**Setting Up the Junior Coach (JC) Program**

The youth-led Junior Coach Program is the bridge that takes all of the tools adults know about creating safe and inclusive spaces and passes them onto the youth. Youth have less life experience, but they often have deeper insights into the needs and the happenings on the playground.

Your Recess Team will provide guidance and support to Junior Coaches that will help them with their own personal development, increased ownership over the playgroud, and an understanding that they often have the answers, or know how to find the answers to problems, on their own. Providing Junior Coaches with ongoing training and a clear, meaningful incentive system will give them the necessary tools to develop the confidence and knowledge they need to take ownership over the playground.

 JC Program Goals

* **Shared Leadership between Youth Leaders and Recess Staff**: Recess Staff and Junior Coaches both feel a sense of ownership of recess objectives and work together to achieve these objectives.
* **Leadership Skill Development**: Recess Team continuously works with students to develop their leadership skills. The skills are utilized first at recess and then move into the classroom and the school.

JC Selection and Application

* Students are usually in the 4th or 5th grade, and serve for the entire year.
* The number of students in the program depends on the number of jobs at recess and the scheduling of the students.
* Students may be hand selected, or may go through an application process.
* Students can assist with their own recess (peer leadership), or with the recess of younger students.

**Junior Coach Set Up**

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| --- |
| * Select 12-15 upper grade students to serve as JCs through the school year
* Notify parents (see [parent letter template](#1a43b3w309y1))
* Collect [JC emergency contact forms](#cnqiaqcga5th)
* Collect [permission slips](#ozcwbfncfps0) for JC’s to attend JC training (after school)
* Collect [Playworks general release forms](#li6911rz3sgh)
* After Recess Reboot, create and share the JC recess duty schedule
 |

**Parent Letter Template: Junior Coach Program Invitation**

Please introduce the Junior Coach Program to parents of your selected Junior Coach student leaders! Here is a parent letter template:

Dear Parent,

I am excited to share that our school is partnering with Playworks from [Monday, 2/6 - Thursday, 2/9] to help reboot our recess!

We are proud to partner with [Playworks](http://www.playworks.org/) to make recess a fun, inclusive time for every student in our community. Playworks is the leading national nonprofit using play to transform schools. A Playworks recess creates a place for every kid on the playground [to feel included, be active, and build valuable social and emotional skills](http://www.rwjf.org/en/library/research/2013/05/playworks-school-climate-academic-learning-social-skills-and-behavior.html). You can learn more at [www.playworks.org](http://www.playworks.org).

**Get Excited!**

Playworks Trainer, Coach \_\_\_\_\_, will be at our school on Monday - Thursday from Nov 6 - Nov 9, 2018. His/her main focus during will be to help us assess and set goals for our school recess, provide our staff with additional professional development, as well as launch and demo best practices that will help bring safe and healthy play to our school! During the week, staff and students will learn new skills and expectations for safe and fun recess games and activities.

**Congratulations!**

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been selected to participate in the Junior Coach Program as a Junior Coach. The Junior Coach program is a youth leadership program for 4th-6th graders to support recess and make a positive impact at their school. It is an exciting opportunity for self-esteem building, responsibility teaching and leadership training.

Your child will receive **2 hours of training** on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** by the Playworks Trainer. Junior Coaches will participate in team building activities and games to learn about conflict resolution, leadership, and recess game facilitation. Junior Coaches are responsible for leading activities at recesses for younger students.

Here’s some more information:

* Recess Reboot Overview
* Parents and Family FAQ
* Junior Coach Program

Here are some Playworks videos:

* [Choose Play](https://www.youtube.com/watch?v=F5BVhJIK5eA)
* [Why We Play](https://www.youtube.com/watch?v=6Vqu5XRzeSo)
* [Junior Coach Program](https://www.youtube.com/watch?v=yrgI9y5-tvU&feature=youtu.be)

Thank you for your support and please join me in welcoming Coach \_\_ to [School Name]!

Sincerely,

[Principal Name]

**Junior Coach Program**

***Student Emergency Contact & Medical Information***

**STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_**

Student’s School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s primary address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **PRIMARY GAURDIAN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** home number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ work number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **OTHER GUARDIAN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

home number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ work number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/cell number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Care Provider/Medical Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Policy number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Release of Liability**

|  |
| --- |
| I give permission for the following child to participate in the Junior Coach Program. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_In case of illness or accident, permission is granted for emergency treatment to be administered. I consent to the program supervisor (s) taking, arranging for and consenting to the emergency procedures. I take full responsibility for, and will pay the costs of any such medical procedures or treatment. I understand that sports can be dangerous, and that serious accidents and injuries can sometimes occur. I hereby advise that the above named minor has the following allergies, medicine reactions or physical conditions which should be made known to a treating physician: (If none, please write the word “none.”)With the exception of any condition(s) set forth above, I hereby certify to the best of my knowledge and belief that the child is in good health. I release and waive, and further agree to indemnify Playworks, the Board of Education, the individual members, agents, employees and representatives thereof, as well as program supervisors from and against any claim which I, any other parent or guardian, any sibling, the student, or any other person, firm, or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages, or injuries arising out of, during, or in connection with the student's participation in the program and related activities or the rendering of emergency medical procedures or treatment, if any, including those resulting from negligence.Please understand that your signature also includes permission for your child to appear in photographs or videotape of the Junior Coach Program and to participate in any assessments of your child’s progress. |

|  |
| --- |
| **Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**Junior Coach Program: Training Permission Slip**

**REMINDER:**

Your child, , will be participating in a Junior Coach training this week!

**Location:**

**Date:**

**Start time:**

**End time:**

The Junior Coach program is a program designed to build self-esteem, teach responsibility, and develop leadership skills. It is an exciting opportunity for your child to have a role of leadership and to positively impact their school. Your child will be trained by the Playworks Trainer to help maintain the school playground equipment, distribute the sports equipment at recesses, put it all away when the recess times are over, lead sports, games during recess, model conflict resolution and exhibit leadership qualities on the recess yard. While fulfilling their duties, your child will learn the basics of running a sports program. They will learn primary job skills like showing up, taking care of business, and cleaning up after themselves. In setting up games and activities and helping other children play them, your child will learn oratorical techniques, negotiation skills, organizing and problem solving. This is a wonderful opportunity for your child to develop life skills that can be taken to middle school and into the rest of their lives.

Thanks for your support!

**- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -**

## **Please have your child return this section to the Playworks staff person.**

**I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission to stay after school to participate in the Junior Coach training.**

**When the program is over, my child will: \_\_ walk home \_\_ be picked up**

**Who is authorized to pick your child up from school?**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLAYWORKS GENERAL RELEASE FORM**

I consent to have my child videotaped, photographed and interviewed while they are participating in

Playworks activities at their school. I agree that this program material may be edited as desired,

duplicated and used in whole or in part throughout the United Stated and abroad. I consent to the

use of my child’s name, likeness, voice, and biographical material for program publicity and

institutional promotional purposes (including, but not limited to newspaper articles with photos,

press releases for Playworks events, promotional videos representing the organization, photos for

the Playworks website and social media properties, photos for archival records and documentation

for funders).

By providing the requested information and by signing as parent or guardian on the reverse side of

this form, I expressly release Playworks, its licensees and assignees, from any claims I may

otherwise have arising out of broadcast, exhibition, publication or promotion of this program

material.

**FORMULARIO DE AUTORIZACIÓN GENERAL DE PLAYWORKS**

Por medio de la presente, doy mi consentimiento para que mi hijo(a) sea videograbado, fotografiado

y entrevistado al participar en actividades de Playworks en su escuela. Me doy por enterado(a) que

el material de este programa puede ser editado como se desee, duplicado y utilizado parcialmente o

en su totalidad a través de los Estados Unidos y en el extranjero. Acepto que se use el nombre de mi

hijo(a), su fisonomía, voz y datos biográficos con el propósito de publicitar el programa o

promocionar la institución (incluyendo, aunque no limitado a artículos de prensa con fotos,

boletines de prensa para eventos de Playworks, videos representando la organización, fotos para la

web Playworks y sitios de medios sociales, fotos para el archivo y documentación para solicitar

inversionistas.)

Al proporcionar la información requerida y firmar como padre o tutor en el reverso de este

formulario estoy expresamente renunciando a todo reclamo que pudiese tener en el futuro contra

Playworks, sus licenciados o asignados, por concepto de la difusión, exhibición, publicación o

promoción de este material programático.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School/ Escuela Grade/Grado**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher/ Maestro(a)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please print Child’s complete name / Escriba el nombre complete del niño(a) en letra de imprenta**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of parent or Guardian / Nombre del (P)Madre o Tutor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent or Guardian / Firma del (P)Madre o Tutor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address City, State, Zip Code / Domicilio: Número, Calle, Ciudad, Estado, CP**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone/Teléfono Date/ FechA**