

AGREEMENT FOR THE PROVISION OF A 2019 SUMMER RECREATION PROGRAM FOR MILWAUKEE'S YOUTH

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

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

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

WHEREAS, MPS and Provider are desirous of entering into an agreement for the provision of a 2019 Summer Community Learning Center Program and 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 agreed upon on the 2019 Summer Interest Form. All Summer Recreation Programs must run for a minimum of six (6) weeks. Summer Recreation Programs must begin no later than June 17, 2019 and end no earlier than July 26, 2019. No Summer Recreation Program shall take place on Thursday, July 4th, 2019. All Summer Recreation Programs shall be open on Friday, July 5th, 2019. If Provider's site offers both Elementary/K-8 and Middle & High School programming, its hours must conform to both standards set forth subsections a) and b) below.

a) Elementary/K-8 Program Hours and Fees

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

b) Middle & High Program Hours and Fees

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

2. Provider is responsible for complying with the 2019 Summer Recreation Program Operations Manual, incorporated herein as Appendix D.

3. Provider's Summer Recreation Program Site Coordinator and a minimum of three (3) Summer Recreation Program staff to the MPS Summer Recreation Program Staff Training, which shall be held on June 1, 2019, at Rufus King Middle School from 8:30 am – 4:00 pm. Provider must register its attending staff members by May 17, 2019. Provider is further responsible for providing continual staff training throughout the term of this Agreement.
4. Staffing must be set according to the ratios below, shown as number of staff: number of participants. Volunteers shall not be included when calculating the ratios. Participant interaction with caring adults is a key component of the Summer Recreation Program. Provider is responsible for ensuring that staff is actively engaged with participants at all times.

<u>Youth ages 3-4 yrs.</u>	<u>Youth ages 4-5 yrs.</u>	<u>Youth ages 5-6 yrs.</u>	<u>Youth ages 6+ yrs.</u>
1:10	1:13	1:17	1:18
Group Max.:	Group Max.:	Group Max.:	Group Max.:
20 with two staff	24 with two staff	34 with two staff	36 with two staff

5. Attendance requirements set forth in Appendix B, attached hereto and incorporated by reference must be maintained over the duration of the Summer Recreation Program, as identified in Appendix A. Collection of daily attendance records in the Cayen system is required and will be monitored on a weekly basis by the MPS Summer Recreation Program Project Team. All attendance must be entered into the Cayen system no later than five business days after the last date of the Summer Recreation Program.
6. Each Summer Recreation Program shall offer, on a daily basis, engaging academic and recreation enrichment activities in: math, literacy, and STEM; the arts (dance, drama, pottery, music, etc.); sports and fitness (activities designed to get kids moving and physically active, as well as discussions on health and nutrition); cooperative learning games; games that provide opportunities to practice basic academic skills such as chess, checkers, puzzles and word games; and experiences that build on and celebrate a wide diversity of cultural and ethnic groups.
 - a) Elementary/K-8 Program Requirements
 - (1) Academic Enrichment
 - a. Academic enrichment programming must be conducted from 9:00 am– 11:30 am, Monday – Thursday for all participants in attendance.
 - (2) Recreation Enrichment
 - a. All recreation activities must be conducted from 11:30 am – 4:00 pm, Monday – Friday for all participants in attendance.
 - b) Middle & High School Program Requirements
 - (1) Academic Enrichment
 - a. Each site must participate in, and actively recruit participants for a minimum of one Summer EXCEL camp. The minimum attendance requirements for this activity must be met as reflected in the Cayen system.
 - (2) Recreation Enrichment
 - a. All recreation activities must be conducted from 11:30 am – 4:00 pm, Monday-Friday for all participants in attendance.

- c) Middle & High School programs that also serve Elementary/K-8 students must provide age-appropriate academic and recreation enrichment activities for all participants, in accordance with the standards set forth above. See Section V, Subsection I of this contract for further requirements.
8. The MPS Department of School Nutrition Services will provide a breakfast, lunch, and dinner program which will be offered 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 has at least one person at each site where dinner is being served that is trained in all applicable Child and Adult Care Food Program (“CACFP”) rules and regulations. (Dinner/Meal Service Requirement)
 - b) Provider must keep documentation sufficient for MPS to claim the meals pursuant to the USDA’s CACFP on MPS’s Cayen data tracking system. This includes input of a daily point of sale meal count, and current enrollment information. (Dinner/Meal Service Requirement)
 - c) Provider must perform their own cleanup and food disposal. Cleanup means the removal of all food trays and debris on tables to allow for wipe down and sanitation by MPS staff. Food disposal means disposal of food in appropriate, agreed-upon containers. MPS Food Service staff is responsible for sanitizing debris free tables and emptying trash containers.
 - d) Provider will communicate any cancellation of meal service to MPS Food Service site staff two weeks in advance. Failure to notify MPS Food Service could result in Provider covering any lost costs.
 - e) Provider must follow instructions on how to operate the Point of Service (POS) which includes entering each child’s name or ID number. If unable to operate computer, Provider will document the name and ID number of each child that receives a meal. Failure to provide proper meal counts could result in Provider covering any lost cost.
 - f) Failure to comply with any of these requirements will result in the discontinuance of food service.
9. Provider will complete its 2019 Summer Recreation Program Proposal, as set forth in Appendix A, and submit it to MPS no later than June 3, 2019. Provider further agrees to enter all summer activities and field trips set forth in its 2019 Summer Recreation Program Proposal into the Cayen system by age group for the “2019 Summer” Term no later than June 3, 2019. The MPS Summer Recreation Program Project Team must review and approve this information prior to any disbursements being made under this Agreement.
10. Provider agrees to administer the “Summer Recreation Program Evaluation”, as supplied by the MPS Summer Recreation Program Project Team, to a minimum of 50 individual participants and 40 individual parents of participants. Provider also agrees to enter all survey results into the Cayen system no later than five business days after the last date of the Summer Recreation Program. Hard copies must be retained by Provider.
11. Provider understands that unscheduled visits by MPS’s Summer Recreation Program Project Team and designated Resource staff will occur during the course of the Summer Recreation Program. These visits can occur at any time for any reason, in the sole discretion of MPS. Such visits may include but shall not be limited to, monitoring program operations, data collection/entry and reviewing Provider’s lesson plans.

12. Provider may collect Wisconsin Shares (W-2) funds to supplement its contract award. However, seven and one-half percent (7.5%) of any Wisconsin Shares (W-2) funds collected must be placed in a central account to pay for administrative fees.

II. Incident/Accident Reporting Policy Requirements:

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

II. FACILITIES

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

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

F. Parking

1. MPS shall provide parking spaces at the Facility to Provider, its officers, agents, employees and visitors under such restrictions as MPS may, from time to time, determine, including the requirement that priority in parking space assignment shall be given to MPS's use of the Facility and the requirement that all of Provider's vehicles and those of its officers, agents, employees and visitors be removed from the Facility's parking lot daily and immediately after the conclusion of the Summer Recreation Program. No overnight parking is permitted.
2. When parked in the Facility's parking lot, MPS shall not be responsible for any damage to Provider's vehicles or those vehicles of Provider's officers, agents, employees and/or visitors.

III. COMPENSATION

- A. MPS shall make disbursements to Provider for meeting the program requirements outlined in this Agreement, provided that Provider has complied with all MPS's fiscal requirements and has supplied all records and reports requested by MPS and mandated by this Agreement, attached hereto as Appendix C and incorporated by reference. MPS shall have forty-five (45) days from receipt of the Provider's properly submitted "Summer Cost Report" to reimburse approved expenditures.
- B. The funds available to Provider under this Agreement will be disbursed as follows, and as outlined in Appendix B.
 1. For Extension-funded Summer Recreation Programs, fifty percent (50%) of total budgeted funds will be disbursed upon MPS's execution of this Agreement, provided that the Provider has submitted: signed Agreement by Provider's authorized signatory; 2019 Summer Recreation Program Budget; 2019 Summer Recreation Program Proposal; and a Certificate of Insurance filed electronically in the EXIGIS system which complies with the requirements of Section VII of this Agreement. The remaining portion of the total funds will be disbursed at the conclusion of the Summer Recreation Program, provided MPS receives and approves:
 - a) An "Attendance Summary Report", as retrieved from the Cayen system, indicating the Summer Recreation Program has met the minimum attendance requirements, as set forth in Appendix B. All attendance must be entered into the Cayen system no later than five business days after the last date of the Summer Recreation Program;
 - b) The survey results from the program evaluations administered to participants and parents must be entered into the Cayen system no later than five business days after the last date of the Summer Recreation Program; and
 - c) The Summer Cost Report, which is due no later than September 27, 2019.
 2. Provider shall include the following documentation in its Summer Cost Report:
 - a) Legible copies of all paid receipts and/or invoices submitted for reimbursements, identifying: name of vendor; item of purchase; amount spent; and quantity and date of purchase. The date of purchase and payment must coincide with the period in which the reimbursement is requested. Receipts should also be accompanied by a written description of the purpose of the purchase(s);
 - b) Copies of organizational checks used for payment of authorized expenses; and
 - c) Copies of payroll ledger forms and other relevant data such as identifying payee, check number, hourly rate, gross wages and authorized deductions.
 3. Provider shall have each Summer Cost Report signed by the authorized organizational officer and identify the name and telephone number of the person responsible for its preparation.

4. Provider shall ensure that its Summer Cost Report and its attendance documentation are legible, clear and organized in their submission, recognizing that any required document that is not submitted or is submitted in error will reduce or delay the disbursement requested.
 5. For Wisconsin Shares funded Summer Recreation Programs, reimbursement will occur on a Monthly Cost Report basis, provided that the Provider has submitted: Agreement signed by Provider's authorized signatory; 2019 Summer Recreation Program Budget; 2019 Summer Recreation Program Proposal; and a Certificate of Insurance filed electronically in the EXIGIS system which complies with the requirements of Section VII of this Agreement. Provider must submit each Monthly Cost Report by the 28th of each month. Contents of each Monthly Cost Report must comply with the standards set forth in Section III.B.2-4.
- C. Fiscal Requirements
1. Provider agrees to spend all funds received under this Agreement in accordance with the authorized cost categories identified in Appendix C.
 2. Provider shall maintain, for seven years after the termination of this Agreement, adequate source records including, but not limited to: invoices; payroll records; time sheets; and receipts.
 3. Provider shall use appropriate cash management procedures so that public funds disbursed under this Agreement are discernible from other funds.
- D. If total expenditures, as documented in the Summer Cost Report, do not exceed the amount disbursed in the initial disbursement under this Agreement, Provider will return the overpayment within 30 days of written notice by MPS. As identified in Appendix C, Provider may designate a maximum of \$2,500.00 of the funds disbursed under this Agreement for administrative costs. A maximum of \$5,000.00 for sites designated at "Super Sites" may be used by Provider 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 2019 Cost Report.
 2. All funds generated through the collection of Wisconsin Shares (W-2) child care subsidies shall be maintained by MPS.
- F. Force Majeure
- MPS will not be liable to pay Provider for any and all work that Provider is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control, (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

IV. TRANSPORTATION/FIELD TRIPS

- A. Transportation will be provided by MPS for Summer EXCEL camps only.
- B. Participants must be offered a minimum of one field trip per week by Provider. Provider may charge a weekly field trip fee; however, as set forth in Section I, program fees shall not be a barrier for any child to participate. Field trip revenue must be recorded on the "Summer Cost Report." One-time field trip expenditures exceeding \$10 per participant for admissions will require prior approval from Leighton Cooper, available via phone at (414) 475-8844 or email at cooperld@milwaukee.k12.wi.us.
- C. While strict compliance with MPS's Administrative Policy and Procedure 7.30, "Field Trips and Excursions," is not required, field trips should comply with the "General Principles" found in Policy 7.30(1).

In addition, any activity which is specifically prohibited in Procedure 7.30, *e.g.*, trips to Great America and other amusements parks and arcades outside the state of Wisconsin, are not permitted. Waterparks in the state of Wisconsin are permissible if there is a certified, non-MPS life guard supervising swim and water play. Any safety requirement found in Procedure 7.30, *e.g.*, transportation by bonded carrier when possible, should be observed.

V. ADDITIONAL RESPONSIBILITIES OF PROVIDER

- A. Provider is an independent contractor and is not an agent, servant, or employee of MPS. Provider's engagement with MPS is limited solely to the operation of the Summer Recreation Program as outlined in this Agreement. Provider shall employ a sufficient number of qualified and properly-trained staff according to the contractually required minimum average daily attendance and DCF licensing standards. Any staff member that is not reasonably acceptable to MPS shall be removed by Provider from said staff member's assignment to MPS's Summer Recreation Program. MPS may request such removal at any time, in its sole discretion.
- B. In the performance of work under this Agreement, Provider shall not discriminate against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability or socio-economic status. This obligation shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Provider will post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- C. Provider shall comply with, and ensure its sub-contractors performing work under this Agreement comply with Milwaukee Board of School Directors' Administrative Policy 3.09(17), which requires that employees be paid a "living wage". If MPS determines in its sole discretion, Provider has violated this living wage policy, MPS may terminate this Agreement without liability for undelivered services or goods. MPS may also deem Provider ineligible to participate in future contracts with MPS.
- D. Provider must comply with all requirements of Wis. Stats. § 48.685 and § 48.686, which identify the standards required for criminal history and child abuse record searches for licensed Caregivers and Child Care Programs.
 1. Provider will conduct, at Provider's expense, any and all required background checks, as set forth below:
 - i. Providers participating in the YoungStar Quality Rating System and receiving Wisconsin Shares Child Care Subsidies must abide by all background check requirements prescribed by the Wisconsin Department of Children and Families ("Department"), including, but not limited to:
 1. Submitting a request to the Department for a criminal background check for each potential caregiver and at least once every 5-year period for each existing caregiver;
 2. Obtaining FBI fingerprint checks every five (5) years;
 3. Submitting background checks for any and all employees and contractors with the opportunity for unrestricted access to children;
 4. Using the Child Care Provider Portal (CCPP) to submit new and prospective employee information needed to trigger fingerprint-based checks;
 5. Abiding by all other requirements prescribed by the Department, available at <https://dcf.wisconsin.gov/ccbgcheck>.
 - ii. Providers not subject to the requirements set forth in the above Section V(D)1.i. must obtain a criminal information background check through the Wisconsin Department of Justice (<https://recordcheck.doj.wi.gov/>) and other states' agencies, as applicable, on all current and potential administrators, board members, officers, full-time employees, part-time employees and volunteers who have, or who are anticipated to have direct, unsupervised contact with children throughout the

Summer Recreation Program. (Note: No background checks are required for youth mentors/workers who are under the age of 18).

1. An out-of-state background check should be completed in the state(s) in which the individual resided for at least six months within the last ten years and was 18 years or older at the time.
 2. For purposes of this Agreement, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five hours a week. A volunteer is not a parent or other adult who is a one-time volunteer for a field trip or other one-time-only activity. Provider will use good judgment in accepting the services of a volunteer, and will be familiar with the volunteer before accepting services of that volunteer.
 3. No later than one month before work with children at the Summer Recreation Program begins, Provider will electronically submit completed background checks for all individuals providing services under this Agreement utilizing the Smart Sheet link provided herein: <https://app.smartsheet.com/b/form/9095513a736c49a791df055c1e2fa879>. Records that indicate a history of conviction or pending criminal charges will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS will immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with children. Failure to submit the results of any crime information records checks prior to the provision of services will result in the termination of services. All determinations made by MPS with regards to whether an individual is fit to provide services under this Agreement are made in MPS's sole discretion.
- iii. As required by law, Providers shall complete the other searches required by Wis. Stat. § 48.685, review the results and determine that there is nothing in the background of Provider's employees, agents or sub-contractors that would render them unfit to provide services under this Agreement where there is contact and access to children. Background factors that would disqualify any individual from providing services to MPS include, but are not limited to: falsification of background information; conviction of a criminal offense that substantially relates to the duties and responsibilities to be assigned to or performed by Provider under this Agreement; or pending criminal charges alleging acts of a similar nature. Provider has a duty to retain all documentation related to background checks and other searches performed pursuant to this Agreement and Wis. Stat. § 48.685 on file for the duration of this Agreement and to provide the same to MPS upon request.
- E. Provider agrees to strive to implement the principles of equal employment opportunities through an effective Affirmative Action program. A copy of such program shall be produced by Provider upon request by MPS. The program shall set its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment in all divisions of Provider's work force, where these groups may have been previously under-utilized and under-represented. Provider also agrees, in the event of any dispute as to compliance with the aforesaid requirements, it shall be Provider's burden to show it has met all such requirements.
- F. When a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Agreement has been determined by MPS, Provider shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.
- G. If, after notice to Provider of a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Agreement, further violation of those provisions are committed during the term of the Agreement, MPS may terminate the Agreement without liability for any remaining funds which may be disbursed. MPS, at its sole discretion, may permit Provider to complete the Agreement. In the case of any violations of these provisions, Provider may be ineligible to participate in future contracts with MPS.
- H. Provider certifies that Provider is not suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Provider specifically

covenants that neither the Provider nor its principals are excluded parties pursuant to the System for Award Management (“SAM”) database.

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

VI. INDEMNITY

Notwithstanding any references to the contrary, Provider assumes full liability for all of its acts and/or omissions in the performance of this Agreement, as well as the acts and/or omissions of any of its sub-providers, employees, and/or agents. Provider shall defend, indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of Provider’s performance under this Agreement or that may result from the carelessness or neglect of said Provider, its employees and/or agents. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of Provider, against such persons, firms or corporations carrying out the provisions of the Agreement for Provider, Provider assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys’ fees or other expenses resulting therefrom.

VII. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

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

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

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

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

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

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

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

VIII. BREACH BY PROVIDER

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

IX. TERM AND TERMINATION BY MPS FOR VIOLATIONS BY PROVIDER

The term of this Agreement commences on June 1, 2019 and ends on August 23, 2019. This Agreement is contingent upon the approval of the Milwaukee Board of School Directors. Except as otherwise provided hereunder, if Provider fails to fulfill its obligations under this Agreement or violates any of such provisions, MPS shall thereupon have the right to terminate this Agreement by giving five days written notice of termination, specifying the alleged violations, and effective date of termination. This Agreement shall not be terminated if, upon receipt of the notice, Provider promptly cures the alleged violation(s) prior to the end of the five-day period. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Provider for use in completing, the Agreement.

X. UNRESTRICTED RIGHT OF TERMINATION BY MPS

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

XI. ASSIGNMENT LIMITATION

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

XII. PROHIBITED PRACTICES

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

XIII. NOTICES

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

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

To: PROVIDER:

XIV. AUTHORIZATION

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

XV. APPENDICES

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

- Appendix A 2019 Summer Recreation Program Proposal
- Appendix B 2019 Summer Recreation Program Attendance Requirements
- Appendix C 2019 Summer Recreation Program Fiscal Forms
- Appendix D 2019 Summer Recreation Program Operations Manual
- Appendix D MPS Building Operations Daily Cleaning Requirements

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

APPROVED:
Milwaukee Board of School Directors

APPROVED:
Summer Recreation Program
PROGRAM PROVIDER

Larry Miller, President
Milwaukee Board of School Directors

Provider Board President

Date: _____

Date: _____

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

Provider Executive Director

Date: _____

Date: _____

Contract Amount: \$ _____

FOR OFFICE USE ONLY

Budget Code: _____

Budget Code: _____

Budget Code: _____

R _____
C _____
V _____

Reviewed by Risk Management.

By: _____

Date _____



2019 Summer Recreation Program Proposal Signature Page

Site Name:

Due Date: Prior to June 3, 2019

I have read the terms and conditions of the 2019 Summer Recreation Program Proposal and ensure that all activities, field trips, and family events will be in alignment with the summer contract and the Summer Recreation Program goal of providing youth with engaging academic and recreation learning opportunities that support student academic achievement.

Principal's Name

Lead Agency Director's Name

Principal's Signature Date

Director's Signature Date

Site Coordinator's Name

Site Coordinator's Signature Date

**The 2019 Summer Recreation Program Proposal Signature Page is due electronically to your designated MPS Project Team Member.
All 2019 Summer Recreation Program activity information, including field trips, must also be created and completely entered in APlus by 4:30 pm that day.**



2019 Summer Recreation Program Proposal

Site Name:

TIMELINE

June 1, 2019:	Summer Recreation Program Staff Training from 8:30a.m. – 3:30p.m. Location: King Middle School
May 31, 2019:	Summer Budget and Building Permit are due to Don Bennett.
June 3, 2019:	Summer Recreation Program Proposal is due to your designated MPS Project Team Member.

SUMMER RECREATION PROGRAM SITE INFORMATION

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

Program Start Date: Program End Date:

Proposed Summer Recreation Program Days and Hours of Operation

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

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

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

Projected Grade Levels to be Served (check all that apply): K3 K4 K5 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

Summer Recreation Program Safety Plan

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

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

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

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

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

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

Please list emergency procedure dates below.

<u>Fire Drills</u>	<u>Tornado Drills</u>	<u>Emergency Lockdown Procedures</u>
June: _____	June: _____	June: _____
July: _____	July: _____	July: _____
August: _____	August: _____	August: _____

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

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

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

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

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

Note: This is mandatory training per MPS policy. (updated as of March 2016). (<https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>) The knowledge (webcasts) training and assessment tests are to be completed at least **every four years**, while the skills competency check-off should be completed **annually**. At a minimum, the following Medication Training Requirements courses must be completed under Option 2 (Direct Access Webcasts): 1) Nebulizer, 2) Epipen, 3) Rescue Inhaler. 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.)**

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

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

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

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

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

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

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

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



2019 Summer Recreation Program Staff Roster

*Directions: Staff to student ratios should abide by the following standards **and** maximum group sizes:*

<u>Youth ages 3-4 years</u> 1:10	<u>Youth ages 4-5 years</u> 1:13	<u>Youth ages 5-6</u> 1:17	<u>Youth ages 6+</u> 1:18
Group Max.: 20 with two staff	Group Max.: 24 with two staff	Group Max.: 34 with two staff	Group Max.: 36 with two staff

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



Summer Recreation Program Weekly Theme & Field Trip Information

Directions: Please list the weekly themes the program will incorporate into summer activity planning. Include any field trips the site will take each week (related and unrelated to the weekly theme). Friday field trips are encouraged and listed below, however if your site elects to hold a field trip(s) on a different day, please list in the blank space provided.

Week	Weekly Theme	Field Trip Location	Date	Time	Grade Level Attending
June 17-21			June 21, 2019		
June 24-June 28			June 28, 2019		
July 1-5 (7/4 closed)			July 5, 2019		
July 8-12			July 12, 2019		
July 15-19			July 19, 2019		
July 22-July 26			July 26, 2019		
July 29-August 2			Aug. 2, 2019		
Additional Weeks, Themes & Field Trips:					
If applicable, add EXCEL Program dates and field trips:					



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

Site	Program Dates	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance			
					60-79 160-179	ADA-100 ADA-200	80-100 180-200	ADA-100 ADA-200
Allen-Field School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Auer Ave. School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Bethune School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	
Carson Academy	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Carver Academy * •	June 17 – August 9	200	\$80,000	\$40,000	\$20,000		\$40,000	
Clarke Street School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Doerfler School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Eighty-first Street School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Engleburg School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Fifty-third Street School *+	June 17 – August 9	100	\$30,000					
Fratney School +	June 17 – August 9	100	\$35,000					
Greenfield Avenue School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	
Gwen T. Jackson School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Hayes Bi-lingual School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	
Holmes School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Hopkins-Lloyd School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Kluge School * •	June 17 – July 26	200	\$80,000	\$40,000	\$20,000		\$40,000	
Lincoln Avenue School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Longfellow School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Riley School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Riverwest School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Sherman School +	June 17 – August 9	100	\$35,000					
Siefert School +	June 17 – August 9	100	\$35,000					
Thurston Woods School	June 17 – August 2	100	\$35,000	\$17,500	\$8,750		\$17,500	
Townsend Street School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Vieau School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	



Westside Academy	June 17 – July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Zablocki School * +	June 17 – August 9	100	\$30,000			

* Denotes Summer Academy Site.

• Denotes Summer Academy Super Site

+ Denotes site funded exclusively from Wisconsin Shares with no 50% upfront disbursement, and not subject to ADA attendance requirements, however, is required to submit monthly cost reports for reimbursement.

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC attendance records) from Monday, June 24 – Friday, July 26, 2019.

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 2019 CLC/Safe Place Summer Budget, the 2019 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 27, 2019.



Summer Attendance Requirements Middle/High School Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				25-40	41-56	56+
Bay View High School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Bradley Tech High School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Milwaukee High School of the Arts (Safe Place) * JA	June 17-July 26	\$35,000	\$20,000	\$0	\$7,500	\$15,000
North Division @ LaVarnway Boys & Girls Club	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Washington Campus High School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Wedgewood Int'l Middle School @ Honey Creek School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000

* Denotes Summer Academy Site.

•Denotes Summer Academy Super Site.

(JA) Denotes June Summer Academy Session site and receives an additional \$5,000 which is disbursed with the initial payment.

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, July 1, 2019 – Friday, July 26, 2019.

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 2019 CLC/Safe Place Summer Budget, the 2019 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 27, 2019.



Summer Attendance Requirements Safe Place Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				31-50	51-79	80+
Brown Street Academy *	June 17 – July 26	\$30,000	\$15,000	\$0	\$10,000	\$15,000
Browning School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Cass Street School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Forest Home School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Gaenslen School*	June 17 – July 26	\$30,000	\$15,000	\$0	\$10,000	\$15,000
Grantosa School *	June 17 – July 26	\$30,000	\$15,000	\$0	\$10,000	\$15,000
Kagel School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Keefe Ave. School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
LaFollette School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
M. L. King School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Maple Tree School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Mitchell Street School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Story School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500

* Denotes Summer Academy Site.

• Denotes Summer Academy Super Site.

+ Denotes site funded exclusively from Wisconsin Shares with no 50% upfront disbursement, and not subject to ADA attendance requirements, however, is required to submit monthly cost reports for reimbursement.

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, June 24, 2019 – Friday, July 26, 2019.

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 2019 CLC/Safe Place Summer Budget, the 2019 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the



requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents, entered into the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" due no later than September 27, 2019.

Return by September 27, 2019 to:
 Milwaukee Recreation Division
 Attention: Michelle Walters
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

2019 Summer Recreation Program
Summer Cost Report

APPENDIX C

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

For Use by MPS Finance	
Program Location:	_____
Agency: Vendor #:	_____
Contract #:	_____
Cost Report Amt:	\$ _____
To be paid from Budget Code:	_____
Accepted and Authorized by MPS Project Coordinator.	
Signature: _____	Date: _____

Summer Recreation Program 2019

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 (Limit \$2,500)	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -
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 with MPS.

Agency Director: _____

Date: _____

Summer Recreation Program Schedule of Paid Costs Monthly Report

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

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

SUMMER RECREATION PROGRAM SUMMER BUDGET 2019

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

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 27, 2019.

SUMMER RECREATION PROGRAM BUDGET 2019

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>	Totals
Instructional Materials		
Program Materials		
Course / Activity Supplies		
Staff / Participant Apparel		
Computer Software		
Office Supplies - Direct	<u>Give Detailed description</u>	Totals
General Office Supplies		
Equipment Supplies		
Program Publications & Periodicals		
Program Subscriptions/Books		
Mailings / Postage		
Duplication		
Other (specify)		
Equipment Purchases - Direct	<u>Give Detailed description</u>	Totals

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 27, 2019.

SUMMER RECREATION PROGRAM BUDGET 2019

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

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 27, 2019.

Summer Recreation Program Schedule of Revenue Resources

Project Name:			Cost Report Number	
<i>To Be Completed by Project Operator</i>			<i>To Be Completed by MPS</i>	
Date	Total Amount	Adjustments Amount	Reimbursed	
Budget Category Total		\$ -		

COST CATEGORIES

APPENDIX C

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

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the summer program and are not with direct program services. These costs can be, but are not limited to, administrative expenses, (e.g., bookkeeping, accounting, insurance, criminal background checks, auditing) or a percentage of staff’s salary/wages for supervision of summer programs. These costs must be identified and submitted to MPS as part of the Summer Program Budget. The maximum amount for administrative costs is limited to \$2,500 (\$5,000 for Super Sites) of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

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

EQUIPMENT PURCHASE:

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

EQUIPMENT RENTAL:

Costs associated with the rental of tangible personal property having a unit acquisition cost equal to or over one hundred fifty dollars (\$150). Equipment must be rented for the sole purpose or usage by the Provider in carrying out the goals and objectives of the summer afterschool program.

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 summer program participants in the fulfillment of the afterschool 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 MPS Summer 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, snack bars/cafes, field trips, and fundraisers) and include documentation of all funds collected in the Summer Cost Report. All revenue generated will offset summer program reimbursement requests on a monthly basis and increase the total grant award accordingly.
- All funds generated through the collection of W2 child care subsidies, shall be monitored by MPS.

PROGRAM SUPPLIES:

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

TRANSPORTATION:

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 in its sole discretion. Examples of such unallowable costs include the following but are not exhaustive.

- Purchases or salaries not within the scope of the afterschool program
- Alcoholic beverages
- Late charges or fees; Credit Card fees
- Contributions, donations or tips
- Provider's non-summer program-related promotional items (such as t-shirts, pens, stickers, posters, etc.)
- Taxes (exception: Federal Taxes)
- Gas
- Unpaid personal credit card purchases that do not have the original receipt. Note: summer programs are not allowed to use the district or individual school names in association with credit card purchases. Additionally, personal credit cards should only be used for minor purchases in the event that the normal purchasing process through the Provider is not available for the items needed. Such purchases must be reasonable, ordinary, and necessary for the operation of the afterschool 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 health and wellness programming.

Return by September 27, 2019 to:
 Milwaukee Recreation Division
 Attention: Michelle Walters
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

2019 Summer Recreation Program
WI Shares Summer Cost Report

APPENDIX C

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

For Use by MPS Finance	
Program Location:	_____
Agency: Vendor #:	_____
Contract #:	_____
Cost Report Amt:	\$ _____
To be paid from Budget Code:	_____
Accepted and Authorized by MPS Project Coordinator.	
Signature:	_____ Date: _____

Summer Recreation Program 2019

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 (Limit \$2,500)	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -
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 with MPS.

Agency Director: _____

Date: _____

WI Shares Summer Recreation Program Schedule of Paid Costs Monthly Report

Project Name:		Account No.:		Budget Cost Category:			Cost Report Number	
Summer Recreation Program				<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.

WI SHARES SUMMER RECREATION PROGRAM SUMMER BUDGET 2019

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

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 27, 2019.

WI SHARES SUMMER RECREATION PROGRAM BUDGET 2019

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>	Totals
Instructional Materials		
Program Materials		
Course / Activity Supplies		
Staff / Participant Apparel		
Computer Software		
Office Supplies - Direct	<u>Give Detailed description</u>	Totals
General Office Supplies		
Equipment Supplies		
Program Publications & Periodicals		
Program Subscriptions/Books		
Mailings / Postage		
Duplication		
Other (specify)		
Equipment Purchases - Direct	<u>Give Detailed description</u>	Totals

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 27, 2019.

WI SHARES SUMMER RECREATION PROGRAM BUDGET 2019

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

Return to MPS Recreation, Room 162 to Michelle Walters no later than September 27, 2019.

WI Shares Summer Recreation Program Schedule of Revenue Resources

Project Name:			Cost Report Number	
<i>To Be Completed by Project Operator</i>			<i>To Be Completed by MPS</i>	
Date	Total Amount	Adjustments Amount	Reimbursed	
Budget Category Total		\$ -		

COST CATEGORIES

APPENDIX C

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

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the summer program and are not with direct program services. These costs can be, but are not limited to, administrative expenses, (e.g., bookkeeping, accounting, insurance, criminal background checks, auditing) or a percentage of staff’s salary/wages for supervision of summer programs. These costs must be identified and submitted to MPS as part of the Summer Program Budget. The maximum amount for administrative costs is limited to \$2,500 (\$5,000 for Super Sites) of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

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- Late charges or fees; Credit Card fees
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- Gas
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- Program and equipment purchases not directly aligned to health and wellness programming.



Milwaukee Public Schools Summer Recreation Programs



2019 SUMMER RECREATION PROGRAMS

OPERATIONS MANUAL



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Important Summer Dates & Deadlines

Item / Event	Date	Notes
2019 Summer Program Request Form	Friday, March 29, 2019	Scan and email to Lisa Mitchell by 5:00p.m.
2019 Summer Program Kickoff Meeting	Thursday, April 25, 2019	Location: North Division from 9:00a.m.-12:00p.m
Registration Due for Summer Training:	May 17, 2019	All sites must register the following program staff to attend: Program Site Coordinator, safety/security, group leaders.
Summer Building Permit Due:	Friday, May 31, 2019	Email to Lisa Mitchell.
Summer Budget Due:	Friday, May 31, 2019	Email to Don Bennett.
2019 Summer Staff Training:	Saturday, June 1, 2019	King Middle from 8:00 am - 3:30 pm.
Summer Activities and Field Trips Created in APlus. Due by:	Monday, June 3, 2019	Activity Information Report should show all activities and field trips for the 2019 Summer.
Summer Program Plan & Signature Page Due:	Monday, June 3, 2019	Email to your MPS Project Team Representative.
Start of Summer Programming (all sites)	Monday, June 17, 2019	Exception - MHSA
MPS Summer Academy	Monday, July 1, 2019- Friday, July 26, 2019 7:30-11:30a.m.	For those with MPS-sponsored programs.
EXCEL Program Dates	Monday, June 24, 2019 – Thursday, July 18, 2019	For sites awarded camp opportunities.
Summer Programs Closed for Holiday:	Thursday, July 4, 2019	Programs will operate on Wednesday, July 3rd and Friday, July 5, 2019.
APlus attendance data entry complete:	6-week programs: 7/26/2019 7-week programs: 8/2/2019 8-week programs: 8/9/2019	Daily activity attendance should be entered on a weekly basis for monitoring purposes.
Summer Parent Surveys entered into APlus	July 26, 2019	Minimum of 40 anonymous surveys.
Summer Participant Surveys entered into APlus	July 26, 2019	Minimum of 50 anonymous surveys.
Six-Week Program End Date:	Friday, July 26, 2019	All sites unless otherwise communicated to MPS.
Eight-Week Program End Date:	Friday, August 9, 2019	Extended sites unless otherwise communicated to MPS.
Final Expense/Cost Reports Due:	Friday, September 27, 2019	Submit to Michelle Walters.



2019 MPS SUMMER RECREATION PROGRAMS
Project Team Site Assignments

<p>Don Bennett Office: (414) 475-8474 Cell: 414-334-9687 BENNETDL@milwaukee.k12.wi.us</p>
<p>Bay View Boys & Girls Clubs</p>
<p>Bradley Tech Boys & Girls Clubs</p>
<p>Brown (SP) Neu-Life</p>
<p>Browning (SP) Silver Spring NC</p>
<p>Forest Home (SP) Milwaukee Christian Center</p>
<p>King (SP) COA</p>
<p>MHSA (SP) Neu-Life</p>
<p>North Division @ LaVarnway Boys & Girls Clubs</p>
<p>Riley (CLC & SP) America SCORES</p>
<p>Story (SP) Neighborhood House</p>
<p>Washington Boys & Girls Clubs</p>
<p>Wedgewood @ Honey Creek Boys and Girls Clubs</p>

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

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

<p>Lisa Mitchell Office: (414) 475-8788 Cell: (414) 750-9603 MITCHELD@milwaukee.k12.wi.us</p>
<p>Allen-Field Boys & Girls Clubs</p>
<p>Engleburb Boys & Girls Clubs</p>
<p>Fratney Boys & Girls Clubs</p>
<p>Gaenslen (SP) Boys & Girls Clubs</p>
<p>Hayes Bilingual Boys & Girls Clubs</p>
<p>Holmes COA</p>
<p>Kagel (SP) Milwaukee Christian Center</p>
<p>Lincoln Ave. Boys & Girls Clubs</p>
<p>Longfellow Journey House</p>
<p>Townsend Boys & Girls Clubs</p>
<p>Zablocki Boys & Girls Clubs</p>

Summer Recreation Program Site List 2019

To register, please contact the Site Coordinator directly.

Site	Address	CLC/ SP	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
Allen-Field	730 W. Lapham Blvd.	CLC	June 17 – August 9	Eveanna Ortiz	eveannao@boysgirlsclubs.org	414-902-9341	BGCGM
Auer	2319 W. Auer Ave.	CLC	June 17- August 9	Jessica Butler	jbutler@coa-yfc.org	414-449-1757	COA
Bay View	2751 S. Lenox St.	CLC	June 17- July 26	Morgyn Gathings	morgyng@boysgirlsclubs.org	414-294-2400	BGCGM
Bethune	1535 N. 35 th St.	SP	June 17- July 26	Tim Stritesky	tims@boysgirlsclubs.org	414-934-4642	BGCGM
Bradley Tech	700 S. 4 th St.	CLC	June 17- August 9	Kenneth Jones	kennethj@BoysGirlsClubs.org	414-212-2561	BGCGM
Browning	5440 N. 64 th St.	SP	June 17- July 26	James Wilbern	jwilbern@ssnc-milw.org	414-463-7950	SSNC
Brown Street	2029 N. 20 th St.	SP	June 17- July 26	Priscilla Warren	warrenpriscilla23@gmail.com	414-935-3130	NL
Carson Academy	4920 W Capitol	CLC	June 17- August 9	Natasha McCoy	natashamc@BoysGirlsClubs.org	414-393-4820	BGCGM
Carver	1900 N. 1 st St.	CLC	June 17- August 9	Alvin James	Alvinj@boysgirlsclubs.org	414-267-0527	BGCGM
Cass St.	1647 N. Cass St.	SP	June 17 – August 9	Rose Alioto	rosea@boysgirlsclubs.org	414-212-2787	BGCGM
Clarke	2816 W. Clarke St.	CLC	June 17- August 9	Sophia Hatchett	sophiaha@boysgirlsclubs.org	414-267-1039	BGCGM
Doerfler	3014 W. Scott St.	CLC	June 17 – July 26	Hilda Garcia	hgarcia@coa-yfc.org	414-902-9507	COA
Eighty-first Street	2964 N. 81 st St.	CLC	June 17 – August 9	Karen Butler	karenb@boysgirlsclubs.org	414-852-4085	BGCGM
Engleburg	5100 N. 91 st St.	CLC	June 17- August 9	Sarah Vodgs	SarahVO@boysgirlsclubs.org	414-616-5657	BGCGM

Summer Recreation Program Site List 2019

To register, please contact the Site Coordinator directly.

Site	Address	CLC/ SP	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
Fifty-third Street	3618 N. 53 rd St.	CLC	June 17- August 9	Emmitt Colbert	emmitt@BoysGirlsClubs.org	414-874-5386	BGCGM
Forest Home	1516 W. Forest Home Ave.	SP	June 17- August 9	Lucia Bermudez Heather Perrine	bermudli@milwaukee.k12.wi.us perrinha@milwaukee.k12.wi.us	414-902-6200	MCC
Fratney	3255 N. Fratney St.	CLC	June 17- August 9	Lisbel Torres	lisbelT@boysgirlsclubs.org	414-267-1154	BGCGM
Gaenslen	1250 E. Burleigh St.	SP	June 17 – August 9	Jill Burton	jill.burton@bgcmilwaukee.org	414-267-5781	BGCGM
Grantosa	4850 N. 82 nd St.	SP	June 17- July 26	Sharon Williams	sharonw@boysgirlsclubs.org	414-393-4436	BGCGM
Greenfield	1711 S. 35 th St.	CLC	June 17- July 26	Pablo Cruz	pabloc@boysgirlsclubs.org	414-902-8293	BGCGM
Hayes	971 W. Windlake Ave.	CLC	June 17- July 26	Molly Mai	mollym@boysgirlsclubs.org	414-902-7250	BGCGM
Holmes	2463 N. Buffum St.	CLC	June 17 – July 26	Markevan Love	mlove@coa-yfc.org	267-1454	COA
Hopkins-Lloyd	1503 W. Hopkins St.	CLC	June 17- July 26	Renell Banks	rbanks@coa-yfc.org	414-267-0636	COA
Jackson	2121 W. Hadley St.	CLC	June 17 – July 26	Leah Noid Harrington	noidharringtonleah@gmail.com	414-267-5633	NL
Kagel	1210 W. Mineral St.	SP	June 17- August 9	Ruth Zavala	zavalare@milwaukee.k12.wi.us	414-902-7446	MCC
Keefe Ave.	1618 W. Keefe Ave.	SP	June 17 – July 26	Jaquilynn Huff	jhuff@coa-yfc.org	414-267-4885	COA
King	3275 N. 3 rd St.	SP	June 17 – July 26	Sonya Gordan	sgordon@coa-yfc.org	414-267-1598	COA
Kluge	5760 N. 67 th St.	CLC	June 17 – July 26	Brinn Hill	bhill@firststage.org	414-578-5068	BGCGM

Summer Recreation Program Site List 2019

To register, please contact the Site Coordinator directly.

Site	Address	CLC/ SP	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
LaFollette	3239 N. 9 th St.	SP	June 17 – July 26	Sonia Davis	soniad@boysgirlsclubs.org	414-267-5246	BGCGM
Lincoln Ave	1817 W. Lincoln Ave.	CLC	June 17- August 9	Yahaira Maldonado	YahairaM@BoysGirlsClubs.org	414-902-9777	BGCGM
Longfellow	1021 S. 21st St.	CLC	June 17 – July 26	Christina Felski	cfelski@journeyhouse.org	414-647-0548 x122	JH
Maple Tree	6644 N. 107th St.	SP	June 17 – July 26	Dresiden Gatlin	Dresiden.Gatlin@bgcmilwaukee.org	414-578-5100	BGCGM
MHSA	2300 W. Highland Ave.	SP	June 3 – July 26	Misha Siegfried	mishasiegfried@gmail.com	414-587-3924	NL
Mitchell	1728 S. 23rd St.	SP	Jun 17 – August 9	Anna Magana	annam@BoysGirlsClubs.org	414-902-8152	BGCGM
North Division @ LaVarnway	2739 N. 15 th Street	CLC	Jun 17- July 26	Ceso Sprewell	Ceso.Sprewel@BGcmilwaukee.org	414-372-6810	BGCGM
Riley	2424 S. 4th St.	SP	June 17 – August 30	Maxine Elder and Jessica Austin	elderma@milwaukee.k12.wi.us	414-902-7186	AS
Riverwest (Pierce)	2765 N. Fratney St.	CLC	June 17 – July 26	Ikia Sprewell	Ikia.Sprewell@bgcmilwaukee.org	414-267-4424	BGCGM
Sherman	5110 West Locust St.	CLC	June 17- July 26	Kiara Wilson	kiaraw@boysgirlsclubs.org	414-874-5814	BGCGM
Siefert	1547 N. 14th St.	CLC	June 17 – August 9	Andrew Halverson	Andrewh@boysgirlsclubs.org	414-935-1566	BGCGM
Story	3815 W. Kilbourn Ave.	SP	June 17 – August 9	Susan Russell Roslyn Jones	srssll@aol.com jonesrx5@milwaukee.k12.wi.us	414-934-4870	NH
Thurston Woods	5966 N. 35th St.	CLC	June 17 – August 2	Tammy Lacy	lacytl@milwaukee.k12.wi.us tlacy@ssnc-milw.org	414-393-2824	SSNC
Townsend	3360 N. Sherman Blvd.	CLC	June 17 – July 26	Cody Nowak	codyn@boysgirlsclubs.org	414-874-5985	BGCGM
Vieau	823 S. 4th St.	CLC	June 17 – July 26	Yesenia Montenegro	montenya12@gmail.com	414-902-6187	UMOS



Summer Recreation Program Site List 2019

To register, please contact the Site Coordinator directly.

Site	Address	CLC/ SP	Days of Operation	Site Coordinator	SC Email Address	SC Office Phone	LA Agency
Washington	2525 N. Sherman Blvd	CLC	June 17- July 26	Jermaine Howard	jermaineh@boysgirlsclubs.org	414-875-6100	BGCGM
Wedgewood@ Honey Creek School	6701 W. Eden Pl.	CLC	June 17- July 26	Ana Perez	ana.perez@bgcmilwaukee.org	414-604-7900	BGCGM
Westside	WSI-1945 N. 31st St.	CLC	June 17 – July 26	Lorenzo Prado	lprado@coa-yfc.org	414-934-5084	COA
Zablocki	1016 W. Oklahoma Ave.	CLC	June 17 – August 9	Kallie Molitor	kalliem@boysgirlsclubs.org	414-294-2305	BGCGM

Provider No. 2000563892

Updated 04.09.2019



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

Site	Program Dates	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance			
					60-79 160-179	ADA-100 ADA-200	80-100 180-200	ADA-100 ADA-200
Allen-Field School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Auer Ave. School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Bethune School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	
Carson Academy	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Carver Academy * •	June 17 – August 9	200	\$80,000	\$40,000	\$20,000		\$40,000	
Clarke Street School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Doerfler School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Eighty-first Street School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Engleburg School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Fifty-third Street School *+	June 17 – August 9	100	\$30,000					
Fratney School +	June 17 – August 9	100	\$35,000					
Greenfield Avenue School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	
Gwen T. Jackson School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Hayes Bi-lingual School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	
Holmes School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Hopkins-Lloyd School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Kluge School * •	June 17 – July 26	200	\$80,000	\$40,000	\$20,000		\$40,000	
Lincoln Avenue School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Longfellow School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Riley School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Riverwest School	June 17 – August 9	100	\$35,000	\$17,500	\$8,750		\$17,500	
Sherman School +	June 17 – August 9	100	\$35,000					
Siefert School +	June 17 – August 9	100	\$35,000					
Thurston Woods School	June 17 – August 2	100	\$35,000	\$17,500	\$8,750		\$17,500	
Townsend Street School	June 17 – July 26	100	\$35,000	\$17,500	\$8,750		\$17,500	
Vieau School *	June 17 – July 26	100	\$30,000	\$15,000	\$7,500		\$15,000	



Westside Academy	June 17 – July 26	100	\$35,000	\$17,500	\$8,750	\$17,500
Zablocki School * +	June 17 – August 9	100	\$30,000			

* Denotes Summer Academy Site.

• Denotes Summer Academy Super Site

+ Denotes site funded exclusively from Wisconsin Shares with no 50% upfront disbursement, and not subject to ADA attendance requirements, however, is required to submit monthly cost reports for reimbursement.

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC attendance records) from Monday, June 24 – Friday, July 26, 2019.

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 2019 CLC/Safe Place Summer Budget, the 2019 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 27, 2019.



Summer Attendance Requirements Middle/High School Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				25-40	41-56	56+
Bay View High School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Bradley Tech High School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Milwaukee High School of the Arts (Safe Place) * JA	June 17-July 26	\$35,000	\$20,000	\$0	\$7,500	\$15,000
North Division @ LaVarnway Boys & Girls Club	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Washington Campus High School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000
Wedgewood Int'l Middle School @ Honey Creek School	June 17-July 26	\$30,000	\$15,000	\$0	\$7,500	\$15,000

* Denotes Summer Academy Site.

•Denotes Summer Academy Super Site.

(JA) Denotes June Summer Academy Session site and receives an additional \$5,000 which is disbursed with the initial payment.

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, July 1, 2019 – Friday, July 26, 2019.

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 2019 CLC/Safe Place Summer Budget, the 2019 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An "Attendance Summary Report" as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents must be recorded in the attendance tracking system no later than 5 business days after the close of the program.
- "Summer Cost Report" Due no later than September 27, 2019.



Summer Attendance Requirements Safe Place Programs

Site	Program Dates	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance		
				31-50	51-79	80+
Brown Street Academy *	June 17 – July 26	\$30,000	\$15,000	\$0	\$10,000	\$15,000
Browning School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Cass Street School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Forest Home School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Gaenslen School*	June 17 – July 26	\$30,000	\$15,000	\$0	\$10,000	\$15,000
Grantosa School *	June 17 – July 26	\$30,000	\$15,000	\$0	\$10,000	\$15,000
Kagel School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Keefe Ave. School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
LaFollette School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
M. L. King School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Maple Tree School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Mitchell Street School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500
Story School	June 17 – July 26	\$35,000	\$17,500	\$0	\$12,500	\$17,500

* Denotes Summer Academy Site.

• Denotes Summer Academy Super Site.

+ Denotes site funded exclusively from Wisconsin Shares with no 50% upfront disbursement, and not subject to ADA attendance requirements, however, is required to submit monthly cost reports for reimbursement.

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC/Safe Place attendance records) from Monday, June 24, 2019 – Friday, July 26, 2019.

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 2019 CLC/Safe Place Summer Budget, the 2019 CLC/Safe Place Summer Program Proposal, and a Certificate of Insurance which complies with the



requirements of the contract. The remaining portion of the total funds will be disbursed at the conclusion of the program, provided MPS receives and approves:

- An “Attendance Summary Report” as retrieved from the attendance tracking system, indicating the program has met the minimum requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last day of the program.
- Survey results from the program evaluations administered to participants and parents, entered into the attendance tracking system no later than 5 business days after the close of the program.
- “Summer Cost Report” due no later than September 27, 2019.



Summer Recreation Program Requirements

Elementary & K8 Sites

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

Middle & High School Sites

Dates & Hours of Operation:	See Summer Sites Operations Info (approved list) Mon.-Fri. from 11:00a.m. - 5:00p.m.
EXCEL Program:	Selected participants at all Middle & High School and selected K-8 sites Mon.-Thurs. from 1:00 - 4:00p.m. June 24-July 18, 2019 (1-2 week camps, as scheduled) Monday, July 22, 2019 – EXCEL Showcase

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

1. Each site should have a binder with daily/weekly sign-in/out rosters for all participants that are either located at the main Entrance/Exit desk or with group leaders.
2. All participants must be signed out by a parent, guardian or authorized individual as they are 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 themselves out daily upon leaving the afterschool program. An older sibling could complete this task if the participant is under the age of 8.
4. In the event a participant is not signed out by the end of program time, please follow this protocol:
 - a. Call parent/guardian and emergency contact phone numbers to determine when the participant will be picked up. If contacts could not be reached or are not able to sign out the participant in a reasonable amount of time, call Child Protective Services (CPS) at 220-SAFE. CPS may provide additional contact numbers for the participant or arrange to pick-up the child from the site.
 - b. A afterschool program staff member must remain with the child until signed out by a parent/guardian, approved individual or CPS.
 - c. A member of the MPS Afterschool Project Team must be called immediately after CPS has been contacted. (See 2019 Summer Contract.)



Staff to Participant Ratios:

Youth Ages:	3-4 years	4-5 years	5-6 years	6 + years
Staff to Student Ratio:	1:10	1:13	1:17	1:18
Group Maximum:	20 with 2 staff	24 with 2 staff	34 with 2 staff	36 with 2 staff

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

Meal Programs

- 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.
- On days in which sites will be on field trips outside the school building, lunches must be kept in coolers with ice packs at all times.
- MPS Nutrition Services food serve staff is responsible for wiping down and sanitizing cafeteria tables after each meal service (breakfast, lunch, and dinner). Afterschool program staff is not responsible for this.
- MPS engineers or building service helpers are responsible for sweeping and mopping the cafeteria and handling/emptying all garbage bags and containers. Afterschool program staff is not responsible for this.
- Staff and children serving as “special helpers” are welcome to help staff sweep the floor or wipe down tables after meals. However, children are NEVER to handle garbage or mop floors.
- If you, food service managers, or building engineers should have any questions regarding these procedures, please contact MPS Nutrition Services.

Closings: All sites will be closed on Thursday, July 4, 2019, in observance of the July 4th holiday. Programs will be open Wednesday, July 3rd and Friday, July 5th. All other closings must be pre-approved by Leighton Cooper. Prior to program end date, afterschool programs must disseminate afterschool program summer participant and parent surveys.

Visitors: Ensure that the MPS Visitor Procedures are followed during program operation:

- All visitors must sign-in when entering the building and show some form of identification.
- All visitors must wear a visitor pass and be escorted to the requested location.
- Upon exiting the building the pass is returned to the Security Desk and the individual should sign out.

Shared Facilities: Summer afterschool programs may be one of many programs operating in an MPS school facility. Thus, it is critical for afterschool 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 after school programming, program Site Coordinators and staff must follow these procedures:



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

Movie Policy: Per MPS Recreation policy, afterschool 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 Summer Recreation Program Registration Form as provided by MPS. This information must be entered into the **2019 Summer Term** in APlus for all participants.
- Sites may customize the registration form as needed to include specific programming or activity information. This is the extent in which the form can be modified. All sites must use form provided.

Activity Creation:

- Create an activity for general attendance for all participants named **2019 Summer Recreation**.
- Activities must be created in APlus for **all** activities that take place throughout the summer. These activities must be broken out by grade level or student groups as they are on-site. This includes field trips and special events. This standard for creating individual activities for each on-site group and individual activity is the same as is expected throughout the school year.
- All activities must begin with the word **"Summer."** For example: Summer Book Club 6-8 Grade.
- When creating activities, select one of the following for the Primary Type and Focus:

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

- Ensure the session days and dates offered are complete and accurate in the Session Edit screen.
- Once all activities have been created, view the Activity Summary Report for the Summer Recreation Program dates to ensure the report encompasses all summer activities and field trips that are schedule and planned.
- Activities must be created in APlus by **Monday, June 3, 2019**, at the same time the Program Proposal is emailed to your MPS Project Team Representative.

Attendance Tracking:

- Track a single "front door" attendance in the **2019 Summer Recreation** activity. Specific activity attendance should be tracked consistently in the individual program activities by group in APlus.
- Group sizes (actual ADA) should not exceed 30 participants per activity with two group leaders.
- All attendance must be entered in APlus by the designated date.
- Summer EXCEL attendance must be tracked in specific activities within APlus.

Parent & Participant Evaluations

- MPS will email evaluation template to site coordinators.
- Sites must collect 40 anonymous Parent Surveys and 50 anonymous Participant Surveys to be entered into APlus within 5 business days of the last date of CLC programs.

For assistance: MPS Technology Support at 438-3400



Important Things to Remember

Emergencies

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

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

MPS Summer Recreation Program Project Team Cell Phone Numbers:

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

Don Bennett
Cell Phone: (414) 334-9687

Helen Hamilton
Cell Phone: (414) 333-6130

Leighton Cooper
Cell Phone: (262) 960-0145

Lisa Mitchell
Cell Phone: (414) 750-9603

Weather Advisories

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

Rosters: Listed below are methods for tracking summer attendance.

- Use the Daily Site Roster at the door to collect daily attendance as students check in.
- Create individual activity rosters. As youth meet with group leaders at the start of an activity, take attendance for each activity. Rosters can be collected and all data entered into APlus for attendance for that activity.
- Print out a Daily Sign Out to record the time and signature of those leaving early.
- Use a combination of these methods to check attendance at different times during the day to ensure security and safety of youth.



Field Trip Reminders

Field Trips

- Staff to student ratios should be modified to accommodate smaller ratios. Ratios for K4-K5 groups should not exceed 1:6. Sites may wish to enlist the support of parent volunteers or additional staff to assist during field trips. Children must be supervised at all times.
- 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 afterschool program entrance (where parents/guardians pick up and drop off each day).
- Permission slips should include the trip location, address and return time to the afterschool site for parent/guardian pick-up.
- Emergency information for each participant must be carried by lead instructors while off site.
- Using your daily rosters, staff must take attendance when leaving the afterschool site for the field trip destinations, as well as when leaving the field trip site and returning to your afterschool site. All children must be accounted for before boarding the bus or departing from any field trip location.

Field Trips Involving Swimming

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

Summer EXCEL Supervision

- Transportation and EXCEL assignments will be coordinated by MPS and distributed to sites when available. Please contact Helen Hamilton with questions or changes at 475-8569.
- Sites must send adult staff to actively monitor and supervise students attending EXCEL Camps.
- If a student misses the bus for an EXCEL Camp, that child is not permitted to attend the Camp that day. Students must take the bus to participate in an EXCEL Camp.

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.

MPS Summer Youth Participant Registration Form

Site: _____

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

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

Please check one for each of the following.

Gender: Male Female

Lunch Status: Free Full Reduced Unknown

Address: _____

Zip Code: _____ Phone: _____

Email: _____

School: _____ Grade: _____

Elem. Teacher Name: _____

Math Teacher Name: _____

English Teacher Name: _____

Ethnicity:

African-American

Asian

White

Hispanic

Native American

Native Hawaiian/Pacific Islander

Other: _____

Primary Language:

English

Spanish

Burmese

Karen

Rohingya

Arabic

Hmong

Somali

Other: _____

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

Mother (single parent) Other: _____

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

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

Household Information Page – Fill out only once per family

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

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

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

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

Last Name	First Name	Last Name	First Name

Parent/Guardian Permission For Community Learning Center (CLC) - Please Read Carefully -Must be signed by Parent/Guardian for participants 17 and under

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

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

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

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

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

APPENDIX D

Formulario de inscripción para jóvenes participantes de MPS

Establecimiento: _____

SOLO PARA USO DE LA OFICINA

Nº. de establecimiento: _____

Nº. de autobús: _____

Fecha de ingreso en computadora: ____/____/____

Iniciales del personal de datos: _____

Apellido	Nombre	Inicial del segundo nombre	Fecha de nacimiento	Edad	Nº. de identificación del estudiante

Por favor, marque una casilla por cada una de las siguientes categorías.

Género: Masculino Femenino

Estado del almuerzo: Gratuito Completo Reducido Desconocido

Dirección: _____

Código postal: _____ Teléfono: _____

Correo electrónico: _____

Escuela: _____ Grado: _____

Nombre del docente de primaria: _____

Nombre del docente de matemática: _____

Nombre del docente de inglés: _____

Etnicidad:

Afroamericano

Asiático

Blanco

Hispano

Indio americano

Nativo de Hawái o de otras islas del Pacífico

Otro: _____

Idioma principal:

Inglés

Español

Birmano

Karen

Rohinyá

Árabe

Hmong

Somalí

Otro: _____

Vive con: Ambos padres Padre (soltero) Hogar de acogida Abuelo(s) Tutor legal Custodia compartida

Madre (soltera) Otro: _____

Transporte: Autobús urbano: Ruta: ____ Autobús/camioneta del CLC Lo recogen Camina hasta casa Otro: _____

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

Página de información sobre el hogar – Complete solo uno por familia

Apellido del padre o tutor legal	Nombre	Teléfono de casa	Teléfono del trabajo	Relación

CONTACTOS ADICIONALES: Enumere contactos adicionales para los niños y use los casilleros para indicar si están autorizados a recoger a los niños o si pueden servir como contactos de emergencia. Marcar la casilla «vive con» indica que la persona enumerada es un miembro del mismo hogar. *Si no se enumera ningún adulto a continuación y no se marca ninguna casilla, SOLO LOS PADRES O TUTORES LEGALES podrán recoger a los estudiantes.*

Apellido	Nombre	Dirección	Teléfono de casa	Teléfono del trabajo	Relación	¿Puede recoger lo?	¿Contacto de emergencia?	¿Vive con?

[] Marque el casillero si existen restricciones legales vigentes. Enumere a las personas que no tienen permitido ver al estudiante en el establecimiento o a las personas que no tienen permitido recoger a los estudiantes debido a restricciones legales.

Apellido	Nombre	Apellido	Nombre

Permiso del padre o tutor legal para los Centros de Aprendizaje Comunitario (CLC, por sus siglas en inglés) - Lea atentamente -Debe estar firmado por los padres o tutores legales de participantes de hasta 17 años

PERMISO: Por la presente autorizo a mi hijo o me autorizo a mí mismo a participar en el Centro de Aprendizaje Comunitario (CLC) mencionado con anterioridad. En caso de que una lesión requiriera atención médica, por la presente autorizo al personal del CLC (incluidos voluntarios) a que atiendan a mi hijo o hija o a mí mismo, incluida la búsqueda de atención médica.

EXENCIÓN: Reconozco que pueden surgir situaciones y problemas inesperados durante las actividades del CLC que no se encuentran bajo el control razonable del personal del CLC (incluidos voluntarios). Por lo tanto, acepto liberar y eximir a la Junta Directiva Escolar de Milwaukee, sus agentes, funcionarios, empleados, voluntarios, de toda responsabilidad, reclamos, denuncias, demandas, sentencias, costos, intereses y gastos (incluidos costos y honorarios de abogados) que se deriven de dichas actividades, incluidos accidentes o lesiones a mí mismo o a mi hijo y los costos de los servicios médicos.

PERMISO Y DIFUSIÓN DE FOTOGRAFÍAS: Comprendo, como padre o tutor legal del niño mencionado con anterioridad, que a veces los medios de difusión locales, los medios de difusión nacionales o las organizaciones sin fines de lucro asociadas con las Escuelas Públicas de Milwaukee (MPS) solicitan la oportunidad de realizar grabaciones, tomar fotografías o entrevistar a los niños dentro del CLC y de MPS. Mediante la presente autorización, doy mi consentimiento para que MPS produzca o utilice fotografías, diapositivas, imágenes digitales u otras reproducciones de mí mismo, de mi hijo menor o de material que me pertenece a mí o que pertenece a mi hijo menor, y que haga uso de las imágenes, dispositivos o fotografías finales sin compensación en producciones de radiodifusión, publicaciones, sitios web u otros materiales impresos o electrónicos relacionados con el papel y la función del CLC. Comprendo que al firmar a continuación, libero, por mi parte y la de mi hijo, a MPS y sus directores, funcionarios, empleados y agentes, de todo futuro reclamo, además de toda responsabilidad, que se deriven del uso de fotografías y demás imágenes. El formulario tendrá vigencia durante todo el programa actual del CLC. También doy mi consentimiento para que el programa del CLC y MPS (en su conjunto) intercambien expedientes del participante con fines de apoyo y asistencia educativa. Además, comprendo que el CLC puede utilizar los expedientes del participante para evaluar el progreso y la mejora individuales, así como también para evaluar el impacto general del programa y obtener financiación continua para el programa.

POR EL PRESENTE DECLARO QUE HE LEÍDO Y QUE COMPRENDO LA INFORMACIÓN PRESENTADA:

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

HEALTH HISTORY AND EMERGENCY CARE PLAN

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

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

CHILD INFORMATION

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

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

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

PHYSICIAN / MEDICAL FACILITY INFORMATION

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

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

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

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

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

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

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

2. Triggers that may cause problems – Specify.

3. Signs or symptoms to watch for – Specify.

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

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

- a.
- b.
- c.

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

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

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

SIGNATURE – Parent or Guardian

Date Signed (mm/dd/yyyy)

Review dates: _____

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

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

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

INFORMACIÓN DEL NIÑO

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

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

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

INFORMACIÓN DEL MÉDICO / CONSULTORIO MÉDICO

Nombre – Médico	Dirección – Consultorio médico	Telephone Number
-----------------	--------------------------------	------------------

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

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

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

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

2. Disparadores que pueden causar problemas – Especifique.

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

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

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

- a.
- b.
- c.

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

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

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

FIRMA – Padre o tutor

Fecha de la firma (mm/dd/aaaa)

Fechas de revisión: _____



2019 Summer Recreation Program Site Observation Tool

Report Completed By: [] Date: []

Program Location: [] Time of Arrival: [] Time of Departure: [] Site Coordinator Present: Yes No

Operational Checklist: Weekly Schedule Posted at Entrance MPS Visitor Sign-in Log and Badges in use Student Sign-in/out Sheets (attendance/activity rosters) Staff clearly identifiable (ID, nametag, staff shirt)

Students in Attendance: 25-50 Students 50-80 Students More than 80 Students

Activities at a Glance

#1 Start time: End time:

Activity Name: [] Grade Level: [] Staff: Student Ratio: []

Activity was: Academic Recreation Were staff engaged? Yes No Were students engaged? Yes No

During this activity...

Staff were: []

Participants were: []

#2 Start time: End time:

Activity Name: [] Grade Level: [] Staff: Student Ratio: []

Activity was: Academic Recreation Were staff engaged? Yes No Were students engaged? Yes No

During this activity...

Staff were: []

Participants were: []

#3 Start time: End time:

Activity Name: [] Grade Level: [] Staff: Student Ratio: []

Activity was: Academic Recreation Were staff engaged? Yes No Were students engaged? Yes No

During this activity...



Staff were:

Participants were:

#4 Start time: End time:

Activity Name: Grade Level: Staff: Student Ratio:

Activity was: Academic Recreation Were staff engaged? Yes No Were students engaged? Yes No

During this activity...

Staff were:

Participants were:

#5 Start time: End time:

Activity Name: Grade Level: Staff: Student Ratio:

Activity was: Academic Recreation Were staff engaged? Yes No Were students engaged? Yes No

During this activity...

Staff were:

Participants were:

#6 Start time: End time:

Activity Name: Grade Level: Staff: Student Ratio:

Activity was: Academic Recreation Were staff engaged? Yes No Were students engaged? Yes No

During this activity...

Staff were:

Participants were:

Additional Notes:



BUILDING PERMIT FOR SCHOOL FACILITY USE

School Name _____

School Number _____

Date _____

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

OUTSIDE ORGANIZATION REQUESTS ONLY

Department of Recreation and Community Services

GENERAL SCHOOL USE

Principal

80163 – 9/93

Contact Person:
Phone Number:
Fax Number:

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

Code Section (Subsection)	Page	Code Section (Subsection)	Page
251.04 Operational Requirements	1	251.08 Transportation (if applicable)	9
251.05 Staffing	1	251.09 Infant and toddler care (if applicable)	10
251.06 Physical plant and equipment	5	251.095 Care of school-age children (if applicable)	10
251.07 Program	7		

DCF 251.04 OPERATIONAL REQUIREMENTS	Met	N/A	COMMENTS
251.04(2) Administration. A group child care center licensee shall do all of the following			
(2)(a) COMPLIANCE WITH LAWS Comply with all laws governing the facility and its operation.			
(2)(n) BACKGROUND INFORMATION DISCLOSURE FORM – CHANGE TO BOARD / HOUSEHOLD Submit to the department by the department's next business day a completed Background Information Disclosure form and appropriate caregiver background check fees when there is a change in the board chairperson or a person aged 12 and above becomes a household member.			
251.04(3) Reports The licensee shall report to the department all of the following. If the report is made by telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days of the incident. Fax, e-mail, and letter are acceptable ways of filing a written report.			
(3)(a) REPORT – INCIDENT OR ACCIDENT Any death of a child in the care of the center or any incident or accident that occurs while the child is in the care of the center that results in an injury that requires professional medical treatment within 48 hours of the licensee becoming aware of the medical treatment.			
251.04(5) Staff Records			
(5)(a) STAFF FILE – MAINTENANCE & AVAILABILITY The licensee shall maintain a file on each employee which is available for examination by the licensing representative at the center. An employee's file shall include all of the following: (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance.)			
(5)(a)2. STAFF FILE – BACKGROUND INFORMATION DISCLOSURE FORM A background information disclosure form, completed prior to the employee's first day of employment and every year thereafter, that does not reveal any information which may preclude the person's employment under s.48 685, Stats , or ch. DHS 12 (Use form Background Information Disclosure)			
(5)(a)3. STAFF FILE – CAREGIVER BACKGROUND CHECK RESULTS A complete caregiver background check as specified in s.48 685, Stats., and ch DHS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every year thereafter.			
(5)(a)6 STAFF FILE – ORIENTATION & CONTINUING EDUCATION Documentation of orientation and continuing education received under s. DCF 251.05(2). (The forms Staff Orientation Checklist – Group Child Care Ctrs and Staff Continuing Education Record – Child Care Ctrs may be used.)			
(5)(a)7. STAFF FILE – SHAKEN BABY SYNDROME PREVENTION TRAINING Documentation of training in shaken baby syndrome prevention taken before beginning work if the person will provide care and supervision to children under age 5.			
251.04(6) Children's Records			
(6)(a) CHILD RECORD – MAINTENANCE & AVAILABILITY The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment at the center on each child enrolled and shall make the record available to the licensing representative on request. Each record shall include all of the following (The form <i>Child Record Checklist – Child Care Centers</i> may be used to check multiple children's records for compliance.)			
(6)(a)6 CHILD RECORD – HEALTH HISTORY Documentation of each child's health history on a form provided by the department (Use the form Health History and Emergency Care Plan.)			
(6)(a)6m. CHILD RECORD – IMMUNIZATION HISTORY Documentation of each child's immunization history (Department of Health Services' Child Care Immunization Record form may be used.)			
DCF 251.05 STAFFING			
251.05(1) Responsibilities and Qualifications Of Staff			
(1)(b) SHAKEN BABY SYNDROME PREVENTION TRAINING Except for a volunteer who is not counted in staff-to-child ratios, each child care worker including the administrator, center director, teachers, assistant teachers, and substitutes who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children. The training shall be completed by one of the methods outlined in 251.05(1)(b)1. or 251.05(1)(b)2 (Note: The SBS prevention training component is included in the courses "Introduction to the Child Care Profession" and "Fundamentals of Infant and Toddler Care" if the course was taken after 7/1/05.)			

DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
(1)(c) CARDIOPULMONARY RESUSCITATION TRAINING All employees in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 6 months after beginning to work with children. Volunteers included in determining staff-to-child ratios shall obtain a certificate of completion in infant and child cardiopulmonary resuscitation after volunteering for 240 hours. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.			
(1)(d)3 ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE REQUIREMENTS Before a person assumes the position of administrator, the person shall have both of the following:			
(1)(d)3 a. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – BUSINESS One year of experience as a manager or satisfactory completion of one credit or noncredit department-approved course in business or program administration.			
(1)(d)3 b. ADMINISTRATOR – ENTRY-LEVEL TRAINING / EXPERIENCE – EARLY CHILDHOOD One year of experience as a center director or child care teacher in a licensed child care center or kindergarten or satisfactory completion of one non-credit department-approved course or one course for credit in early childhood education or its equivalent.			
(1)(e)4. A center director for a program licensed to serve 50 or fewer children shall:			
(1)(e)4.c. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL EXPERIENCE Have at least 80 full days or 120 half days of experience as a teacher or assistant teacher in a licensed child care center or other approved setting.			
(1)(e)4.d. CENTER DIRECTOR / SMALL CENTER – ENTRY-LEVEL TRAINING Prior to beginning to work as a center director have completed at least one of the following training requirements: i. Two non-credit department-approved courses in early childhood education (ECE) and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. ii. Two courses for credit in ECE and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. iii. Forty eight credits from an institution of higher education with at least 3 credits in ECE and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. iv. A certificate from The Registry indicating the person is on Registry Level 12 or above. v. A 1-year child care diploma from an institution of higher education. vi. An associate degree in ECE or child care from an institution of higher education. vii. Child development associate (CDA) credential issued by the council for early childhood professional recognition and within 1 year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent. viii. A bachelor degree from an institution of higher education in ECE or child development or a license from the WI dept of public instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher			
(1)(e)4.e. CENTER DIRECTOR / SMALL CENTER – SUPERVISION / MANAGEMENT TRAINING Complete at least 10 hours of training in supervision or personnel management within one year of assuming the position of center director, if the director has not previously received that training. The training may be counted as part of the annual continuing education requirement.			
(1)(e)5. A center director for a program licensed to serve 51 or more children shall			
(1)(e)5 c. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL EXPERIENCE Have at least 2 years of experience as a child care teacher or center director in a licensed child care center or other approved setting.			
(1)(e)5 d. CENTER DIRECTOR / LARGE CENTER – ENTRY-LEVEL TRAINING Prior to beginning to work as a center director have completed one of the following training requirements i. Four non-credit department-approved courses in early childhood education (ECE) or its equivalent and within 3 years of assuming the position the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator may be used to meet the ECE requirement, if taken prior to beginning to work as a center director. ii. Four courses for credit in ECE from an institution of higher education and within 3 years of assuming the position, the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator Credential may be used to meet the ECE requirement, if taken prior to beginning to work as a center director. iii. An associate degree in ECE or child care from an institution of higher education. iv. A bachelor degree in ECE from an institution of higher education or a license from WI department of public instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher. v. A certificate from The Registry indicating the person is on Registry Level 14 or above.			

DCF 251.05 STAFFING (continued)	Met	N/A	COMMENTS
(1)(f)3. CHILD CARE TEACHER – ENTRY-LEVEL EXPERIENCE A person who is a child care teacher shall document at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting.			
(1)(f)4. CHILD CARE TEACHER – ENTRY-LEVEL TRAINING Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following: a. Two non-credit department-approved courses in early childhood education (ECE) b. Two courses for credit in ECE or its equivalent from an institution of higher education c. Certificate from The Registry indicating that the person is qualified as a child care teacher. d. Forty-eight credits from an institution of higher education with at least 3 credits in ECE or its equivalent. e. A one-year child care diploma from an institution of higher education. f. An associate degree in ECE or child care from an institution of higher education. g. Child development associate credential issued by the council for early childhood professional recognition h. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education. i. A bachelor degree in education from an institution of higher education or a license from the WI department of public instruction to act as a teacher j. Certificate from the bureau of apprenticeship standards as a child development specialist.			
(1)(g)2. ASSISTANT CHILD CARE TEACHER – QUALIFICATIONS A person hired to be assistant child care teacher shall be qualified in one of the following ways: a. The person shall be at least 18 years old and have satisfactorily completed one noncredit department-approved course in early childhood education (ECE) or completes that training within 6 months after assuming the position. b. The person shall be at least 18 years old and have satisfactorily completed one course for credit in ECE or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position. c. The person shall have satisfactorily completed an assistant child care teacher training program approved by the WI department of public instruction. * Exception for programs serving only school-age children - 251.095(2)(d) Section DCF 251.05(1)(g)2., relating to training for assistant child care teachers * Exception for programs serving only school-age children in a school building – 251.095(3)(a) Section DCF 251.05(1)(g)2., relating to training for assistant child care teachers.			
(1)(L)3. CONTACT WITH PERSON – ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor or parent with symptoms of serious illness or a communicable disease transmitted through normal contact reportable under ch. DHS 145 which presents a safety or health risk to children may be in contact with the children in care			
251.05(2) Staff Development			
(2)(c)1. CONTINUING EDUCATION REQUIREMENT – FULL TIME STAFF Each administrator, center director and child care worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year. (The form Staff Record Checklist – Group Child Care Centers may be used to check staff records for compliance. The form Staff Continuing Education Record – Child Care Centers may be used to record continuing education.)			
(2)(c)2. CONTINUING EDUCATION REQUIREMENT – PART TIME STAFF Each administrator, center director and child care worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education each year.			
251.05(3) Supervision			
(3)(a) SUPERVISION – TEACHER PER GROUP OF CHILDREN At least one child care teacher shall supervise each group of children.			
(3)(c) CLOSE SUPERVISION OF CHILDREN Each child shall be closely supervised by a child care worker who is within the sight and sound of the children to guide the children's behavior and activities, prevent harm and assure safety.			
(3)(f) CHILD TRACKING PROCEDURE The center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times.			

DCF 251.05 STAFFING (continued)				Met	N/A	COMMENTS
251.05(4) Staffing and Grouping						
(4)(a) GROUP SIZE – MAXIMUM The maximum number of children in a group may not exceed the number specified in Table 251 05-D.						
(4)(b) STAFF-TO-CHILD RATIOS – MINIMUM The ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table 251.05-D.	Age of Children	Minimum Number of Child Care Workers to Children	Maximum Number of Children in a Group			
	Birth to 2 years	1:4	8			
	2 years to 2 ½ years	1:6	12			
	2 ½ years to 3 years	1:8	16			
	3 years to 4 years	1:10	20			
	4 years to 5 years	1:13	24			
	5 years to 6 years	1:17	34			
	6 years and over	1:18	36			
DCF 251.06 PHYSICAL PLANT AND EQUIPMENT						
251.06(1) Building						
(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 report of inspection of the building, which specifies that the building meets the WI commercial building codes for use as a group child care center. * 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.						
251.06(2) Protective Measures						
(2)(a) POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises shall be free of hazards including any recalled products.						
(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 * 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						
(2)(c) POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items may not be kept on the premises						
(2)(d) ACCESS TO MATERIALS POTENTIALLY HARMFUL TO CHILDREN Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs and other articles hazardous or poisonous to children shall be in properly marked containers and stored in areas inaccessible to children.						
(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.						
(2)(j) POWER TOOLS Children may not be allowed in an area where power tools are in use. <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) Emergencies						
(3) EMERGENCIES – WRITTEN PLANS Each center shall have a written plan for responding to a fire, a tornado, a tornado warning, a missing child or other emergency. A center shall do all of the following						

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
(3)(a) EMERGENCIES – POST & PRACTICE WRITTEN PLANS Post the fire evacuation and tornado plan and practice implementing the fire evacuation plan monthly. Tornado drills shall be conducted monthly from April through October.			
(3)(b) EMERGENCIES – STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is a fire, tornado, a tornado warning, missing child or other 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)(g) BASEMENT & FURNACE ROOM DOORS The door to the basement and furnace room shall be closed			
(4)(h) STORAGE AREAS UNDER STAIRS Areas under stairs may not be used for storage.			
(4)(i) EXIT LIGHTS All exit lights shall be lit at all times.			
(4)(j) FIRE ALARMS & SMOKE DETECTORS – MAINTENANCE, DRILLS, TESTING Fire alarms, alarm systems and smoke detectors shall be maintained in good working order. Fire alarms and smoke detectors shall be used to conduct monthly fire evacuation drills. Fire alarms and smoke detectors shall be tested weekly and a record kept of the test results (The department's form <i>Fire Safety and Emergency Response Documentation – Group Child Care Centers</i> may be used to document compliance.) * DCF 251 095(3) Exceptions for programs serving only school-age children in school buildings. Section DCF 251.06(4)(j) on testing smoke detectors and fire alarms.			
251.06(5) Sanitation			
(5)(b)1. DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children			
(5)(b)2. LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material may be used.			
251.06(8) Furnishings			
(8)(f)-SAFE SLEEP SURFACE – CHILD 12 MONTHS OR OLDER A safe, washable cot, bed, two-inch thick mat or sleeping bag shall be provided for each child 12 months old or older who naps or sleeps			
(8)(g) SAFE SLEEP SURFACE – CHILD UNDER 12 MONTHS OF AGE A safe, washable crib or playpen shall be provided for use of each child less than 12 months old who naps or sleeps. A crib or playpen shall be washed and disinfected between changes in occupancy. All cribs must meet the Consumer Products Safety Commission federal safety standards. Documentation can consist of a certificate of compliance from the manufacturer or a label attached to the crib indicating that the date of manufacture was June 28, 2011, or later.			
251.06(11) Outdoor Play Space			
<input type="checkbox"/> Yes <input type="checkbox"/> No The outdoor play space is on the premises of the center			
(11)(a) OUTDOOR PLAY SPACE – REQUIREMENT A center shall have outdoor play space if children are present for more than three hours per day or if outdoor play is included in the center program.			
(11)(b) OUTDOOR PLAY SPACE – REQUIRED FEATURES Except when an exemption is requested and is approved by the department under par. (c), a center shall comply with all of the following requirements for outdoor play space:			

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
<p>(11)(b)5 OUTDOOR PLAY SPACE – ENERGY-ABSORBING SURFACES An energy-absorbing surface, such as loose sand, pea gravel or pine or bark mulch, in a depth of at least nine inches is required under climbing equipment, swings and slides and in a fall zone of four feet beyond and whenever play equipment is four feet or more in height. Shredded rubber and poured surfacing shall be installed to the manufacturer’s specifications based on the height of the equipment.</p> <p><i>* Per commentary, school age programs located in school buildings, including 4-year-old kindergarten programs, do not need 9 inches of energy absorbing material under and around the playground equipment.</i></p>			
<p>(11)(b)6. OUTDOOR PLAY SPACE – POTENTIAL SOURCE OF HARM The outdoor play space shall be well drained and shall be free of hazards such as uncovered wells, cisterns and unused appliances. Structures such as playground equipment, railings, decks and porches accessible to children that have been constructed with CCA treated lumber shall be sealed with an exterior oil-based sealant or stain. Wood containing creosote, including railroad ties, may not be accessible to children.</p>			
<p>(11)(b)7. OUTDOOR PLAY SPACE – ENCLOSURE The boundaries of the outdoor play space shall be defined by a permanent enclosure not less than 4 feet high to protect the children Fencing, plants or landscaping may be used to create a permanent enclosure</p> <p><i>* Exception for programs serving only school-age children - 251.095(2)(c) Section DCF 251.11(b)7 Concerning a permanent enclosure of outdoor space. If hazards exist, such as traffic or bodies of water, the boundaries of outdoor play space shall be made known to the children</i></p>			
<p>(11)(b)8. OUTDOOR PLAY SPACE – PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings and slides.</p>			
DCF 251.07 PROGRAM			
251.07(2) Child Guidance			
<p>(2)(c) TIME-OUT – TIME LIMIT If a center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed five minutes and the procedure shall be included in the center’s child guidance policy</p>			
<p>(2)(d) TIME-OUT – USE WITH CHILDREN UNDER AGE 3 Use of time-out periods is prohibited for children under three years of age.</p>			
<p>(2)(e) CHILD GUIDANCE – PROHIBITED ACTIONS Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injunous are prohibited. Examples of prohibited actions include all of the following:</p>			
<p>(2)(e)1 PROHIBITED ACTIONS – CORPORAL PUNISHMENT Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment</p>			
<p>(2)(e)2 -PROHIBITED ACTIONS – VERBAL Verbal abuse, threats or derogatory remarks about the child or the child’s family.</p>			
<p>(2)(e)3.-PROHIBITED ACTIONS – PHYSICAL RESTRAINT, RESTRICTION, ENCLOSURE Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle</p>			
<p>(2)(e)4.-PROHIBITED ACTIONS – WITHHOLDING / FORCING FOOD OR SLEEP Withholding or forcing meals, snacks or naps.</p>			
<p>(2)(e)5 PROHIBITED ACTIONS – CRUEL, AVERSIVE, FRIGHTENING, HUMILIATING ACTIONS Actions that are cruel, aversive, frightening or humiliating to the child.</p>			
251.07(3) Equipment			
<p>(3)(a) INDOOR & OUTDOOR EQUIPMENT – SAFETY Indoor and outdoor play equipment shall be safe.</p>			
251.07(5) Meals and Snacks			
<p>(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</p>			
<p>(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</p>			

DCF 251.07 PROGRAM (continued)	Met	N/A	COMMENTS
251.07(6) Health			
(6)(a)1 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 when a child with an illness or condition, such as vomiting or diarrhea, having the potential to affect the health of other persons is observed in the child care center, the child shall be isolated.			
(6)(e)1. COMMUNICABLE DISEASE – EXCLUSIONS A child with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in a child care center during the period when the disease is communicable.			
(6)(e)2. COMMUNICABLE DISEASE – REPORTING When it is determined that a person in contact with children or a child enrolled in a child care center has a reportable communicable disease under ch. DCF 145, such as German measles, infectious hepatitis, measles, mumps, or meningitis, the local public health officer, the department and the parents of exposed children shall be notified.			
(6)(e)3. COMMUNICABLE DISEASE – READMISSION An employee, volunteer or a child may be readmitted to the group child care center if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.			
(6)(f) Medications. 1. Center staff may give prescription or non-prescription medication, such as pain relievers, teething gels or cough syrup, to a child only under the following conditions:			
(6)(f)1.a. MEDICATION ADMINISTRATION – PARENT AUTHORIZATION A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited			
(6)(f)1.b. MEDICATION ADMINISTRATION – CONTAINERS & LABELING Medication is in the original container and labeled with child's name and the label includes the dosage and directions for administration			
(6)(f)1 c MEDICATION ADMINISTRATION – DOCUMENTING IN LOG BOOK A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, shall be made in the center medical log book on the same day that the medication is administered.			
(6)(f)3. MEDICATION – STORAGE Medication shall be stored so that it is not accessible to the children			
(6)(f)5. MEDICATION ADMINISTRATION – AS LABELED & AUTHORIZED All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.			
(6)(g)1. WIPING BODILY SECRETIONS Bodily secretions such as runny noses, eye drainage and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container. Whoever does the wiping shall wash his or her hands immediately.			
(6)(g)2 CLEANING BODILY SECRETIONS ON SURFACES Bodily secretions on surfaces shall be washed with soap and water and disinfected with a bleach solution of one tablespoon bleach to one quart of water, made fresh daily. Hands shall be washed immediately.			
(6)(h)1. USE OF UNIVERSAL PRECAUTIONS Center staff shall adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children.			
(6)(h)2. HANDWASHING AFTER EXPOSURE TO BLOOD All persons exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and warm running water.			
(6)(h)4. DISINFECTING SURFACES AFTER CONTACT WITH VOMIT, URINE, FECES For spills of vomitus, urine, feces, blood or other body fluids, center staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables.			
(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 and after toileting or diapering. A child's hands and face shall be washed after meals.			
(6)(i)2. ADULT HANDWASHING Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting and after wiping bodily secretions from a child with a disposable tissue			

DCF 251.07 PROGRAM (continued)	Met	N/A	COMMENTS
(6)(j)4. FIRST AID PROCEDURES First aid procedures shall be followed for serious injuries			
(6)(j)6. CLEANING & PROTECTING SUPERFICIAL WOUNDS Superficial wounds shall be cleaned with soap and water only and protected with a bandaid or bandage.			
(6)(k)5. HEALTH HISTORY INFORMATION A child's health history on a form prescribed by the department completed by the child's parent shall be on file at the center by the first day of attendance. Information contained on the health history form shall be shared with any child care worker assigned to care for the child			
(6)(L) IMMUNIZATION DOCUMENTATION The center shall maintain a record of immunizations for each child to document compliance with s 252 04 Stats., and ch. DCF 144.			
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(2) General			
(2)(a) CENTER RESPONSIBILITY FOR CHILD DURING TRANSPORTATION The center shall be responsible for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.			
(2)(b) EMERGENCY INFORMATION IN VEHICLE The following emergency information shall be carried in the vehicle for each child transported			
(2)(b)1. EMERGENCY INFORMATION IN VEHICLE – PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.			
(2)(b)2. EMERGENCY INFORMATION IN VEHICLE – PHYSICIAN CONTACT The name, address, and telephone number of the child's physician or medical facility.			
(2)(b)3. EMERGENCY INFORMATION IN VEHICLE – EMERGENCY MEDICAL CONSENT Written consent from the child's parent for emergency medical treatment.			
251.08(3) Driver			
(3)(b) DRIVER RECORD – OBTAIN & REVIEW The licensee shall obtain a copy annually of the driving record for each driver of a center-provided vehicle and shall place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.			
251.08(4) Vehicle.			
(4)(b)1 CAR SAFETY SEAT– CHILD UNDER AGE 1 OR UNDER 20 POUNDS Each child who is under 1 year of age or who weighs less than 20 pounds shall be properly restrained in a rear-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats			
(4)(b)2. CAR SAFETY SEAT – CHILD AGE 1 TO 4 OR 20 TO 40 LBS Each child who is at least 1 year of age but less than 4 years of age or who weighs at least 20 pounds but less than 40 pounds shall be properly restrained in a forward-facing individual child car safety seat when being transported in a vehicle as specified in s. 347.48 Stats.			
(4)(b)3 BOOSTER SEAT RESTRAINT – CHILD AGE 4 TO 8 OR UNDER 80 LBS OR 4'9" Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat when being transported in a vehicle as specified in s. 347.48 Stats.			
(4)(b)4. SEAT BELT USE Each child who is not required to be transported in an individual child car safety seat or booster seat when being transported in a vehicle shall be properly restrained by a seat belt. Each adult shall be properly restrained by a seat belt. Seat belts may not be shared.			
(4)(d) VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat			

DCF 251.08 TRANSPORTATION (continued)	Met	N/A	COMMENTS
251.08(8) Child Care Vehicle Safety Alarm			
(8)(a) VEHICLE SAFETY ALARM – INSTALLED A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply. 1. The vehicle is owned or leased by a licensee or a contractor of a licensee. 2. The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer 3. The vehicle is used to transport children in care.			
(8)(b) VEHICLE SAFETY ALARM – PROMPTS INSPECTION OF VEHICLE No person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle			
(8)(c) VEHICLE SAFETY ALARM – WORKING ORDER The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.			
DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE			
<input type="checkbox"/> Yes <input type="checkbox"/> No The program provides care for children under age two years.			
(1) Applicability and General Requirements. (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section			
(1)(j) INFANT & TODDLER – CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress Water beds may not be used by children under age two			
(1)(k) INFANT & TODDLER – BEDDING Sheets or blankets used to cover the child shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose			
(1)(L) INFANT & TODDLER – SOFT MATERIALS IN CRIBS Children under one year of age may not sleep in a crib or playpen that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals			
251.09(2) Daily Program			
(2)(bm) INFANT & TODDLER – SLEEP POSITION Each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him / her when able to roll over unassisted			
251.09(4) Diapering and Toileting			
(4)(a) INFANT & TODDLER – WORKER DIAPERING / TOILETING RESPONSIBILITIES Child care workers shall do all of the following.			
(4)(a)3 INFANT & TODDLER – DIAPER CHANGING SURFACE DISINFECTION Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with a chlorine bleach solution of one tablespoon bleach to one quart of water, made fresh daily, or a quaternary ammonia product prepared in accordance with label directions.			
(4)(a)9. INFANT & TODDLER – HANDWASHING WHEN DIAPERING Wash hands with soap and running water before and after each diapering or assistance with toileting routines. For children under one year, hands may be washed with soap and a fabric or paper washcloth.			
DCF 251.095 EXCEPTIONS & ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE			
Note There are some exceptions to the requirements for programs serving school-age children (including children age 4 and above who are enrolled in a public school) Please see the licensing rules for these exceptions found in DCF 251.095(2) and (3).			
251.095(4) Additional Requirements For Group Child Care Centers Serving School-Age Children			
(4)(b)2. SCHOOL-AGE CARE – CENTER DIRECTOR, CHILD CARE TEACHER A center director or child care teacher of a center serving only school-age children shall meet the requirements of DCF 251.05(1)(e) or (f), as appropriate, or shall substitute for those requirements department-approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department-approved training.			
(4)(b)3. SCHOOL-AGE CARE – ASSISTANT CHILD CARE TEACHER Each assistant child care teacher shall meet the requirements in DCF 251.05(1)(g) or shall have satisfactorily completed at least 10 hours of training approved by the department in care of school-age children within 6 months after assuming position.			

