



# Pre-Launch Summer Achievers Check In



Office of  
**Children and Families**

CITY OF PHILADELPHIA

June 18, 2024



Office of  
**Children and Families**  
CITY OF PHILADELPHIA

Out-of-School Time



THE SCHOOL DISTRICT OF  
**PHILADELPHIA**



Office of  
**Children and Families**  
CITY OF PHILADELPHIA



## Today's Objectives:

- Review key next steps and expectations for Summer Achievers
- Provide some updates and resources
- Create space for providers to unpack any concerns or challenges
- Answer any remaining questions
  - *A question not asked is an answer not given 😊*



# Checking In....



# Current Summer Achievers Landscape

3,753	Youth Enrolled in Cityspan!
613	Spots Remaining!
33	Sites Full
8	Sites Close to Full
9	Sites Still Actively Recruiting

# Reminder: PPE Supplies!

- All Summer Achievers sites are receiving PPE supplies (masks, hand sanitizer, disinfectant wipes)
- Most deliveries have already been made, remaining ones this Thursday.
- Please make sure you collect your site's PPE supplies and organize with your Summer OST program materials on site!
- [PPE Delivery Schedule](#)



# Reminder: SDP Compliance!

TIME IS  
RUNNING  
OUT!



- Make sure you are following through with all required compliance items with PHMC and SDP!!!
- If you have any questions about this or need more guidance, please contact Rob at [rlairmore@phmc.org](mailto:rlairmore@phmc.org) or Michelle at [mparker@phmc.org](mailto:mparker@phmc.org)



## Reminder: SAYO-Training

- Make sure you and your summer staff complete SAYO-Y and SAYO-S training through the NIOST portal!!
  - SAYO-Y – 1 survey that youth complete, grades 4<sup>th</sup> +
  - SAYO-S – a pre and post survey that OST Staff complete n behalf of each 1<sup>st</sup>-3<sup>rd</sup> grade student
- We will be sharing SAYO-Y and S data with the City and SDP at the end of the summer to show how youth experienced the program!!
- Goal is 85% response rate at each Summer Achievers site!!
- Contact Corey at [cdiemedio@phmc.org](mailto:cdiemedio@phmc.org) with questions



# Enrollment Reminders & Updates

Required Forms for Families to Complete	<ul style="list-style-type: none"><li>• OST Consent Form</li><li>• Emergency Contact Form</li></ul>
Required Form for Provider to Complete for Each Family	Means Test Worksheet (MTW)
Forms Not Required for Summer	Health Assessments (*since under the 60-day window)
<b>Window to Continue Enrolling</b>	<b>First TWO WEEKS</b> (*if open spots remain or become available during weeks 1-2)
Materials to Always Have On-Site	MAKE SURE TO HAVE ENROLLMENT PACKETS ON-SITE FOR FAMILIES TO COMPLETE WHEN THEY SHOW UP AT YOUR SCHOOL SITE!!
Communication to Families	Send confirmation phone call, text, email to families, include key first day program info and encourage attendance on Day 1.



# SDP Review & Rostering

OCF Sharing  
data with SDP

SDP verifying  
SDP IDs,  
flagging issues

SDP Rostering  
classrooms

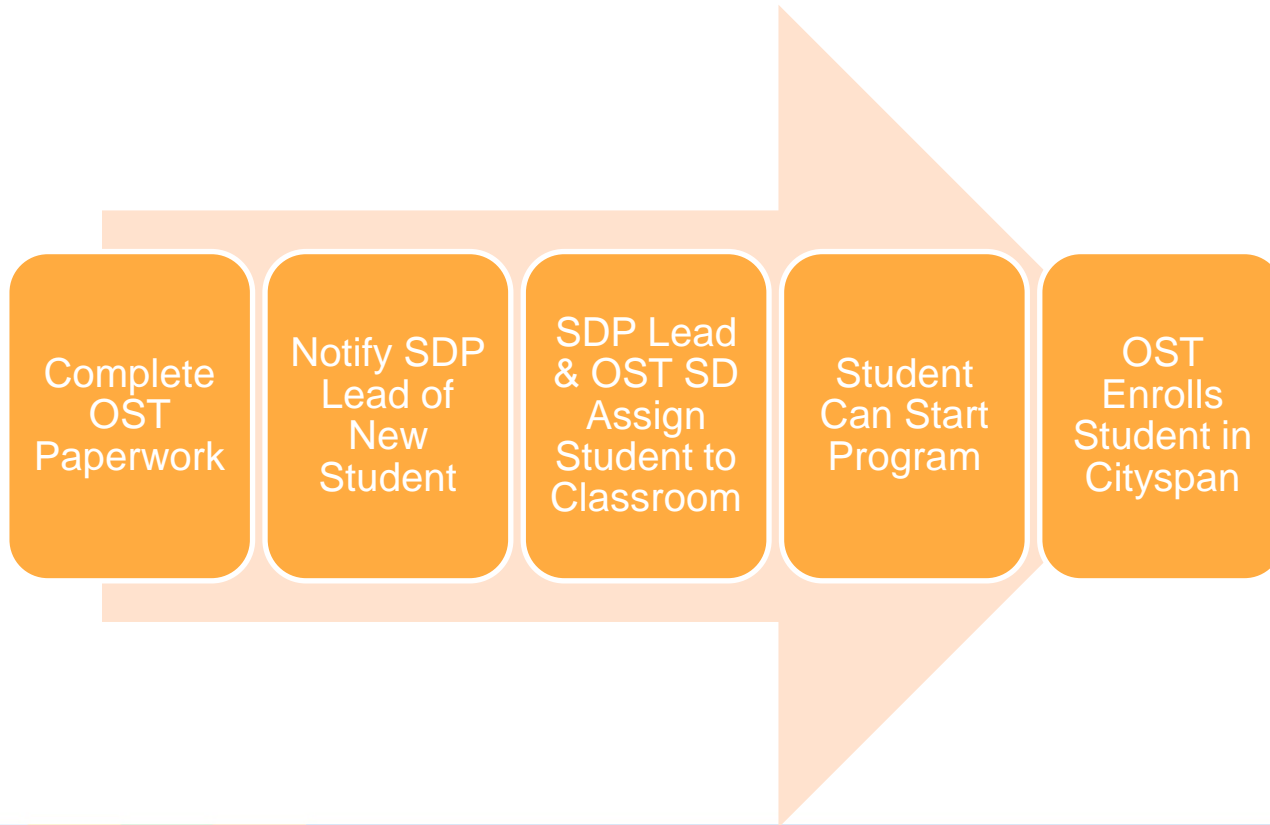
SDP flagging  
grade band  
over-enrollment

PHMC/OCF  
reaching out to  
providers with  
issues

Sites enroll  
waitlist students  
to fill any new  
vacancies

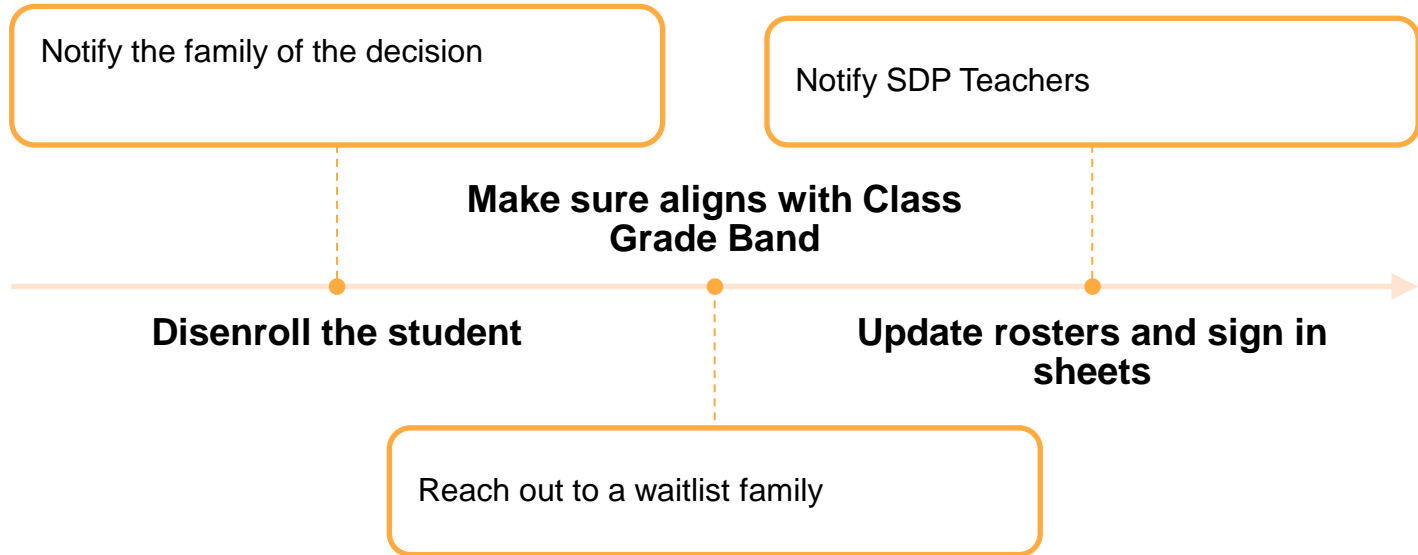


# On-Site Enrollment & Waitlist Students



# Enrollment Updates & Managing Waitlists

- If a student is absent for all of Week 1 with no response from the family, despite provider efforts with outreach, Providers should:





**WHERE**

**WHAT**

**WHEN**

**WHY**

**HOW**

**WHO**

# On-Site Prep Days



[Summer Achievers Site Checklist](#)

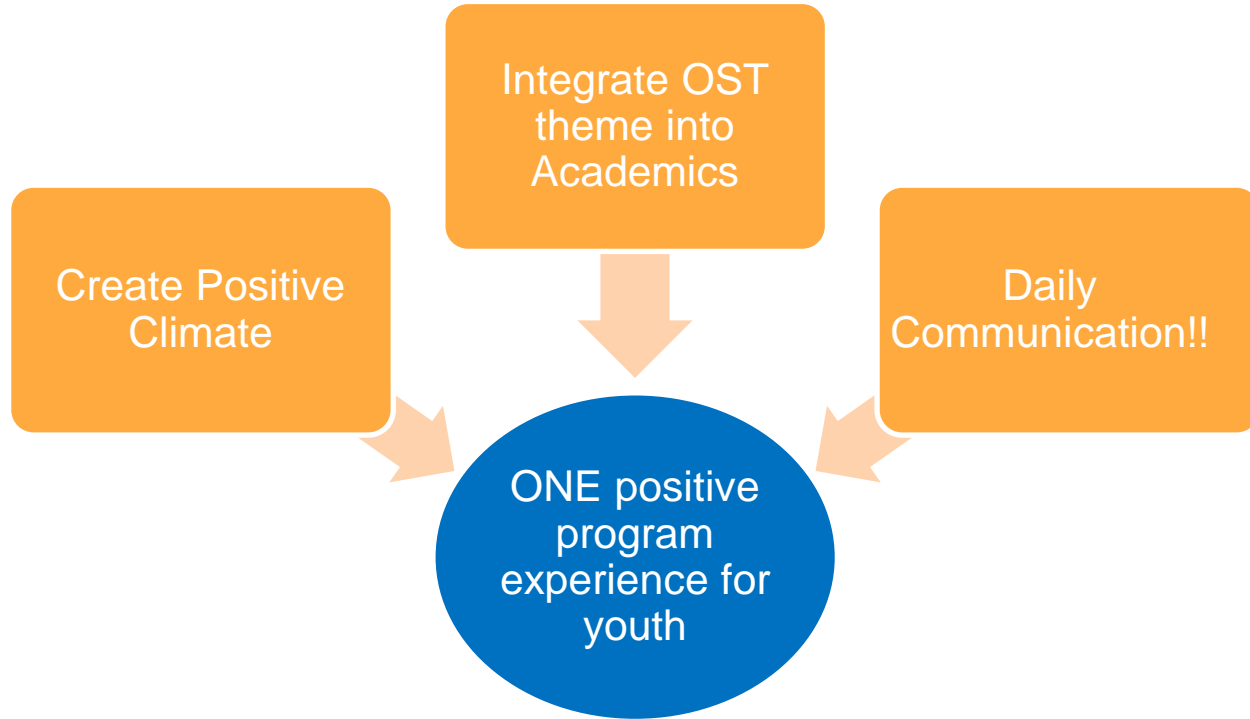
# On-Site OST Prep Days: June 20 & 21st

- ❑ Prepare a master folder with all key materials: student emergency contacts and special needs info, staff contact (OST and SDP), emergency preparedness plan/map, site collaboration plan
- ❑ Have student roster lists (for both academic and enrichment) ready for SDP and OST Group Leaders (with emergency contact and special needs info for each child)
- ❑ Post clear signs at assigned entrance with arrival/dismissal info and OST site director phone #
- ❑ Post signs at each classroom for each grade band/teacher
- ❑ Decorate space for OST summer program theme (Win the OST Summer Challenge #1!!!)
- ❑ Organize all OST materials for easy access by staff





# What does Collaboration look like this summer?





# Integration of Academics & Enrichment

OST Theme  
Integrated into  
Academics

OST Staff Present All  
Day

Tie Weekly Field Trips  
into  
Academics/Enrichment

Shared SEL and  
Positive Behavior  
Expectations

OST & SDP Staff  
collaborate to address  
student's needs

# June 24<sup>th</sup> OST-SDP Co-Planning Day

*All Summer Achievers Sites must include the below in their June 24<sup>th</sup> schedules:*

**Between 9:00am-11:00am**

- 2 Hours:
- A Summer Program Orientation for their SDP Team provided by the OST Site Director
- Co-Planning Time between: 1) OST Site Director & SDP Lead Point Person, 2) SDP Classroom Teacher & Assigned OST Group Leader
- Include a building walk-through so all staff know where classrooms, bathrooms and key OST spaces are located

**With Remainder of the Program Day**

- SDP Teachers have time to prep their classrooms, meet with their SDP Lead Point Person (3 hours, 8-9am, 11am-1pm)

OST Providers continue with enrichment planning, prep and OST staff training activities

# Review Orientation Checklist

## *CHECKLIST*

- 
- 
- 
- 



- [June 24 OST Program Orientation Guidance](#)

# SDP Book List & Guide

Grade Band	Book Title	Author
Rising 1 <sup>st</sup> -2 <sup>nd</sup> Grade	1. Maybe Something Beautiful: How Art Transformed a Neighborhood 2. City Green	F. Isabel Campoy, Theresa Howell DyAnne DiSalvo-Ryan
Rising 3 <sup>rd</sup> -4 <sup>th</sup> Grade	1. Coming to America: The Story of Immigration 2. Brave Girl	Betsy Maestro Michelle Markel
Rising 5 <sup>th</sup> -6 <sup>th</sup> Grade	Save Me a Seat	Sara Weeks, Gita Varadarajan
Rising 7 <sup>th</sup> -8 <sup>th</sup> Grade	Refugee	Alan Gratz









# Creating a Shared & Positive Climate

Daily  
Community  
Meetings

Shared Positive  
Behavior  
Expectations

Focus on SEL  
Skill Building

Space is  
Decorated for  
FUN!

Teamwork  
makes the  
Dream Work!

Fun & Engaging  
Programming

## Daily Communication!

### OST Site Director & SDP Lead Point Person:

- ✓ Academic-Enrichment Integration Ideas
- ✓ Enrollment & Attendance Concerns
- ✓ Student/Family/Staff Concerns
- ✓ Collaboratively Resolve Conflicts and Issues
- ✓ Shared Positive Climate

### SDP Teachers & Assigned OST Group Leaders:

- ✓ Academic-Enrichment Integration Ideas in the Classroom
- ✓ Student Behavioral Concerns & Effective Strategies
- ✓ Best Ways for OST to Support Teacher During Academics
- ✓ Shared Positive Climate





# Procedures for Handling Conflicts

- **OST Group Leaders** – raise your concerns with your OST Site Director, who will speak with the SDP Lead Point to help resolve
  - OST Site Director – if needing additional support, raise your concerns to your PHMC OST Coach, who will bring to PHMC leadership/OCF leadership as needed
    - OCF leadership will share with SDP Summer Team as needed
- **SDP Teachers** – raise your concerns with your SDP Lead Point Person, who will speak with the OST Site Director to help resolve
  - SDP Lead Point Person – if needing additional support, raise your concerns to your assigned SDP OSL Coordinator, who will bring to the SDP Summer Team as needed
    - SDP Summer Team will share with OCF leadership as needed



# Shared Positive Behavior Expectations

- Each Summer Achievers Site should create shared norms (i.e., Be Kind, Be Safe, Be Respectful, Be Brave)
- These shared norms should be defined for students
  - Such as, Be Respectful looks like:
    - *Putting your trash away after meals*
    - *Listening to the teacher in class/activities*
- These shared norms/positive behavior expectations should be posted in all OST spaces being used within the school
- OST and SDP teams should discuss and have agreed upon plans in place as to how they will manage student emotional regulation and behavioral needs in class
- Any student disciplinary issues that may need to be taken would be the responsibility of the OST Site Director (after discussions with the SDP Lead Point Person)



# Student Emergency Procedures

1. If a student is at risk of harming themselves or others, the OST staff should call 911 and notify the Site Director immediately.
2. The Site Director or assigned staff should notify the Lead Teacher (if during academic hours) and School Security Officer (SSO) if assigned as soon as possible.
3. Once the situation is safe, the Site Director should notify the parent/guardian and then PHMC by email/phone and submit an incident report within 24 hours of the event.



# Late Parent Pick-Up

- **Dismissal is between 4:30-5:00pm**
- **Staff must remain with the student**
- **Staff should contact parent/caregiver when late for pick-up**
- **If no response, staff should contact individuals from the emergency contact list**
- **If no response still, staff should call SDP Safety Dispatch at 215-400-6000 to have an officer come to the building to support.**



# June 25<sup>th</sup> – First Day With Students!

- OST Site Director has a binder on hand with all critical program materials: full student roster list, emergency contact info, list of approved adults for student pick-up, staff contact info, etc.
- All staff have a full roster list of which students are assigned to which AM classrooms and PM enrichment groups
- All available staff are on deck to help ensure the right students are getting to the right classrooms
- Consider - collaboratively planning a Day 1 welcoming greeting for all Summer Achievers students (recommended for both SDP and OST staff to attend this welcoming ceremony), i.e. a “clapping parade” of OST and SDP staff as students and families arrive on Day 1
- Talk this through during June 24th Orientation with your SDP Teams!



# Frequently Asked Questions

- Scheduling brain breaks/mindfulness during academic instruction?
  - Can students remain in the classroom during teacher's 30-minute planning time (if using 30 min. for a student brain break)?
- How to handle an issue with a SDP teacher?
- What exactly are OST staff expected to do during morning academic instruction time?
- How will sites get the classroom rosters from SDP, and when?
- What's the "cut-off" for enrolling new students?
- How do we handle late parent pick-ups, especially now that the dismissal window is from 4:30-5:00pm?



**WHERE**

**WHAT**

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# Thank you

