



Office of Children and Families

Out-of-School Time

The OST High School Team



Office of
Children and Families
CITY OF PHILADELPHIA

Out-of-School Time

What's On Your Bucket List?



The Word For SY25!

COLLABORATIVE





Out of School Time



OUT OF SCHOOL TIME (OST)....

OST programs offer organized activities and learning experiences that occur outside of the regular school day

The goal is to create a well-rounded experience that fosters personal development, social skills, and lifelong learning



High School OST Programs focus on career preparation

OST Models

School Based

Programs occur in SDP High School

Create school partnership

Support school objectives

CUA Collaboration

Family & Community Engagement

Youth Voice & Choice

Community Based

Programs occur at organization's site

Create partnerships/collaborations with "feeder" schools

CUA Collaboration

Programs may end after 6PM

Family & Community Engagement

Youth Voice & Choice

Community Schools

SB Programs-Programs occur in SDP High School

Office of the Mayor

Community School Coordinator (CSC)

Partnership & Coordination Service Delivery

Integrated health & social services

Family & community engagement

Youth Voice & Choice

Specialized

Programs occur as SB or CB programs

Create school partnerships

CUA Collaborations

Engage students with content experts

May facilitate weekend programming

Youth Voice & Choice



General Strategy

School & Community Based Programs
Career Preparedness

Participates in C2L

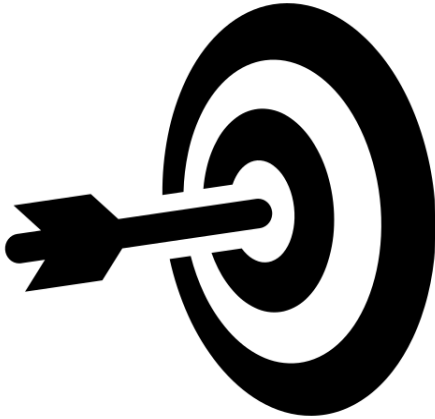
Operates 5 days per week
dismissal to 6pm/7pm

Specialized Strategy

Specific specialty
Student exposure in specialty of program
Operates 2-3 days per week
Minimum of 6 hours each week
dismissal to 6pm/7pm/Weekends



General Strategy Goals



- ✓ **Program will meet full enrollment**
- ✓ **Program will demonstrate strong daily program attendance**
- ✓ **Programs demonstrate high quality project-based learning through structured activities & culminating events**
- ✓ **Students participating in program demonstrate a positive program experience**
- ✓ **Youth will increase their understanding of jobs & industries**
- ✓ **Youth will qualify to receive full stipends**

Specialized Program Goals



- ✓ **Program will meet full enrollment**
- ✓ **Program demonstrates strong daily program attendance**
- ✓ **Programs demonstrate high quality project-based learning through structured activities & culminating events**
- ✓ **Students participating in programs demonstrate a positive program experience**

Provider Responsibilities

- **Know your slot**
- **Recruitment, Registration & Enrollment**
 - Provide & received completed enrollment packages (w9 included)
 - Parent Outreach
- **General Strategy-** Provide quality programming at the end of the school day through 6PM (Monday-Friday)
- **Specialized Strategy-** Provide quality programming 2-3 per week
- **Cityspan**
- **C2L Process**
- **Partnerships**
 - CS-CSC/Core Partners
- **Relationship Building**



Relationship Building

Relationship building involves working to build, maintain relationships & networks with people who are or may be potentially helpful in achieving work related goals



What does this look like in OST Programs?

- **Create relationship with principal or representative**
- **Inviting principal &/or school staff to OST activities & events (this includes feeder schools)**
- **Attending school events (sports & extracurricular)**
- **Updating principal or representative with OST info/newsletters**
- **Chat & Chews**
- **Reaching out to the CUA & other external stakeholders/resources**
- **School Based/Community Schools: Don't forget the building engineers!**
- **Community Schools: Make your CSC's your best friends!**



C2L OST SY25

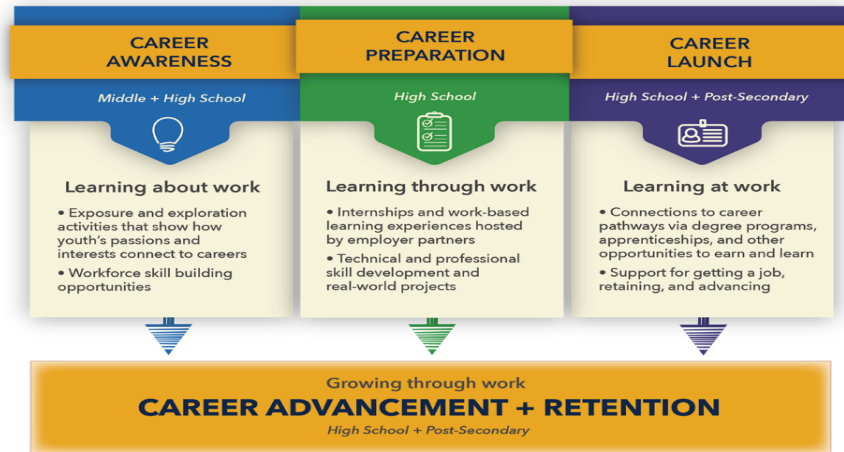


Office of
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CAREER CONNECTED LEARNING

C2L activities are offered along a continuum



Philadelphia's C2L programs are designed to provide comprehensive support along three interrelated objectives:

1. Youth are given access & experience to explore different career paths & fields
2. Youth are equipped with the tools & skills they need to explore, set & achieve career goals
3. Youth know how to identify & utilize their strengths & passions to inform career decisions

Career Connected Learning (C2L) SY25

- ❑ Operates between October 2024 – May 2025
- ❑ **Project Based Learning (Service Learning)**
- ❑ **2 Cohorts: Fall & Spring**

****Fall (8/29/24-1/22/25) Spring (1/23/25-5/30/2025)****

- ❑ **60 hours per SY Cohort or 120 hours over the course of the school year**
- ❑ **60 hour is comprised of:**
 - 20 hours of skill development**
 - 40 hours of work-based learning activities**
- ❑ **Stipend Based**

*****Students can earn up to \$1320 for SY**



WE OUTTA HERE!!

Outputs & Outcomes

Outputs

80% of participants will complete 15 hours of professional development

75% of participants will successfully complete 48 hours of their work-based experience

65% of participants will complete the end of program survey

85% of youth are paid within the payroll period



Outcomes

75% of participants report a positive experience

70% of participants report skill development in job readiness

70% of participants report skill development in financial literacy

90% students report learning about career fields & pathways

Activities



Professional Development Workshops

Career Exploration, Financial Literacy, Job Readiness Training

Career Panels

Work Experience

ACT 158

Structured Activities

Curriculum Creation

Weekly Lesson Plan Template

Teacher: Enter teacher name Grade: Summer Week of: Enter week

	Subject	Subject	Subject	Subject	Subject	Subject
Monday						
Change this text						
Tuesday						
Change this text						
Wednesday						
Change this text						
Thursday						
Change this text						
Friday						
Change this text						

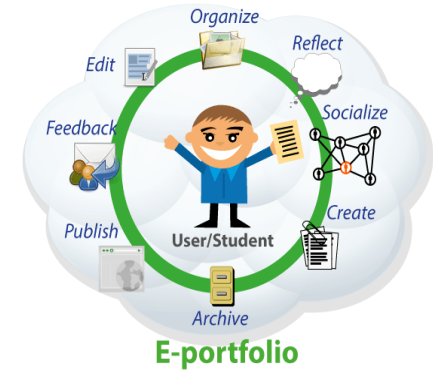
Structure

Planned lessons

Career/College Resources

Connect to goal or skill acquisition

Should end with culminating event



Portfolios

A collection of a student's work that showcases their skills, achievement & progress over time

- Students can add to current portfolio or create new portfolio
- Digital or Booklet
- Add self-reflections

Unstructured Activities

Curriculum Fun Fridays

Effective Unstructured Activities

Fun, engaging, choice, freedom

How?

Fun Freedom Friday!
Let's talk about sports

In-House Field Trip: Sport competition Culminating Event: Attend sports event



Teen Voice

Ask...

OST participant interests, career, college/trade school
or the military?

Implement the responses in your program
curriculum





ACT 158



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Out-of-School Time

What is ACT 158?

5 Pathways to Graduation



Keystone Proficiency
Keystone Composite
Career & Technical Education Concentrator
Alternative Assessment
Evidence Based Pathways

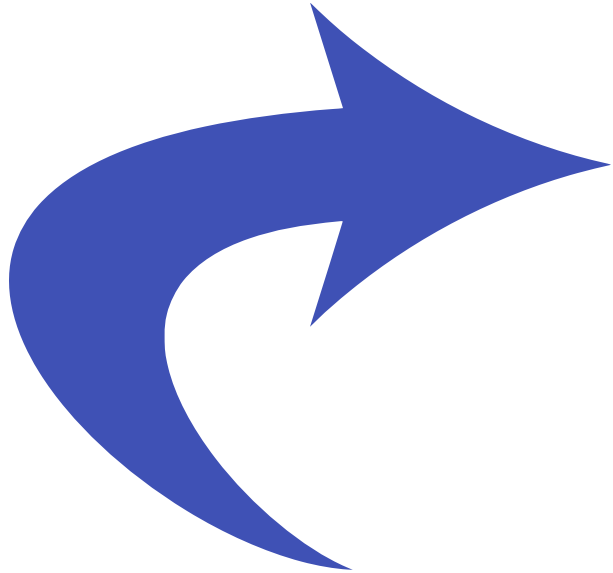
How?

- **Industry Tours**
- **College Tours**
- **PSAT/ACT/SAT Workshops**
- **Service-Learning Projects**
- **Assist/Support Students in College Application Process**
- **Collaborate with school counselors**





IT'S YOUR TURN!



**Please share activities you
have planned for SY25:
Resources, Industry & College
Tours, etc.**



CITYSPAN



Office of
Children and Families
CITY OF PHILADELPHIA

Out-of-School Time

Daily Entries

- **Student Enrollment**
Include student email & cell number
- **Attendance**
Enter by 8PM daily
GREEN means GO!



Weekly & Monthly Entries

- **Activities & Professional Development**

SY23 HS Weekly Activities:

<https://www.cognitofrms.com/phmc1/sy25highschoolweeklyactivities>

Dates/Times cannot overlap

Weekly or Monthly

- **KPI-Stipend**

Make-up & Corrections

Monthly



KPI-Stipend

View KPIs Add KPI

KEY PERFORMANCE INDICATOR DETAILS Cancel Save & Proceed

* KPI Survey Type KPI Grade 9th - 12th Incentive/Stipend

* School Year/Summer School Year Summer

Instructions: Providers will complete KPI entries for eligible students for School Year Incentive and Summer Stipend payments. For the school year providers, will enter one incentive/stipend KPI per month for all youth that are eligible for payment. For the summer, providers will complete stipend KPIs biweekly for all youth eligible for Stipend payments. By creating and enrolling youth into the KPI Grade 9th-12th Incentive/Stipend, the provider is attesting that the youth is eligible to receive payment in that incentive or stipend cycle. Youth not enrolled or enrolled after the approved timeframe will not receive payment.

* Date 11/1/2024

Select 1 subcategory that best describes the content area for this industry tour.

* Focus Area College and Career Readiness

* Subcategory Life Skills & Social Emotional developmer

* DHS Status DHS Funded Non-DHS

Stipend Entry
Entries should look
like this!

Activities

Philadelphia's Citywide Out-of-School Time Initiative Logout

View Activities View Events View by Date Add Event Add Activity

Organizations

Program Sites

Organization Info

Org Program Sites

Org Accounts

Home

Participants

Caregivers

Staff

Communication Log

KPIs - Culminating Events / Ind. Tours

Groups / Activities

Card Scanner - (Front Door)

Partners

Facilities

SERVICE DETAILS Cancel Save & Proceed

* Service Name
SY25 Blank School OST

* School Year/Summer
 School Year Summer

DHS Status
 DHS Funded Non-DHS

* Remote Programming
 Yes No Both

* Invoicing Strategy
 General - High School

2 day/month

* Program Model
 High School

Program Directory
 Include in Public Program Locator?

Activity Type

Only choose "21st Century Activity" if all participants enrolled in this activity are funded through the federal 21st Century Community Learning Centers program.

21st Century Activity
 Non 21st Century Activity

Philadelphia's Citywide Out-of-School Time Initiative Logout

SERVICE DETAILS Skip

SY25 Blank School OST

To Add Multiple Dates to the Schedule

Step 1: Enter Begin Date (mm/dd/yy): Begin Date:

Step 2: Enter End Date (mm/dd/yy): End Date:

Step 3: Select the Begin and End Times for each class day.

Day	Begin Time	End Time
Monday	2:45 PM	5:00 PM
Tuesday	2:45 PM	5:00 PM
Wednesday	2:45 PM	5:00 PM
Thursday	2:45 PM	5:00 PM
Friday	2:45 PM	5:00 PM
Saturday		
Sunday		

Step 4: Click "Add Multiple Dates". Add Multiple Dates

Professional Development

Philadelphia's Citywide Out-of-School Time Initiative Logout

SERVICE DETAILS Cancel Save & Proceed

* Service Name
SY25 Professional Development

* School Year/Summer
 School Year Summer

* DHS Status
 DHS Funded Non-DHS

DHS Contract
 DHS Funding Cycle SY23-24
 DHS Contract

* Remote Programming
 Yes No Both

* Invoicing Strategy
 General - High School
 2 day/month

Program Directory
 Include in Public Program Locator?

Activity Type
 Only choose "21st Century Activity" if all participants enrolled in this activity are funded through the federal 21st Century Community Learning Centers program.

21st Century Activity
 Non 21st Century Activity

Philadelphia's Citywide Out-of-School Time Initiative Logout

ADD DATE(S) TO SCHEDULE Cancel

SY25 Professional Development
 To Add Multiple Dates to the Schedule

Step 1: Enter Begin Date (mm/dd/yy): Begin Date:

Step 2: Enter End Date (mm/dd/yy): End Date:

Step 3: Select the Begin and End Times for each class day.

Day	Begin Time	End Time
Monday	<input type="text"/>	<input type="text"/>
Tuesday	2:45 PM	6:00 PM
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	2:45 PM	6:00 PM
Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

Step 4: Click "Add Multiple Dates". Add Multiple Dates

KPI-Makeup & Corrections

Philadelphia's Citywide Out-of-School Time Initiative [Logout](#)

General Info **Enrollment** View KPIs

Organizations

Program Sites

Organization Info

Org Program Sites

Org Accounts

Home

Participants

KEY PERFORMANCE INDICATOR INFO [Delete](#)

KPI Survey	Edit
KPI Survey Type	KPI Grade 6th - 12th Career Panel/Industry Tour/Career Shadow
Where	Correction/Makeup
Date	1/3/2025
School Year/Summer	School Year
Focus Area	College and Career Readiness
Subcategory	Life Skills & Social Emotional development
DHS Status	Edit
DHS Funded	

Stipend Entry
Entries should look like this!

Enrolling Students

The screenshot shows a web interface for the Philadelphia's Citywide Out-of-School Time Initiative. At the top, there is a navigation bar with the title "Philadelphia's Citywide Out-of-School Time Initiative" and a "Logout" link. Below the title, there are three tabs: "General Info", "Enrollment", and "View KPIs". The "Enrollment" tab is active. On the left side, there is a sidebar menu with the following items: "Organizations", "Program Sites", "Organization Info", and "Org Program Sites". The main content area displays "ENROLLMENT LIST (0 Enrolled)" with "Enroll" and "Bulk Drop" buttons. Below this, there is a "KPI Survey" section with the text "No persons are currently enrolled in this service." and a link that says "Click here to enroll new participants."

Students **MUST** be enrolled in all activities,
professional development & KPI's



W-9's



Office of
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Out-of-School Time

**Request for Taxpayer
 Identification Number and Certification**
 Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
 requester. Do not
 send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. If for a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2. **Full name here needs to include first name, all middle names AND all last names**

Jane Marie Doe Smith

2 Business name/disregarded entity name, if different from above.
 Leave this line blank

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor C corporation S corporation Partnership Trust/estate

LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Other (see instructions)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check the box if you have any foreign partners, owners, or beneficiaries. See instructions.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any)
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

5 Address (number, street, and apt. or suite no.). See instructions. (Register's name and address (optional))

789 Main Rd **Full address should be entered here.**
 Philadelphia, PA 19123 **that includes full street name, full city and zip code**

6 City, state, and ZIP code **Leave this box blank**

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

1	2	3	4	5	6	7	8	9

or

Employer identification number

-								
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Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Jane Marie Doe Smith* **A form is only complete if signed and dated.** Date **October 18, 2024**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Example of completed W9



W9: Important Information

- **Federal and state funds = participants are required to have SSNs**
- **Higher incentives threshold = potential tax impacts**
Provider communication with parents is important
- **W9's are completed once, unless student information changes**
- **W9's are included in enrollment documents**



Collaboration



Office of
Children and Families
CITY OF PHILADELPHIA

Out-of-School Time

Provider/PHMC

BE PROACTIVE..

- ❖ **Read Emails in entirety!**
OCF, OST Team
- ❖ **OST Resource Link:**
<https://philaocfost.phmc.org/>
Provider Resources
- ❖ **Community of Practice**
SD attendance is mandatory
Occurs 2nd week of every month/Thursday
- ❖ **Continuous Program Improvement (CPI)**
APTO's & SAYO's
- ❖ **READ YOUR SOP!**



OST COACH

- **16 Site Roster**
- **Primary Contact**
 - Provides support with site goals, activities, etc.
 - Communicate what is needed!
- **Will touch base a minimum of 2 times per month**
 - One site visit/One online visit
- **Support WINS & CHALLENGES**
 - Communicate with your coach
- **Coach determines what will be escalated to Coaching Manager**
 - Collaboration exists with CSC's, CSC Manager & OST Coach Manager
- **If It's on FIRE...it may be too late!**



THE PHMC-OST TEAM

OST High School Team	Name	Contact
OST HS Coaches	Quintise Teagle 2nd Coach: TBD	<u>qteagle@phmc.org</u>
OST HS Coaching Manager	Robyn Tucker	<u>rtucker@phmc.org</u>
OST Senior Manager	Luz Ayala	<u>layala@phmc.org</u>
Performance Management	Savannah Peterson	<u>sapeterson@phmc.org</u>
Contract Specialist	Delores Fuqua Leslie Robinson-Brown Steve Rodriguez	<u>dfuqua@phmc.org</u> <u>lrbrown@phmc.org</u> <u>strodriquez@phmc.org</u>
Workforce Coordinator	Briana Leone	<u>bleone@phmc.org</u>

Community Schools

Meet the Community Schools Team

- **Megan Jackson: Community School Manager**

Dobbins High School:

- **Sowshan Moore & Nia Vick**

Frankford High School:

- **Jackie Liss & Amir “AJ” Ballard**

George Washington High School:

- **Jessica Carvin & Darcel Laurie**

Kensington Health Sciences Academy:

- **Barry Williams & Lilibeth Castillo**

South Philadelphia High School:

- **Michelle Cruz**



