**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Attendees** (Principal, Recess Manager, Recess Coach, Other):*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

**Playworks Attendees** (Program Director/Program Manager/Coach): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| --- | --- | --- | --- |
|  |  | | |
| **Time** | **Section** | **Break Down** | **Notes** |
| 5 min | Check-in | Greet the team & build rapport |  |
| 5 min | School Goals & Priorities | What 3 goals/ priorities do you have for recess this year? | 1.  2.  3. |
| 10 min | Roles | Review school partnership roles & responsibilities & gather contact info | **CGT:**  CGT hand-out and/or email to staff: Confirm expectations of teacher role to reinforce CGT skills and recess culture  **Junior Coach Program**  Recruitment and selection (12-15 Junior Coaches) |
| 30 min | Info Gathering | Review Needs Checklist | 1.  2.  3. |
| 5 min | Data Collection | Review upcoming data collection | **Baseline Recess Observation:** Approximately First 2 days of Program: Playworks staff uses an observational tool called the Great Recess Framework (GRF) to measure the quality of recess. This observational data helps us identify strengths and areas of growth for your recess, set goals and develop an action plan to achieve a great recess.To complete this tool, Playworks staff will spend some time observing recess to capture a *baseline* of recess at the school.  The GRF isnot a judgement of the school or any specific staff person. |
| 5 min | Action Items | Review Next-Steps | School Action Steps:  Playworks Next-Steps: |

**Contact Information:**

* **Primary Contact** (e.g. Principal)

Name:

Phone:

E-mail:

Preferred Method of Contact:

* **Secondary Contact** (e.g. designate Recess Manager)

Name:

Role:

Phone:

Email:

Preferred Method of Contact:

* **Recess Coach** (designate Recess Coach)

Name:

Role:

Phone:

Email:

Preferred Method of Contact:

**Schedule**:

* **School-wide Playworks Teacher Training**: (2 hours in summer/fall)  
  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **TeamUp program calendar** (schedule and message SC weeks at school site)
* **Orientation Day(s) Activities:**
* Recess Manager and Recess Team Goal-Setting Session (Day 1, 30-60 min)

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* All-School Orientation (Day 1, 10-15 min): An opportunity to introduce Playworks program to school community at-large

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* + Recess Team Training #1 (Day 1, 60-90 min with Recess Coach & Recess Team)

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* + Recess 101’s (recommended\*)
* **Class Game Time scheduling:** (What grades get CGT? How many classes are there? Check PE schedule)
* **PM Consultation Visit #1** (Oct/Nov): Principal to observe program with PM, and 30min follow up conversation re: program quality and priority next steps  
  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* **PM Consultation Visit #2** (Spring): Principal to observe program with PM, and 30min follow up conversation re: program quality and priority next steps  
  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**School Resources/ Information:**

* School calendar
* Bell schedule, lunch and recess schedule
* Recess supervision (adult:student ratio)
* Staff contact information (i.e. teachers, recess team, school staff, room #’s)
* Sign-in procedures
* Indoor recess space and procedures (Who makes the call for indoor weather?)
* School volunteer requirements and background check standards
* Emergency plan information
* Existing school programs:
  + School Climate/SEL programs
  + Student Leadership programs
  + After school programs
* School expectations and discipline policies (e.g. PBIS, recess rules)
  + Are teachers/administrators currently allowed to withhold recess for behavioral or academic reasons?
* Recess staff:
  + Do recess staff already receive any formal training?
  + Is there time set aside for recess staff to coordinate/plan for recess?
  + What is the Recess Team schedule for recess?
  + What is the Recess Team availability for trainings?   
    *(Reference TeamUp required and optional trainings for recess staff)*

**Space:**

* Playworks/AmeriCorps Banner in a prominent space (provided by Playworks)
* Playworks bulletin board
* Playworks staff work space and computer access (with internet)
* Office mailbox for Playworks staff
* Junior Coach meeting space
* Access to building (keys, badges, etc.)
* Access to copier/printer/paper/general materials
* Playground resources and equipment storage
* Parking space

**School Actions Steps**:

* **Review Welcome Webpage:** <https://www.playworks.org/services/welcome/teamup>
* **Send Playworks introduction** email to school staff and parents (See templates)