journalists, etc.) approach or contacts the Summer Recreation Program Site Coordinator or lead agency, Provider should immediately defer to MPS. Provider at no time shall make any statements to the media. Provider must comply with MPS Stakeholder Policy.

II. FACILITIES

A. MPS shall provide space, (on a nonexclusive basis), utilities and routine custodial cleaning and maintenance at the MPS facility or facilities (hereinafter “facility”) set forth in **Appendix E**. 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.***

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B. MPS will provide to the school, 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.

C. MPS 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 no later than 6:30 p.m.

D. 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.

E. Building Usage

1. Provider shall use the MPS Facility provided for under this Contract only for the purposes of operating the Summer Recreation Program and in accordance with MPS's Policies and Procedures. Provider shall not use, nor allow others to use the MPS Facility and any of its equipment and supplies, for any other purpose.

2. Provider, its agents, employees, and/or participants enrolled in the Summer Recreation Program shall have the right to use the entrances and corridors necessary to secure access to the Facility provided. This right of use shall extend to the restroom facilities located nearest to where the Summer Recreation Program is being conducted. Such use shall be in common with MPS, its agents, employees, members of the public, and/or other providers.

3. MPS will provide an appropriate number of classrooms/multi-purpose rooms in which to run the Summer Recreation Program as well as a adequate office space that is equipped with a desk, a working telephone, locked filing cabinet, accessibility to the internet to enter data into Cayen, and storage space for supplies/equipment.

4. 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.

5. MPS will provide available 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. Provider shall make no alterations, additions or improvements to the fixed equipment and building structure of the facility.

7. Provider shall quit and deliver possession of the utilized Facility peaceably and quietly at the end of this Contract 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 Contract shall become the property of MPS.

8. 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. 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.

9. 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

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control over Provider, and the activities covered by this Contract. The failure of the Provider to meet such standards could result in the automatic termination of this Contract.

F. Parking

1. MPS shall provide parking spaces at the facility to Provider, its officers, agents, employees and visitors under such restrictions as MPS may, from time to time, determine, including the requirement that priority in parking space assignment shall be given to MPS' 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, at no time shall MPS be responsible for any damage or loss 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 Contract, provided that Provider has complied with all MP's fiscal requirements and has supplied all records and reports requested by MPS and mandated by this Contract, 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 Contract will be disbursed as outlined in the **Appendix C**.

1. For Extension-funded Summer Recreation Programs, fifty percent (50%) of total budgeted funds will be disbursed upon MPS's execution of this Contract, provided that the Provider has submitted: the signed Contract by Provider's authorized signatory; 2024 Summer Recreation Program Budget; 2024 Summer Recreation Program Proposal; and a compliant Certificate of Insurance filed electronically in the EXIGIS system. 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 (5) 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, 2024.

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.

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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 Contract in accordance with the authorized cost categories identified in **Appendix C**.

2. Provider shall maintain, for seven years after the termination of this Contract, 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 Contract 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 Contract, Provider will return the overpayment within 30 days of written notice by MPS. As identified in **Appendix C**, Provider may designate a maximum of \$3,500.00 of the funds disbursed under this Contract 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 2024 Cost Report.

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

IV. TRANSPORTATION/FIELD TRIPS

A. No field trips shall be permitted without the prior written approval of MPS Recreation. Lead agencies must submit field trips requests no less than two (2) 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.

B. Requests for field trips must satisfy the following criteria:

1. All students should be properly identified with t-shirts, name tags, lanyards, or wristbands, etc.
2. 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).
3. Permission slips should include the trip location, address, and return time to the SRP site for parent/guardian pick-up.
4. Emergency information for each participant must be carried by lead instructors while off site.
5. 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 the SRP. All children must be accounted for before boarding the bus or departing from any field trip location.
6. Field trips involving recreational swimming at any facility or natural or artificial body of water, such as lakes, rivers or pools, are strictly prohibited without the presence of a certified lifeguard and appropriate Provider staff 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.
7. All registration packets must include parent/guardian confirmation of their child's swimming level. In addition, all permission slips must include the following statement: "Please indicate your child's swimming level: expert, intermediate, beginner, cannot swim" per MPS' District policy.
8. All field trips must adhere to DCF childcare licensing requirements.

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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 Contract. 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 Contract, Provider shall not discriminate against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability or socio-economic status. This obligation shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Provider will post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

C. Provider 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/ecbgcheck>.

b) Providers not subject to the requirements set forth in the above Section V(C)(1). 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 Contract, 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

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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 Contract utilizing the Smart Sheet link provided herein: <https://app.smartsheet.com/b/form/9095513a736c49a791df055c1e2fa879>. Records that indicate a history of conviction or pending criminal charges will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS will immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with children. Failure to submit the results of any crime information records checks prior to the provision of services will result in the termination of services. All determinations made by MPS with regards to whether an individual is fit to provide services under this Contract 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 Contract 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 Contract; 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 Contract and Wis. Stat. § 48.685 on file for the duration of this Contract and to provide the same to MPS upon request.

D. 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 aforementioned requirements, it shall be Provider's burden to show it has met all such requirements.

E. When a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Contract 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.

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

G. 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 (See **Appendix D**) and DCF 251-Licensing Rules for Group Child Care Centers and Child Care Centers Established or Contracted by School Boards..

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

VI. APPENDIXES

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

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Appendix A	2024 Summer Recreation Program Proposal
Appendix B	2024 Summer Recreation Program Attendance Requirements
Appendix C	2024 Summer Recreation Program Fiscal Forms
Appendix D	2024 Summer Recreation Program Operations Manual
Appendix E	MPS Building Operations Daily Cleaning Requirements
Appendix F	MPS Facilities and Maintenance Caring for Your Building

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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

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

Hallway Behavior

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

Classroom Expectations

-] Students must arrive on time
-] Take care of classroom materials; use materials gently and appropriately
-] Return items to appropriate places
-] Take care of belongings
-] Keep the area around your desk free of debris
-] 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
-] Students must deposit all waste materials in proper containers; school is your home away from home - treat it as such
-] No food, beverages, or gum are allowed at any time other than a school-sponsored event
-] Writing on desks, damaging equipment, etc., is vandalism and is unacceptable
-] Place your chair on top of your desk at the end of the school day

Bathroom Behavior

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

Cafeteria Behavior

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

Bus Behavior

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