

(ATTACHMENT 2) ACTION ON THE AWARD OF SUMMER CONTRACTS FOR 21ST CENTURY COMMUNITY LEARNING CENTERS

AGREEMENT FOR THE PROVISION OF A SUMMER 2017 COMMUNITY LEARNING CENTER PROGRAM FOR MILWAUKEE’S YOUTH

AGREEMENT entered into this 1st day of May, 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 2017 Summer Community Learning Center Program (“Summer CLC 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 CLC Program, Monday through Friday, between June 19, 2017 and August 11, 2017. No Summer CLC Program shall take place on Tuesday, July 4, 2017. 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 CLC program.

b) Middle & High Program Hours and Fees

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

- 2. Provider is responsible for complying with the 2017 Summer CLC Operations Manual, incorporated herein as Appendix D.
- 3. Provider is responsible for assuring its CLC Site Coordinator attends the 2017 Summer Planning meeting on April 20, 2017.

4. Provider's CLC Site Coordinator and a minimum of three (3) Summer CLC staff to the MPS CLC Summer Program Staff Training, which shall be held on June 3, 2017, at North Division High School from 8:30 am – 4:00 pm. Provider must register its attending staff members by May 19, 2017. Provider is further responsible for providing continual staff training throughout the term of this Agreement.
5. 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 CLC 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	26 with two staff	34 with two staff	36 with two staff

6. Attendance requirements set forth in Appendix B, attached hereto and incorporated by reference must be maintained over the duration of the Summer CLC Program, as identified in Appendix A. Collection of daily attendance records in the APlus system is required and will be monitored on a weekly basis by the MPS CLC Project Team. All attendance must be entered into the APlus system no later than five business days after the last date of the Summer CLC program.
7. Each Summer CLC Program shall offer, on a daily basis, engaging recreation enrichment activities in: 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 (noncompetitive in nature); games that provide opportunities to practice basic academic skills such as chess, checkers, puzzles and word games; and experiences that build on 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.
- b. As part of the regular schedule of academic programming, all Elementary/K-8 sites must facilitate, for a minimum of 60 minutes per group each week, the LitART literacy enrichment curriculum for all participants.

(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. As part of the regular schedule of recreation programming, all Elementary/K-8 sites must facilitate the SPARK curriculum for a minimum of 45 minutes per group per week for all participants.

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 APlus 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.
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 CLC Program participants, as well as for the community (ages 18 and under). CLC staff shall supervise the 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’ APlus data tracking system. This includes input of a daily point of sale meal count, and current enrollment information. (Dinner Meal Service)
 - c) Provider must perform their own clean up and food disposal. Clean up 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 2017 Summer Community Learning Center Program Proposal, as set forth in Appendix A, and submit it to MPS no later than June 5, 2017. Provider further agrees to enter all summer activities and field trips set forth in its 2017 Summer Community Learning Center Program Proposal into the APlus system by age group for the “2017 Summer” Term no later than June 5, 2017. The MPS CLC 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 CLC 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 APlus system no later than five business days after the last date of the Summer CLC Program. Hard copies must be retained by Provider.
11. Provider understands that unscheduled visits by MPS’s CLC Project Team will occur during the course of the Summer CLC 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.

B. Incident/Accident Reporting Policy Requirements:

1. For emergency situations requiring police, fire, Child Protective Services (CPS) or ambulance services, Provider shall, within 30 minutes following an incident/accident, report the incident/accident to a member of MPS's CLC 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 CLC Project Team. The MPS CLC Project Team may request that reports and/or additional documents be submitted sooner if necessary.
2. All Summer CLC Program staff are mandated reporters and must report to CPS suspected incidents of abuse, neglect, etc. If a Summer CLC Program staff member observes an incident, he/she should report the incident to the CLC Site Coordinator immediately. The CLC Site Coordinator should then work with the frontline staff in reporting the incident to CPS and following up as needed.
3. The CLC Site Coordinator and CLC Lead Agency are responsible for assuring that all Summer CLC Program staff are fully trained in all areas, including MPS incident/accident reporting policy and procedures and mandatory reporting.
4. If media (TV, radio, newspaper, online journalists, etc.) approach or contact the CLC site coordinator or lead agency, immediately defer to MPS. Do not, under any circumstances, 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 _____ (school name) (hereinafter "Facility") located at _____ (address) between 5:30am and 6:00pm on those days the Summer CLC Program is in operation.
- B. MPS will provide, in order to replenish supplies used for the operation of the Summer CLC 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 CLC Program ends at 6:00 pm.
- D. Provider shall be responsible for cleaning and maintaining classrooms utilized for the program on a daily basis. 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 CLC Program and in accordance with MPS's Policies and Procedures.
 2. Provider, its agents, employees, and/or participants enrolled in the Summer CLC 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 CLC Program is being conducted. Such use shall be in common with MPS, its agents, employees, members of the public, and/or other providers.

3. Provider shall have access to a telephone.
4. Provider shall make no alterations, additions or improvements to the fixed equipment and building structure of the Facility.
5. 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.
6. 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.
7. 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 CLC 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.
8. Provider shall have no right to assign, mortgage, or pledge this Agreement or to sublease any portion of the Facility.
9. Provider shall adhere to any emergency procedures that may be required by MPS.
10. 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 CLC 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 thirty (30) 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. Fifty percent (50%) of total budgeted funds will be disbursed upon MPS's execution of this Agreement, provided that the Provider has submitted: this Agreement signed by Provider's authorized signatory; its 2017 Summer Community Learning Center Program Budget; its 2017 Summer Community Learning Center Program Proposal; and a Certificate of Insurance filed electronically in the EXIGIS system which complies with the requirements of Section VII of this Agreement.
2. The remaining portion of the total funds will be disbursed at the conclusion of the Summer CLC Program, provided MPS receives and approves:
 - a) An "Attendance Summary Report", as retrieved from the APlus system, indicating the Summer CLC Program has met the minimum attendance requirements. All attendance must be entered into the APlus system no later than five business days after the last date of the Summer CLC Program;
 - b) Survey results from the program evaluations administered to participants and parents, entered into the APlus system no later than five business days after the last date of the Summer CLC Program; and
 - c) Summer Cost Report, which is due no later than September 29, 2017.
3. 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 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.
4. 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.
5. 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 isn't submitted or is submitted in error will reduce or delay the disbursement requested.

C. Fiscal Requirements

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

- D. If total expenditures, as documented in the Summer Cost Report, do not exceed the amount disbursed in the initial disbursement under this Agreement, Provider will return the overpayment within 30 days of written notice by MPS. A maximum of \$2,500.00 of the funds disbursed under this Agreement may be used by Provider for those "Administrative Cost"s identified in Appendix C.

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 2017 Monthly 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 Academy Super Sites 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 amusement 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 to effectively carry out the Summer Recreation Program. 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 subcontractors 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.”

- D. Provider must comply with all requirements of Wis. Stat. § 48.685, which identifies the standards required for criminal history and child abuse record searches for licensed child care centers.
- i. After conducting, at Provider’s expense, the “criminal history search from the records maintained by the department of justice” as required by Statute, Provider shall submit to the MPS Department of Recreation and Community Services, Attention: Leighton Cooper the results of these criminal history searches for all of its employees, agents or sub-contractors contemplated to perform services under this Agreement. Such results will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS shall immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with students or children in the Program. Failure to submit the results of these criminal history searches 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.
 - ii. Provider 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.
 - iii. 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. 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. Provider shall use good judgment in accepting the services of a volunteer, and shall be familiar with the volunteer before accepting services of that volunteer. In the event Provider accepts any individual as a volunteer during the term of this Agreement to provide services under this Agreement, the requirements of Section V. subsection D., must be fulfilled before said individual is allowed to have the contact with children participating in the Summer CLC Program.
- F. 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 aforestated requirements, it shall be Provider’s burden to show it has met all such requirements.
- G. 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.
- H. 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.

- I. 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 included on the Excluded Parties List System (“EPLS”) maintained by the General Services Administration (“GSA”).

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 Contractor shall be submitted electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. 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 May 1, 2017 and ends on August 25, 2017. 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 CLC 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 racekh@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 2017 Summer Community Learning Center Program Proposal

Appendix B 2017 Summer CLC Attendance Requirements

Appendix C 2017 Summer CLC Fiscal Forms

Appendix D 2017 Summer CLC Operations Manual

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:
Community Learning Center
PROGRAM PROVIDER

Mark Sain, President
Milwaukee Board of School Directors

Provider Board President

Date: _____

Date: _____

Darienne Driver, 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 _____



2017 Community Learning Center (CLC) Summer Program Plan Signature Page

Site Name:

Due Date: Prior to June 5, 2017

I have read the terms and conditions of the 2017 CLC Summer Program Plan and ensure that all activities, field trips, and family events will be in alignment with the CLC summer contract and the CLC Summer Program goal of providing youth with engaging academic and recreation learning opportunities that support student academic achievement.

Principal's Name

Principal's Signature

Date

Lead Agency Director's Name

Director's Signature

Date

Site Coordinator's Name

Site Coordinator's Signature

Date

The 2017 Summer Program Plan Signature Page is due electronically to your designated MPS Project Team Member.

All 2017 CLC Summer activity information, including field trips, must also be created and completely entered in APlus by 4:30 pm that day.

2017 Summer Community Learning Center *Program Proposal*

Site Name:

TIMELINE

June 3, 2017:	Summer CLC Staff Training from 8:30 am – 4:00 pm Location: North Division High School
May 26, 2017:	Summer Budget is due to Don Bennett.
Prior to June 5, 2017:	Summer Program Plan is due to your designated MPS Project Team Member.

SUMMER CLC SITE INFORMATION

Site Coordinator Name: 	Office Phone:
Site Coordinator Fax: 	Cell Phone:
Site Coordinator Email: 	
Lead Agency Representative: 	Office Phone:
LA Representative Email: 	

Program Start Date:

Program End Date:

Proposed CLC Days and Hours of Operation

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

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

	MON	TUES	WED	THU	FRI	SAT
AM Hours:						
PM Hours:						

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

<input type="checkbox"/> K3	<input type="checkbox"/> K4	<input type="checkbox"/> K5	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> 5th
<input type="checkbox"/> 6th	<input type="checkbox"/> 7th	<input type="checkbox"/> 8th	<input type="checkbox"/> 9th	<input type="checkbox"/> 10th	<input type="checkbox"/> 11th	<input type="checkbox"/> 12th	

2017 Summer CLC Staff Roster

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

Youth ages 3-4 years

1:10

Group Max.: 20 with two staff

Youth ages 4-5 years

1:13

Group Max.: 26 with two staff

Youth ages 5-6

1:17

Group Max.: 34 with two staff

Youth ages 6+

1:18

Group Max.: 36 with two staff

Name:	Position:	Grade Level/age group 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]			

CLC Summer Weekly Theme & Field Trip Information

Directions: Please list the weekly themes the CLC 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 19-23			June 23, 2017		
June 26-June 30			June 30, 2017		
July 3-7 (7/4 closed)			July 7, 2017		
July 10-14			July 14, 2017		
July 17-21			July 21, 2017		
July 24-July 28			July 28, 2016		
July 31-August 4			Aug. 4, 2016		
Additional Weeks, Themes & Field Trips:					
If applicable, add EXCEL or iCamp Program dates and field trips:					

2017 CLC Summer Staff Development Plan

Directions: Describe the staff development topics or areas that will be offered by the following CLC partners: the CLC Lead Agency, Day School, CLC staff (Site Coordinator, Program leaders), and/or other partners. Per the CLC Contract, suggested staff development topics include: CPR/First Aid Training, effective discipline strategies, recreation activities, academic support, youth development, communication skills, etc.

Note: Do NOT include any trainings offered by MPS at the June 3, 2017, 2017 Summer Staff Training.

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

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

2017 Summer CLC Sites

Site	Proposed Dates	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall	
					60-79	80-100 (•180-200)
Allen-field School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Audubon Middle and High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Auer Avenue School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Bay View High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Bethune Academy*	June 19 - Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000
Bradley Tech High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Browning School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Carson Academy	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Carver Academy	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Cass Street School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Clarke Street School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Eighty-first Street School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Engleburg School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Fifty-third Street K-8 School*	June 19 - Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000
Fratney School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Gaenslen School*•	June 19 - Aug 11	200	\$80,000	\$40,000	\$20,000	\$40,000
Grantosa Drive School	June 19 - Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000
Greenfield Avenue School*	June 19 - July 28	100	\$30,000	\$15,000	\$7,500	\$15,000
Jackson School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Hayes Bi-lingual School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Holmes School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Hopkins-Lloyd School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Madison Academic High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Kagel School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Keefe School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Kluge School*•	June 19 - July 28	200	\$80,000	\$40,000	\$20,000	\$40,000
LaFollette School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Lincoln Avenue School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Lincoln Center of the Arts	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Longfellow School*•	June 19 - July 28	200	\$80,000	\$40,000	\$20,000	\$40,000
Mitchell School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
North Division High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Obama SCTE	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Pierce School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Riley School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Riverside University High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Sherman School*•	June 19 - Aug 11	200	\$80,000	\$40,000	\$20,000	\$40,000
Siefert School	June 19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
South Division High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Thurston Woods School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Townsend Street School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Vieau School	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Washington High School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Wedgewood Park School	June 19 - July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Westside I & II Academy	June 19 - July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Zablocki School*	June 19 - Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000

* Denotes Summer Academy Site •Denotes Summer Academy Super Site

All Final Disbursements will be based on a site's Average Daily Attendance (ADA) from June 26 - July 28, 2017

Return by September 29, 2017 to:
 Milwaukee Recreation Division
 Attention: Don Bennett
 5225 W. Vliet St., Room 163
 Milwaukee, WI 53208

21st Century Community Learning Centers (CLCs)

Summer Cost Report

APPENDIX C

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

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

CLC Summer 2017

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:	\$ -	\$ -	\$ -	\$ -	\$ -
CLC 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: _____

Return by September 29, 2017 to:
 Milwaukee Recreation Division
 Attention: Don Bennett
 5225 W. Vliet St., Room 163
 Milwaukee, WI 53208

21st Century Community Learning Centers (CLCs)
Summer WI Shares Cost Report

APPENDIX C

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

CLC Location: _____
 Agency: _____
 Vendor #: _____
 Contract #: _____
 Cost Report Amt: \$ _____
 To be paid from Budget Code: _____

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

CLC Summer 2017 - WI Shares

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:	\$ -	\$ -	\$ -	\$ -	\$ -
CLC 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: _____

CLC Schedule of Paid Costs Monthly Report

Project Name: 21st Century CLC		Account No.:		Budget Cost Category:		Cost Report Number	
<i>To Be Completed by Project Operator</i>						<i>To be Computed by MPS</i>	
Check No.	Date	Payee Description/Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments Amount	Reimbursed
Budget Category Total							

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

COMMUNITY LEARNING CENTER PROGRAM SUMMER BUDGET 2017

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	Totals
Site Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
CLC Summer Academic Enrichment Positions					
1					
2					
3					
4					
5					
6 CLC 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 163 no later than September 29, 2017.

COMMUNITY LEARNING CENTER PROGRAM SUMMER BUDGET 2017

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 163 no later than September 29, 2017.

COMMUNITY LEARNING CENTER PROGRAM SUMMER BUDGET 2017

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 163 no later than September 29, 2017.

CLC Schedule of Revenue Resources Summer Report

Project Name: 21st Century CLC			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		\$ -		

CLC 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 CLC reference and/or logo) ▶ Computer Software
Office Supplies (Direct)	<ul style="list-style-type: none"> ▶ General Office Products & Consumable Supplies ▶ Equipment Supplies (i.e., 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 CLC functions ▶ Program Audit and insurance fees ▶ Criminal Background Checks for Program Staff ▶ Employee Drug Screening & Health Screening

NOTE:

All cost reimbursement requests must be directly related to services provided to and/or for the authorized participants of the 21st Community Learning Center Summer Program.

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the CLC 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 CLC programs. These costs must be identified and submitted to MPS as part of the CLC Program Budget. The maximum amount for administrative costs is limited to \$2,500 of all other documented subsequent grants (including revenue generating activities and Wisconsin Shares funds).

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm or individual not employed by the Provider. This service or advice shall be required for the successful operation of a CLC 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 CLC funds should be related to the objectives of the CLC program. Costs associated with the purchase of tangible personal property that have a unit acquisition cost equal to or over one hundred dollars (\$100) 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 CLC 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 dollars (\$100). Equipment must be rented for the sole purpose or usage by the Provider in carrying out the goals and objectives of the 21st Century Community Learning Center program.

FIELD TRIP GUIDELINES:

The Provider shall be limited to a maximum of \$2,000.00 to cover field trip expenses per contract period. Providers may collect fees from program participants to offset the cost of each field trip.

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 21st Century Community Learning Center participants in the fulfillment of the CLC 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 21st Century Community Learning Center (CLC) 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 21st Century Community Learning Center Summer Cost Report. All revenue generated will offset CLC 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 CLC 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 CLC 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 CLC program
- Alcoholic beverages
- Late charges or fees; Credit Card fees
- Contributions, donations or tips
- Provider's non-CLC related promotional items (such as t-shirts, pens, stickers, posters, etc.)
- Taxes (exception: Federal Taxes)
- Gas
- Unpaid personal credit card purchases that do not have the original receipt. Note: CLCs 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 CLC.
- 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.



**MILWAUKEE
PUBLIC SCHOOLS**



Milwaukee Public Schools Community Learning Centers



*2017
Summer
Planning
Operations
Manual*



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Important Summer Dates & Deadlines

Item / Event	Date	Notes
2017 Summer Program Request Form Due:	Friday, February 24, 2017	Scan and email to Lisa Mitchell by 5:00p.m.
2017 Summer Program Planning Meeting	Thursday, April 20, 2017	Location: MPS Central Services from 9:00a.m.-2:00p.m
Registration Due for Summer Training:	April 24-May 19, 2017	All sites must register 3-5 individuals to attend.
2017 Summer Staff Training:	Saturday, June 3, 2017	North Division from 8:00 am - 3:30 pm.
Summer Budget Due:	Friday, June 2, 2017	Email to Don Bennett.
Summer Building Permit Due:	Friday, June 2, 2017	Email to Lisa Mitchell.
Summer Activities and Field Trips Created in APlus. Due by:	Monday, June 5, 2017	Activity Information Report should show all activities and field trips for the 2017 Summer.
Summer Program Plan & Signature Page Due:	Monday, June 5, 2017	Email to your MPS Project Team Representative.
Start of CLC Programming (all sites)	Monday, June 19, 2017	
Start of MPS Summer Academy	Monday, June 26, 2017	For those with MPS Sponsored Programs.
Start of EXCEL and iCamp Programs	Monday, June 26, 2017	For sites awarded camp opportunities.
CLC Programs Closed for Holiday:	Tuesday, July 4, 2017	Programs resume on July 5, 2017.
APlus attendance data entry complete:	Within 5 business days of the last date of CLC programs.	Daily activity attendance should be entered on a weekly basis for monitoring purposes.
Summer Parent Evaluations entered into APlus (Required for CLCs only)	Within 5 business days of the last date of CLC programs.	Minimum of 40 anonymous surveys.
Summer Participant Evaluations entered into APlus (Required for CLCs only)	Within 5 business days of the last date of CLC programs.	Minimum of 50 anonymous surveys.
Last date to request addition of WI Shares funds to contract	Friday, July 14, 2017	Submitted to Don Bennett.
Six-Week Program End Date:	Friday, July 28, 2017	All sites unless otherwise communicated to MPS.
Eight-Week Program End Date:	Friday, August 11, 2017	Extended sites unless otherwise communicated to MPS.
Final Expense/Cost Reports Due:	Friday, September 29, 2017	Submitted to Don Bennett.



**2017 SUMMER MPS CLC/SAFE PLACE
Project Team Site Assignments**

<p>Don Bennett Office: (414) 475-8474 Cell: 414-334-9687 BENNETDL@milwaukee.k12.wi.us</p>	<p>Beth-marie Kurtz Office: (414) 475-8869 Cell: (414) 550-0436 KURTZBL@milwaukee.k12.wi.us</p>	<p>Nicole Johnson Office: (414) 475-8637 Cell: JOHNSONR@milwaukee.k12.wi.us</p>	<p>Helen Hamilton Office: (414) 475-8569 Cell: (414) 333-6130 HAMILTHL@milwaukee.k12.wi.us</p>	<p>Lisa Mitchell Office: (414) 475-8788 Cell: (414) 750-9603 MITCHELD@milwaukee.k12.wi.us</p>
<p>Brown (SP) Boys & Girls Club</p>	<p>Auer Ave COA</p>	<p>Audubon Boys & Girls Clubs</p>	<p>Bethune Boys & Girls Clubs</p>	<p>Allen-Field Boys & Girls Clubs</p>
<p>Forest Home (SP) Milwaukee Christian Center</p>	<p>Carson Academy Boys & Girls Clubs</p>	<p>Bay View Boys & Girls Clubs</p>	<p>Browning SSNC</p>	<p>Engleburg Boys & Girls Clubs</p>
<p>King (SP) Boys & Girls Clubs</p>	<p>Carver Boys & Girls Clubs</p>	<p>Bradley Tech Boys & Girls Clubs</p>	<p>Clarke Boys & Girls Clubs</p>	<p>Fratney Boys & Girls Clubs</p>
<p>Riley (CLC & SP) America SCORES</p>	<p>Cass Boys & Girls Clubs</p>	<p>Lincoln Center COA</p>	<p>Eighty-first Street Boys & Girls Clubs</p>	<p>Gaenslen Boys & Girls Clubs</p>
<p>Sherman Boys & Girls Clubs</p>	<p>Greenfield Northcott</p>	<p>Madison Boys & Girls Clubs</p>	<p>Fifty-third Street Boys & Girls Clubs</p>	<p>Hayes Bilingual Boys & Girls Clubs</p>
<p>Story (SP) Neighborhood House</p>	<p>Hopkins-Lloyd COA</p>	<p>North Division Boys & Girls Clubs</p>	<p>Grantosa Boys & Girls Clubs</p>	<p>Holmes COA</p>
	<p>Kluge First Stage</p>	<p>MHSA Neu-Life</p>	<p>Jackson Neu-Life</p>	<p>Kagel Journey House</p>
	<p>Mitchell Boys & Girls Clubs</p>	<p>Obama SSNC</p>	<p>Keefe Ave Boys & Girls Clubs</p>	<p>Lincoln Ave. Boys & Girls Clubs</p>
	<p>Pierce Boys & Girls Clubs</p>	<p>Riverside COA</p>	<p>LaFollette Boys & Girls Clubs</p>	<p>Longfellow Journey House</p>
	<p>Siefert Boys & Girls Clubs</p>	<p>South Division Journey House</p>	<p>Thurston Woods SSNC</p>	<p>Townsend Boys & Girls Clubs</p>
	<p>Westside I and II COA</p>	<p>Washington Boys & Girls Clubs</p>	<p>Vieau UMOS</p>	<p>Zablocki Boys & Girls Clubs</p>
		<p>Wedgewood Park Boys & Girls Clubs</p>		



2017 Summer CLC Site Contact Information

CLC Site	Lead Agency
Allen Field (K-5) Elem. School 730 W. Lapham Bl. (902-9230)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Audubon Middle School 3300 S. 39 th St. (902-7930)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Auer Avenue (K-8) School 2319 W. Auer Av. (449-1757)	COA Youth and Family Centers 449-1757
Bethune (K-8) Academy 1535 N. 35 St. (934-4672)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Bradley Tech High School 700 S. 4 St. (212-2400)	Boys and Girls Club of Greater Milwaukee 267-8100
Browning (K-5) Elem. School 5440 N. 64 St. (463-7950 x69)	Silver Spring Neighborhood Center 463-7950
Carson Academy (K-8) 4920 W. Capitol Dr. (393-4800)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Cass St. (K-8) School 1647 N. Cass St. (212-2787)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Clarke (K-8) School 2816 W. Clarke St. (267-1039)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Doerfler (K-8) School 3014 W. Scott St. (902-9500)	COA Youth and Family Centers 449-1757
81st St. (K-8) School 2964 N. 81 St. (874-5469)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Engleburg (K-5) Elem. School 5100 N. 91 St. (616-5675)	Boys & Girls Clubs of Greater Milwaukee 267-8100
53 rd St. (K-7) School 3618 N. 53 St. (874-5386)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Fratney (K-5) LaEscuela School 3255 N. Fratney St. (267-1154)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Grantosa (K-8) School 4850 N 82nd St. (393-4400)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Greenfield (K-8) School 1711 S. 35 th St. (902-8295)	Northcott Neighborhood House 372-3770
Hayes Bilingual School 971 W. Windlake Ave. (902-8100)	Boys & Girls Club of Greater Milwaukee 267-8100
O.W. Holmes (K-8) School 2463 N. Buffum St. (267-1403)	COA Youth and Family Centers 449-1757
Hopkins-Lloyd (K-8) School 1503 W. Hopkins St. (267-0640)	COA Youth and Family Centers 449-1757
Gwen T. Jackson (K-5) School 2121 W. Hadley St. (267-5633)	Neu Life Community Resource Center 933-3924
Kagel (K-5) Elem. School 1210 W. Mineral St. (902-7437)	Journey House 647-0548
Keefe Ave (K-5) Elem School 1618 W. Keefe Ave (267-4884)	Boys and Girls Clubs of Greater Milwaukee 267-8100

CLC Site	Lead Agency
Kluge (K-8) School 5760 N. 67 th Street. (578-5000)	First Stage 267-2929
LaFollette (K-8) School 3239 N. 9 th St. (267-5252)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Lincoln Ctr. MS of the Arts 820 E. Knapp St. (212-3431)	COA Youth and Family Centers 449-1757
Longfellow (K-8) School 1021 S. 21 St. (902-9807)	Journey House 647-0548
Madison Academic Campus 8135 W. Florist Av. (393-6187)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Maple Tree (K-5) Elem. School 6644 N. 107 St. (578-5146)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Milw. High School of the Arts 2300 W. Highland Av. (934-7059)	Neu Life Community Resource Center 933-3924
Mitchell (K-8) School 1728 S. 23 St. (902-8152)	Boys & Girls Clubs of Greater Milwaukee 267-8100
North Div. Multiplex H.S. 1011 W. Center St. (267-5196)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Pierce (K-5) Elem. School 2765 N. Fratney St. (267-4444)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Riley (K-5) Elem. School 2424 S. 4 St. (902-7186)	America SCORES Milwaukee 414.358.2711
Riverside High School 1615 E. Locust St. (906-4958)	COA Youth and Family Centers 449-1757
Sherman (K-8) School 5110 W. Locust St. (874-5800)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Siefert (K-5) Elem. School 1547 N. 14 St. (933-3947)	Boys & Girls Clubs of Greater Milwaukee 291-0347
South Division High School 1515 W. Lapham Bl (902-8501)	Journey House 647-0548
Townsend (K-8) School 3360 N. Sherman Bl. (874-5985)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Vieau (K-8) School 823 S. 4 St. (902-6176/902-6100)	UMOS 389-6000
Washington H.S. Campus 2525 N. Sherman Bl. (875-5906)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Wedgewood Park Int. M.S. 6506 W. Warnimont Av.(546-7277)	Boys & Girls Clubs of Greater Milwaukee 267-8100
Westside I & II (K-8) School 1940 N. 36 St. (934-4444)	COA Youth and Family Centers 449-1757
Zablocki (K-5) Elem. School 1016 W. Oklahoma Ave. (294-2305)	Boys & Girls Clubs of Greater Milwaukee 267-8100



SUMMER CLE ATTENDANCE REQUIREMENTS

Site	Program Dates	Projected Average Daily Attendance	Budget	Initial Payment	*Final Payment Based on Overall Average Daily Attendance	
					60-79	80-100/•(180/200)
Allen-Field School	June19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Audubon Middle/High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Auer Avenue School	June19 - Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,000
Bay View High School	June 19-July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Bethune Academy*	June19 – Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000
Bradley Tech High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Browning School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Carson Academy	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Carver Academy	June19-Aug 11	100	35,000	\$17,500	\$8,750	\$17,500
Cass Street School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Clarke Street School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Eighty-first Street School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Engleburg School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Fifty-third Street K-8 School*	June19 – Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000
Fratney School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Gaenslen School*•	June 19-Aug 11	200	\$80,000	\$40,000	\$20,000	\$40,000
Grantosa Drive School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Greenfield Avenue School*	June19 – July 28	100	\$30,000	\$15,000	\$7,500	\$15,000
Jackson School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Hayes Bi-lingual School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Holmes School	June19 – July 28	100	\$35,000	\$17,500	\$8,700	\$17,500
Hopkins-Lloyd School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Madison Academic High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Kagel School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Keefe School	June19 – July 28	100	\$35,000	\$17,500	\$8,700	\$17,500
Kluge School*•	June19 – July 28	200	\$80,000	\$40,000	\$20,000	\$40,000



LaFollette School	June19 – July 28	100	\$30,000	\$15,000	\$7,500	\$15,000
Lincoln Avenue School	June 19-Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Lincoln Center of the Arts	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Longfellow School*	June19 – July 28	200	\$80,000	\$40,000	\$20,000	\$40,000
Mitchell School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
North Division High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Obama SCTE	June 19-July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Pierce School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,700	\$17,500
Riley School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Riverside University High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Sherman School*	June19 – Aug 11	200	\$80,000	\$40,000	\$20,000	\$40,000
Siefert School	June19 – Aug 11	100	\$35,000	\$17,500	\$8,750	\$17,500
Thurston Woods School	June 19-July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
South Division High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Townsend Street School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Vieau School	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Washington High School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Wedgewood Park School	June19 – July 28	100	\$25,000	\$12,500	\$6,250	\$12,500
Westside I & II Academy	June19 – July 28	100	\$35,000	\$17,500	\$8,750	\$17,500
Zablocki School*	June19 - Aug 11	100	\$30,000	\$15,000	\$7,500	\$15,000

* Denotes Summer Academy Site •Denotes Summer Academy Super Site

All Final Disbursements will be based on a site's Average Daily Attendance (as per APlus CLC attendance records) from Monday, June 26 – Friday, July 28, 2017.

Compensation:

Fifty percent (50%) of total funds will be disbursed upon MPS's execution of the contract, provided that the Lead Agency has submitted a signed contract, the 2017 CLC Summer Budget, the 2017 CLC 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 Summer CLC program, provided MPS receives and approves:

- An "Attendance Summary Report", as retrieved from the attendance tracking system, indicating the program has met the minimum attendance requirements. All attendance must be entered into the attendance tracking system no later than five business days of the last date of the CLC program
- Survey results from the program evaluations administered to participants and parents, entered into the attendance tracking system no later than five business days of the CLC.
- "Summer Cost Report", which is due no later than September 29, 2017



Summer Program Requirements

Elementary & K8 Sites

Dates & Hours of Operation:	See Summer Sites Operations Info (approved list)
Academic Enrichment:	Mon.-Thurs. from 9:00 - 11:30 a.m.
LitART Curriculum:	60 minutes each week for all elementary/K-8 participants
Recreation Enrichment:	Mon.-Thurs. from 11:30 a.m. - 4:00 p.m.
SPARK Curriculum:	45 minutes each week for all elementary/K-8 participants

Middle & High School Sites

Dates & Hours of Operation:	See Summer Sites Operations Info (approved list) Extended Friday hours: 9:00 am - 5:00 pm
EXCEL Program:	Recruited participants at all Middle & High School and selected K-8 sites Mon.-Thurs. from 1:00 - 4:00 p.m. June 26-July 20, 2017 (1-2 week camps, as scheduled)

Participant Sign-In/Out Procedures: For the safety and security of each CLC 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 CLC. 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 CLC staff member must remain with the child until signed out by a parent/guardian, approved individual or CPS.
 - c. A member of the MPS CLC Project Team must be called immediately after CPS has been contacted.



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	26 with 2 staff	34 with 2 staff	36 with 2 staff

Youth Workers: While these individuals may serve in an assistance role with CLC 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). CLC/Safe Place 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. CLC/Safe Place 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 July 4, 2017, in observance of the July 4th holiday. All other closings must be pre-approved by Leighton Cooper. Two weeks prior to the close of programs, begin notifying families of close dates and nearby locations for meals. Prior to program closing, CLCs must disseminate CLC summer participant and parent surveys. Chest coolers must be returned to Hunger Task Force at the end of summer programming.

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 CLC Programs may be one of many programs operating in an MPS school facility. Thus, it is critical for CLC 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, CLC 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 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:** CLC Site Coordinators, CLC 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 remain closed for the duration of the program to ensure building safety and cleanliness. Propping of doors is never allowed!

Movie Policy: Per MPS Recreation policy, 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 parental permission. R-rated movies are not permitted to be shown.





Registration & Data Tracking

Registration:

- All participants must complete the Summer CLC Registration Form as provided by MPS. This information must be entered into the **2017 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 **2017 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)

- 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 CLC 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 5, 2017, at 4:30 p.m.** at the same time the Program Proposal is emailed to your MPS Project Team Representative.

Attendance Tracking:

- Track "front door" attendance in the **2017 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 within 5 business days of the last date of CLC programs.
- 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.



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 CLC Project Team Cell Phone Numbers:

Leighton Cooper
Cell Phone: (262) 960-0145

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

Helen Hamilton
Cell Phone: (414) 333-6130

Lisa Mitchell
Cell Phone: (414) 750-9603

Nicole Johnson
Cell Phone: (414) 333-1914

Don Bennett
Cell Phone: (414) 334-9687

Weather Advisories

- CLCs 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 CLC 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 CLC or Safe Place 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 CLC or Safe Place 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 CLC or Safe Place site for the field trip destinations, as well as when leaving the field trip site and returning to your CLC or Safe Place. 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 Kari Race, 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.

Summer 2017 Elementary & K-8 CLC Registration Form

Please insert CLC site name here

STUDENT INFORMATION:

Student Name: _____
Last First

Student ID: _____

Date of Birth: ____ / ____ / ____ Age: _____ Gender: Male Female

Does student receive free or reduced school lunch?
 Free Reduced Neither

School attending during school year: _____ Grade entering in Fall 2016: _____

Ethnicity: African American Asian American Caucasian Hispanic American Native American Non Hispanic/Latino Other

Lives With: Both Parents Father/Single Parent Foster Care Grandparents Guardian Joint Custody Mother/Single Parent Other

Address: _____
Street City Zip

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: _____
Last First

Home Phone: _____

Work/Cell Phone: _____

EMERGENCY CONTACT In case of emergency please contact:

Contact Name: _____ <i>Last First</i>	Contact Name: _____ <i>Last First</i>
Phone Number: _____	Phone Number: _____
Relationship to Student: _____	Relationship to Student: _____

RESTRICTIONS List person(s) not allowed to see student in CLC or person(s) not allowed to pick up student per legal restrictions.

Name: _____ <i>Last First</i>	Name: _____ <i>Last First</i>
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MEDICAL INFORMATION Please list any medical conditions/reasons that would inhibit the participant from taking part in certain physical activities:

OVER PLEASE

Summer 2017 Elementary & K-8 CLC Registration Form

Summer CLC Program Schedule

June 19 – July 28, 2017 from Monday – Friday
(No program July 4)

9:00 am - 4:00 pm

Please indicate if your child requires Early Drop-off or Late Pick-up (check all that apply)

7-9 am Monday – Friday, Early Drop-off for working parents/guardians*

4-6 pm Monday – Friday, Late Pick-up for working parents/guardians*

* An extra fee may be charged during this time. Please check with the CLC Site Coordinator for rates.

- 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, officers, 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 CLC and Milwaukee Public Schools request the opportunity to videotape, take photographs and/or interview children within CLC and Milwaukee Public Schools. By signing this, I understand that and give permission for CLC and MPS to allow this with respect to my child. I also understand that by signing this release I give permission to the CLC and Milwaukee Public Schools 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 and Milwaukee Public Schools. I understand that by signing this, I am, on behalf of myself and my child, releasing CLC and 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 hereby certify that I have read and do understand the above information:

Parent/Guardian Name (Please Print): _____ Date: _____

Parent/Guardian Signature: _____

Please return CLC registration forms to the CLC Site Coordinator.

Formulario de inscripción 2017 del CLC de verano

Please insert CLC site name here

INFORMACIÓN DEL ESTUDIANTE:

Nombre del estudiante: _____
Apellido *Nombre*

ID del estudiante: _ _ _ _ _

Fecha de nacimiento : ____ / ____ / ____ Edad: _____ Género: M F

¿Recibe el estudiante almuerzo gratis o a precio reducido?

Gratis Reducido Ninguno

Escuela: _____

Grado en 2016: _____

Etnia: Afroamericano Asiatico Caucásico Hispano Amerindio Isleno Pacífico Otro: _____

Vive Con: Ambos Padres Padre (padre soltero) Hogar de acogida Abuelos Tutor legal Custodia conjunta Madre (madre soltera) Otro

Dirección: _____
Calle *Ciudad* *Código Postal*

INFORMACIÓN DEL PADRE / TUTOR LEGAL:

Nombre del padre/tutor legal: _____
Apellido *Nombre*

Teléfono de la casa: _____

Teléfono del trabajo / celular: _____

EN CASO DE EMERGENCIA, POR FAVOR LLAME A:

Nombre: _____
Apellido *Nombre*

Nombre: _____
Apellido *Nombre*

Teléfono / Localizador: _____

Teléfono / Localizador: _____

Relación del estudiante: _____

Relación del estudiante: _____

RESTRICCIONES

Indique las personas a quienes no se permita ver al estudiante o las personas a quienes no se permita recoger al estudiante por restricciones legales..

Nombre: _____
Apellido *Nombre*

Nombre: _____
Apellido *Nombre*

INFORMACIÓN MÉDICA:

Indique cualquier condición médica o razones que impidan al alumno participar en ciertas actividades físicas:

CONTINÚA

Formulario de inscripción 2017 del CLC de verano

Horario del programa de verano CLC de la escuela primaria y K-8

June 19 – July 28, 2017 - Lunes a viernes

(CLC estará cerrado el 4 de Julio)

9:00 am - 4:00 pm

Indique si su hijo necesita entrar más temprano o ser recogido más tarde (marque todas las que correspondan)

7-9 am Lunes a viernes, los padres/tutores que trabajan pueden dejar a los niños temprano*

4-6 pm Lunes a viernes, los padres/tutores que trabajan pueden recoger a los niños más tarde *

(* se cobrará una tarifa adicional durante este periodo. Consulte las tarifas con el Coordinador del CLC.

PERMISO: Por este medio doy permiso para que mi hijo participe en el CLC. En caso de que ocurra una lesión que requiera de atención médica, por este medio doy permiso al personal de CLC (incluyendo voluntarios) para que asistan a mi hijo o a mí, incluyendo atención médica.

EXENCIÓN DE RESPONSABILIDAD: Entiendo que podrían surgir situaciones no anticipadas durante las actividades de CLC que se escapan del control del personal (incluyendo los voluntarios). Por ello, acuerdo librar de toda responsabilidad a la Junta Directiva Escolar de Milwaukee, sus representantes, funcionarios, empleados y voluntarios de toda responsabilidad, reclamaciones, demandas, fallos, costos, intereses y gastos (incluyendo honorarios profesionales) que surjan de dichas actividades, incluyendo accidentes o lesiones a mí o a mi hijo, y el costo de los servicios médicos.

PERMISO PARA FOTOS: Entiendo, como padre o tutor legal de los menores indicados en este formulario, que hay momentos en los que la prensa local solicita la oportunidad de grabar en video, tomar fotografías y entrevistar a niños de CLC y de las Escuelas Públicas de Milwaukee. También doy permiso a MPS para que tome o use las fotos o videos de mi persona y de cualquier menor de edad a mi cargo, sin compensación alguna para los materiales publicados, transmitidos o electrónicos de CLC y División de Recreación o de MPS. Entiendo con mi firma, en mi nombre y en el de mi hijo, libro a MPS y a sus directores, funcionarios, empleados y representantes de cualquier reclamo futuro, así como de toda responsabilidad que surja del uso de cualquier fotografía o imagen. Este formulario tendrá validez por la duración de CLC.

Autorizo además al programa CLC de MPS a divulgar los expedientes académicos de los participantes entre ellos, con la finalidad de proporcionar soporte y ayuda educativa. Adicionalmente, entiendo que MPS puede usar los registros de los estudiantes para evaluar el progreso y avance individual, así como para evaluar el impacto del programa en los estudiantes y para obtener financiamiento continuo para el programa.

Por este medio certifico que he leído y entiendo la información aquí contenida:

Nombre del padre o tutor legal (en letra de imprenta): _____ Fecha: _____

Firma del padre o tutor legal: _____

Entregue el formulario de inscripción del CLC al Coordinador del CLC.

Summer 2017 Middle & High School CLC Registration Form

Please insert CLC site name here

STUDENT INFORMATION:

Student Name: _____
Last First

Student ID: _ _ _ _ _

Date of Birth: ____ / ____ / ____ Age: ____ Gender: Male Female

Does student receive free or reduced school lunch?

Free Reduced Neither

School attending during school year: _____

Grade entering in Fall 2016: _____

Ethnicity: African American Asian American Caucasian Hispanic American Native American Non Hispanic/Latino Other

Lives With: Both Parents Father/Single Parent Foster Care Grandparents Guardian Joint Custody Mother/Single Parent Other

Address: _____
Street City Zip

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: _____
Last First

Home Phone: _____

Work/Cell Phone: _____

EMERGENCY CONTACT In case of emergency please contact:

Contact Name: _____
Last First

Phone Number: _____

Relationship to Student: _____

Contact Name: _____
Last First

Phone Number: _____

Relationship to Student: _____

RESTRICTIONS List person(s) not allowed to see student in CLC or person(s) not allowed to pick up student per legal restrictions.

Name: _____
Last First

Name: _____
Last First

MEDICAL INFORMATION Please list any medical conditions/reasons that would inhibit the participant from taking part in certain physical activities:

OVER PLEASE

Summer 2017 Middle & High School CLC Registration Form

Summer CLC Program Schedule

June 18 – July 28, 2017

(No program July 4)

Monday – Thursday from 11:00 am-5:00 pm

Fridays from 9:00 am-5:00 pm

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, officers, 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 CLC and Milwaukee Public Schools request the opportunity to videotape, take photographs and/or interview children within CLC and Milwaukee Public Schools. By signing this, I understand that and give permission for CLC and MPS to allow this with respect to my child. I also understand that by signing this release I give permission to the CLC and Milwaukee Public Schools 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 and Milwaukee Public Schools. I understand that by signing this, I am, on behalf of myself and my child, releasing CLC and 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 hereby certify that I have read and do understand the above information:

Parent/Guardian Name (Please Print): _____ Date: _____

Parent/Guardian Signature: _____

Please return CLC registration forms to the CLC Site Coordinator.

Formulario de inscripción 2017 del CLC de verano

Please insert CLC site name here

INFORMACIÓN DEL ESTUDIANTE:

Nombre del estudiante: _____
Apellido *Nombre*

ID del estudiante: _ _ _ _ _

Fecha de nacimiento : ____ / ____ / ____ Edad: _____ Género: M F

¿Recibe el estudiante almuerzo gratis o a precio reducido?

Gratis Reducido Ninguno

Escuela: _____

Grado en 2016: _____

Etnia: Afroamericano Asiatico Caucásico Hispano Amerindio Isleno Pacífico Otro: _____

Vive Con: Ambos Padres Padre (padre soltero) Hogar de acogida Abuelos Tutor legal Custodia conjunta Madre (madre soltera) Otro

Dirección: _____
Calle *Ciudad* *Código Postal*

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Nombre del padre/tutor legal: _____
Apellido *Nombre*

Teléfono de la casa: _____

Teléfono del trabajo / celular: _____

EN CASO DE EMERGENCIA, POR FAVOR LLAME A:

Nombre: _____
Apellido *Nombre*

Nombre: _____
Apellido *Nombre*

Teléfono / Localizador: _____

Teléfono / Localizador: _____

Relación del estudiante: _____

Relación del estudiante: _____

RESTRICCIONES

Indique las personas a quienes no se permita ver al estudiante o las personas a quienes no se permita recoger al estudiante por restricciones legales..

Nombre: _____
Apellido *Nombre*

Nombre: _____
Apellido *Nombre*

INFORMACIÓN MÉDICA:

Indique cualquier condición médica o razones que impidan al alumno participar en ciertas actividades físicas:

CONTINÚA

Formulario de inscripción 2017 del CLC de verano

June 19 – July 28, 2017

Lunes a Jueves 11:00 am-5:00 pm

Viernes 9:00 am-5:00 pm

(CLC estará cerrado el 4 de Julio)

PERMISO: Por este medio doy permiso para que mi hijo participe en el CLC. En caso de que ocurra una lesión que requiera de atención médica, por este medio doy permiso al personal de CLC (incluyendo voluntarios) para que asistan a mi hijo o a mí, incluyendo atención médica.

EXENCIÓN DE RESPONSABILIDAD: Entiendo que podrían surgir situaciones no anticipadas durante las actividades de CLC que se escapan del control del personal (incluyendo los voluntarios). Por ello, acuerdo librar de toda responsabilidad a la Junta Directiva Escolar de Milwaukee, sus representantes, funcionarios, empleados y voluntarios de toda responsabilidad, reclamaciones, demandas, fallos, costos, intereses y gastos (incluyendo honorarios profesionales) que surjan de dichas actividades, incluyendo accidentes o lesiones a mí o a mi hijo, y el costo de los servicios médicos.

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Por este medio certifico que he leído y entiendo la información aquí contenida:

Nombre del padre o tutor legal (en letra de imprenta): _____ Fecha: _____

Firma del padre o tutor legal: _____

Entregue el formulario de inscripción del CLC al Coordinador del CLC.



2017 Summer Community Learning Centers Site Observation Tool

Report Completed By: [] Date: []

CLC 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:



MILWAUKEE
PUBLIC SCHOOLS

APPENDIX D



**MILWAUKEE
PUBLIC SCHOOLS**

BUILDING PERMIT FOR SCHOOL FACILITY USE

School Name _____

School Number _____

Date _____

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

OUTSIDE ORGANIZATION REQUESTS ONLY

Department of Recreation and Community Services

GENERAL SCHOOL USE

Principal

80163 – 9/93

Contact Person:
 Phone Number:
 Fax Number: