

Program Year 2026-2027
Out-of-School Time Programs:
Elementary & Middle School Model
General and Specialized Strategy
Standard Operating Procedures



VERSION AS OF May 29, 2026

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INTRODUCTION

This document serves as the City of Philadelphia Office of Children and Families (OCF) Out-of-School Time (OST) Standard Operating Procedures (SOP), inclusive of the Mayor's Office of Education (MOE) Extended Day/Extended Year (EDEY) initiative.

The information in this SOP applies to all OCF-funded OST Elementary and/or Middle School model programs in school and community-based settings, including both General Strategy and OCF-funded Specialized Strategy programs. The SOP includes information on EDEY morning care and winter/spring break camp initiatives. This SOP does NOT include EDEY Specialized programs and providers.

This document is a component of PHMC's contract with OST provider agencies (attachment B) and is a comprehensive and comprehensible guide for implementing OST programs. The SOP include requirements and expectations for OST programming that must be reviewed and understood by provider agency leadership, fiscal staff, and program staff, including site directors. It is each individual provider's responsibility to understand and enforce the SOP with fidelity and this SOP must be reviewed with all OST staff throughout the year.

The procedures outlined in this document were constructed using standards and information from city, state, and federal regulations. As these guidelines are updated and evolve, OCF-funded OST providers are expected to keep themselves updated and maintain compliance.

The contents of this document are subject to change at any time. Changes may include, but are not limited to programming requirements, reimbursement rates, data entry, and compliance activities. Providers will receive notices of change to the SOP via email from ost@phmc.org.

A paper or electronic copy of the current version of this document must be accessible on-site at all times.

ACRONYMS USED IN THIS DOCUMENT

MOE: Mayor's Office of Education

OCF: Office of Children and Families

PA DHS: Pennsylvania Department of Human Services

PHMC: Public Health Management Corporation

Provider: the PHMC contracted provider tasked with delivering programming under this standard operating procedure

SDP: School District of Philadelphia

OST REQUIREMENTS

The requirements outlined in this document and accompanying guidance are intended to ensure equitable access to high quality OST programs across the city. High quality OST programs are safe, engaging, and intentional to provide students opportunities to connect and grow.

- **Safe:** People, places, programs, and partners are safe.
- **Engaging:** Programs are equitable, accessible, inclusive, and fun.
- **Intentional:** Programs are intentionally designed to support literacy for elementary students (K-5th grade) and career awareness and preparation for middle school students (6th – 8th grade) through structured activities that lead to meaningful culminating events and specific, measurable outcomes.

TARGET POPULATION

The City of Philadelphia supports OST providers throughout the city, and its greatest investments are targeted to Philadelphia’s most underserved neighborhoods as defined by poverty level, school performance (SPR score for each school), and youth crime. OCF-funded OST programs prioritize the enrollment and retention of Philadelphia students who have open cases with Philadelphia’s Department of Human Services and youth whose families are at or below 400% of the federal poverty level. Outreach efforts also target students whose families are impacted by truancy, poor academic performance, limited English proficiency, or other adversities that might challenge their long-term school and life success.

OCF-funded OST programs are limited to the provision of OST services to youth in grades Kindergarten through 12th who reside in the City of Philadelphia, including residents of Philadelphia who are temporarily residing outside of Philadelphia due to a DHS out of home placement.

FEDERAL, STATE, CITY REGULATIONS

OCF Funded OST Programs shall be operated in conformity with applicable Federal, State, and City laws and regulations, including guidelines from the [Centers for Disease Control and Prevention](#), [Pennsylvania Department of Human Services Office of Child Development and Early Learning \(OCDEL\)](#), [Philadelphia Department of Public Health](#), [School District of Philadelphia Health and Safety Protocols](#), and the City of Philadelphia Office of Children and Families (OCF).

As public health guidelines are updated and evolve, OCF OST providers are expected to keep themselves updated and maintain compliance.

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES CERTIFICATION

All General Strategy OST elementary and middle school model providers are required to possess a current Certificate of Compliance from the Pennsylvania Department of Human Services (a DHS Certificate) for childcare operations. This certification provides guidance regarding minimum health and safety standards for program operation and is required by law under 55 Pa. Code, Chapter 20, Licensure or Approval of Facilities and Agencies. Regulations and application procedures for a PA DHS certificate may be found at <https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx> and <https://www.dhs.pa.gov/providers/Providers/Pages/Early-Learning.aspx>.

This SOP includes additional requirements to support high quality programming, and providers are expected to meet both the requirements of the Pennsylvania childcare regulations and any additional expectations required by OCF.

All Specialized Strategy OST elementary and middle school model providers that are not subject to PA DHS childcare regulations are required to comply with PA Child Care regulations when referenced in this SOP.

ADMINISTRATION AND STAFFING

Organizational Health

Strong, healthy, and stable OST programs are supported by strong, healthy, and stable organizations. Organizations are expected to:

- Have mission, vision, and/or core value statements that align with the purpose, target population, and values of OCF;
- Clearly articulate how the OST program fits into the organization's structure, mission, leadership, internal resources, and external partnerships;
- Have active and engaged board members and leadership who reflect the demographics of the populations they serve;
- Maintain current, complete, and coherent organizational charts with roles and contact information;
- Maintain current and complete staff files, documentation of training, onboarding protocol, supervision structure;
- Maintain a balanced budget and demonstrate fiscal capacity, timely and accurate invoicing, and accurate accounting; and
- Have sufficient technical and technological capacity and systems to support compliance with administrative requirements.

Staffing and Capacity

Provider organizations must develop an adequate infrastructure to support the program. A model infrastructure includes internal program quality assurance processes and protocols, appropriate program and staff supervision, support for data, and compliance and fiscal management of the program. Providers must have adequate capacity to adhere to the standard operating procedures and contract.

Providers must develop staffing patterns that adhere to the requirements of this SOP and support public health guidelines. Providers must plan staffing based on assigned slot allocations and program models and must ensure that each site is staffed sufficiently to comply with Pennsylvania childcare regulations (PA Code, Title 55, Chapter 3270). The staff positions listed in the following section must be filled and the minimum qualifications for each position must be met. In those cases where OCF requirements listed below are not found in the Pennsylvania Child Care Regulations, the provider is expected to meet both the requirements of the Pennsylvania childcare regulations and any additional expectations required by OCF.

OST Staff are responsible for the following:

- Provide high quality programming for students during out-of-school hours
- Outreach to parents to support regular attendance and remove obstacles to inclusion
- Support with conflict resolution and problem solving for students

- Utilize youth development expertise and content to support implementation of enrichment activities
- Prepare and plan activities for various weather conditions indoor and outdoor
- Facilitate digital enrichment activities in the case of prolonged closure
- Ensure all health and safety protocols are followed
- Ensure administrative requirements for data and reporting are followed

Staff must have adequate time for training, program planning, and program implementation. Site Directors must only be assigned duties related to the City of Philadelphia OCF OST contract. All staff assigned to the OST program (Full-time and Part-time) must be granted time for training/professional development, CQI activity participation, program planning, and program implementation. Provider budgets must account for this time.

General Requirements of Facility Persons

Staff and substitutes must meet the qualifications required for their position. Volunteers must be supervised by a staff member qualified at least as an assistant group supervisor. At least one staff member trained in pediatric first aid and CPR must be present whenever children are in care.

Staffing Components for General Strategy OST programs

Site Director

One full-time Site Director must be assigned 100% FTE to the OST site. Site Directors are responsible for the general management of the program including program planning, coordinating daily activities, and written evaluation of staff on a regular basis. This position must be on-site during program operations. For providers that are serving a school with both elementary and middle school program models, one Site Director may support both models as long as 100% of their time is devoted to OST-funded services for that program location. The Site Director may not be counted toward calculating the number of staff required for the site to adhere to the staff/child ratios listed below.

Providers may propose staffing structures in which the site director is less than 100% FTE assigned to the OST programs. These alternative staffing structures must ensure that all OST requirements are met and are presented clearly in the proposed program budget. (See budget section for additional information)

The Site Director must have attained one of the following qualification levels:

- Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and 1 year of experience with children;
- Bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and 2 years of experience with children;
- Associate degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and 3 years of experience with children; or
- Associate degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and 4 years of experience with children.

Group Supervisor

These positions are required for sites with enough children served to require this position per PA Child Care regulations (PA Code, Title 55, Chapter 3270). When required, this staff member is responsible for planning and implementing program activities, coordinating the activities of group leaders and aides,

and assisting the Site Director. Group Supervisors may be counted toward the staffing requirements to meet staff/child ratios described below.

A Group Supervisor must have attained one of the following qualification levels:

- Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field;
- Bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children;
- Associate degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children; or
- Associate degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.

Group Leader(s)/Assistant Group Supervisor(s)

A sufficient number of Group Leader and Group Supervisor positions are required to meet the staff/child ratios described below. Group leaders are responsible for assisting in the planning and implementation of daily activities.

A Group Leader must have attained the following qualification levels:

- Associate degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and two years of experience with children; or
- In lieu of an Associate degree, a high school diploma with a minimum of two years of experience working with children and youth.

Staff Qualification Review and Waiver

OCF expects that all staff will meet the minimum degree requirements outlined in the RFP. If a potential employee does not meet the minimum degree requirement for their role or has the degree but in a subject other than the subject areas specified, provider agencies may submit a request for a staff qualification review and waiver. Hiring for the position is subject to approval of the waiver request. A request must be submitted for each individual staff review.

The request must be submitted on agency letterhead and include:

- staff name
- anticipated role
- anticipated site, strategy and model assignment
- relevant experience of the candidate
- the staff resume and transcript

The review and waiver request must be submitted to OST@phmc.org. Note that consideration and approval of any staff qualification waivers does not confer a waiver of PA DHS/OCDEL regulations. For PA DHS certified sites, providers must also follow state regulations regarding waivers to staff qualifications.

Staffing Components for Specialized Strategy Programs

All specialized OST programs must include a Site Director and part-time staff as needed to maintain at least two adults with the group at all times.

Site Director

The Site Director is assigned to the OST site. This position must be on-site during program operations. This position is responsible for the general management of the program including program planning, coordinating daily activities, and written evaluation of staff on a regular basis.

Teachers/Group Leader(s)/Assistant Group Supervisor(s):

Enough of these positions are required to meet the staff-to-child ratios described below in the Staff Child Ratio section and to deliver the program as developed by the Specialized provider. These positions are responsible for assisting in the planning and implementation of daily activities. Staff are expected to have sufficient experience and education in the specialized field of the program.

Staff Clearances

In accordance with the [Child Protective Services Law, 23 Pa. CS §6344](#), it is required that all staff have:

- Pennsylvania Child Abuse History Clearance (Act 33);
- Pennsylvania State Police Criminal History Clearance (Act 34);
- Federal Bureau of Investigations (FBI) Criminal History Clearance;
- Mandated reporter training; and
- National Sex Offender Registry verification.

Staff clearances must be complete and current as part of staff records and must be available for PHMC, OCF, or OCDEL review. By entering clearance dates and uploading required files into Cityspan, the provider certifies to PHMC and to the City that an employee has not been convicted of any of the crimes under the Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state as stated in the [Child Protective Services Law, 23 Pa. CS §6344](#) (CPSL). Furthermore, any applicant for employment named as a perpetrator of a founded report of child abuse within the past five years or who has been convicted of any of the crimes listed in the above referenced CPSL shall not be offered employment.

Staff without clearances are not permitted to work with youth until clearances are secured. PA DHS waivers will not be accepted for OST programming. For sites operating in School District of Philadelphia Schools, the MOU requires that all staff have received approval from the District prior to working on-site. For staff that were approved by the District in the previous program term, the approval is maintained in the District's system until the standard expiration date of the clearances.

Clearances are required to be renewed every 60 months at a minimum. Providers are encouraged to develop levels of frequency that suit their internal needs. Any employee named as a perpetrator of a founded report of child abuse within the past five years or has been convicted of any of the crimes listed in the CPSL shall be terminated immediately upon receipt of clearance information.

Providers must report staff arrests or any changes in clearance status to PHMC within 24 hours of learning of the change in status. This notice must be in writing (email is acceptable) to the Director of the OST Intermediary (amcmahon@phmc.org) and the general OST email (OST@phmc.org).

Additionally, providers must ensure adoption and enforcement of policies that require and facilitate all staff to report arrest or changes in clearance status within 72 hours of discovery. Reporting an issue will not necessarily disqualify an entity from providing services under this agreement; however failure to report may result in contract termination and further ineligibility in OST programs in future funding years.

Clearances are a part of the full staff record described under Compliance / Required Documentation / Staff Records and must be uploaded in Cityspan as described under Data Management / Cityspan / Staff Module.

Staff Training

New hire professional development

PA DHS Certification requires that, within 90 days of hire, staff must complete training in key health, safety, and emergency topics. These trainings may be found at the [PA Keys Professional Development \(PD\) & Training Requirements website](#).

For staff working in School District buildings, the District's Mandated Reporter Training and Emergency Preparedness Training are also required and are made available through the District several times per year.

Completion of all professional development and training must be signed and dated by a representative of the training entity.

Staff training records must be complete and current as part of the full staff record described under Compliance / Required Documentation / Staff Records and must be available for PHMC, OCF, or OCDEL review.

Note: Ongoing staff training requirements are addressed below under Continuous Quality Improvement: Professional Development.

Staff Child Ratio

All General Elementary and Middle School OST programs are required to maintain the following staff-to-child ratios.

Age Group	Grade Level	Staff: Children	Max Group Size	Total Staff for Max Group
Young school-age	Kindergarten through 3 rd grade	1:12	24	2
Older school-age	4 th through 12 th grade	1:15	30	2

- Similar age levels maximum group sizes and staff ratios are set by age.
- At least two qualified Provider staff person must be present when any child is in care
- A minimum of two qualified Provider staff members are required to be present on all field trips even if fewer than 13 children are in attendance.
- For General Strategy programs: the Site Director may not be counted toward calculating the number of staff required for the site to adhere to these staff/child ratios.

Wage Requirements

The cost per slot reflects the City's commitment to quality programming delivered by a well-prepared and appropriately compensated workforce. As such, there are required compensation rates: full-time Site Directors in General Strategy programs are required to receive annual compensation of at least \$44,000. All hourly and part-time staff delivering programming to youth are required to earn at least \$18 per hour, regardless of strategy (General and Specialized). There are no exceptions to these minimum compensation requirements, and no waivers will be granted.

PROGRAM SPACE

OST providers must deliver programs out of the contracted school or community-based facility. If, for some reason, the approved site location becomes unavailable, the provider must contact PHMC to develop plans to relocate to an alternative location.

Providers must deliver the OST program within a facility that provides adequate space for the following:

- Developmentally appropriate and inclusive OST programming
- Conducive to physical activity
- Storage for program materials and desk space for administrative tasks
- Appropriate facilities for meals to be served
- Access to the internet
- Meets health and safety guidelines, inclusive of regulations from the Pennsylvania Department of Human Services and the Philadelphia Department of Public Health.

Providers are responsible for ensuring that identified spaces for in-person programming align with all local, state, and federal safety guidelines. Links to relevant regulatory information, including meal and food safety regulations, are listed in Appendix.

PA DHS requirements related to daily activities, supervision, water activities, school-age routines, and pets may be found at 55 PA Code 3270.111–3270.118.

FOOD AND NUTRITION REQUIREMENTS

Programs must provide meals or snacks that include the required food groups for each meal type, offer age-appropriate portions with additional food available as needed and ensure that all food is clean, wholesome, safe, and properly stored and handled according to health regulations. When meals are provided by SDP, these requirements are met. Providers are encouraged to review PA DHS regulation at 55 PA Code 3270.161–3270.165 and Philadelphia Nutritional Standards at https://www.phila.gov/media/20220624124312/Nutrition_Standards_Guide_Final-2022.pdf.

REQUIRED POLICIES & PROCEDURES

Parent Handbook

OST providers must ensure that the following information is made available to parents at time of enrollment and throughout the program year.

- Application requirements and enrollment information
- Program hours and daily schedule
- Calendar or list of planned closures for the program year
- Field Trip policies
- Meals and Snacks
- Health policies, including medication administration in alignment with OCF OST requirements (see appendix)
- Supervision policies
- Program drop off, pick-up and daily dismissal policies
- Program expectations related to behavior or participant code of conduct, including positive behavior support initiatives

- Accommodations and inclusion for children with special needs
- Policies related to changes in enrollment in alignment with OCF OST requirements (see appendix)
- Fee policies that clearly articulate that the OST program is free (for PA DHS certified community-based centers that accept Child Care Works funding, clarifying fee policies for extended hours).
- Additional relevant information for the program and setting

Note: 55 PA 3270.22 requires that programs shall establish oral or written communication in the language or mode of communication which is understandable to the parent.

Outreach, Application, Enrollment, Attendance

Outreach

OCF funded programs are expected to engage in outreach efforts that 1) prioritize OCF target populations, 2) present in languages known to the school communities they serve, and 3) utilize a range of platforms accessible to the populations they serve. These may include posters, flyers, and other print material; announcements and word of mouth; and web-based options such as email, social media, and Class Dojo. Effective outreach must include coordination with school personnel, Community Umbrella Agencies (CUAs), DHS, the Mayor’s Office of Education, Community School/EDEY School Coordinators, and PHMC.

Application

All OST programs must offer both an on-line (web-based) and paper application. School-based OST Providers must make the school front office staff aware of the provider’s enrollment process and ensure that front office staff are informed and equipped to support families with enrollment questions. This includes having both paper application packets available and links or QR codes that allow parents to access an online program application. A complete application is required to enroll any student.

A complete application includes:

- Student name and demographics
- Family contact information
- Confirmation that the parents or caregivers have received the parent handbook
- Signed agreement to participate in program
- Emergency contact information (using the required PA DHS form)
- Information required to complete the Means Test Worksheet (Note MTW forms themselves cannot be part of the application)
- Signed OCF Consent Form (which includes FERPA release),
- A place for parents to provide information on any special accommodations needed to safely serve the applicant.

Health assessment forms must be obtained and maintained on file within 60 days of a participant’s initial program enrollment. Updated assessments are also required upon the participant’s entry into 6th grade and again upon entry into 9th grade. Providers are encouraged to request health assessments with the application but may not prohibit program participation solely because the form has not been submitted. After 60 days, a program may disenroll a student if the health assessment has not been submitted, only after provider has provided the family with at least 2 weeks’ notice.

PA DHS lists additional application requirements, and providers are advised to review 55 PA Code 3270.121–3270.124. If these requirements are included in a parent/caregiver handbook, that must be provided to families during the application process.

Note: Child Record requirements are listed below under Compliance / Required Documentation and Administrative Review / Student Records.

Enrollment

OST Providers manage the enrollment of students and must maintain this information in Cityspan. There is no citywide centralized enrollment.

Programs are expected to maintain full enrollment. School Year programs must be fully enrolled at 100% of their slot allocation the end of September, and Summer programs must be fully enrolled by the start of programming. Programs are permitted to over-enroll by 10% of their slot allocation. Programs that have not enrolled at least 85% of their slot allocation will receive compliance notifications and are expected to work proactively to increase outreach and recruitment efforts.

Enrollment is monitored regularly. Providers are encouraged to communicate any recruitment and enrollment challenges to the program's OST Coach/Program Liaison.

School Based Program Participants

All school-based OST program participants must be students enrolled at the school where the program is contracted to occur unless prior approval is received. A principal may give a provider written permission to use up to 10% of their slots to serve students who do not attend the school in which the program operates. Written permission must be sent to PHMC and OCF. Providers will not be able to bill for students who do not attend the contracted school unless the prior approval has been granted.

Attendance

OST providers are expected to demonstrate strong daily program attendance throughout the summer and school year. Providers must communicate attendance expectations to families and participating youth. Attendance expectations must be included in the parent handbook. Providers are expected to develop processes and procedures to engage families, engage youth, and support consistent program attendance.

All providers are required to use the sign-in/out sheet generated by Cityspan to ensure that attendance is reliable and accurate. OST programs are also required to enter daily attendance information into Cityspan each day by 8:00 p.m. On Friday of each week, OST providers must review attendance data entry for accuracy and completeness. Attendance data entered into Cityspan must match the information recorded on the program's daily sign-in/out sheet.

The required Sign-In/Out procedure is as follows:

- Sign-In:
 - All children in 3rd grade and above must sign themselves into the program each day with their full name and time of arrival.
 - Children in kindergarten through 2nd grade will be signed in by staff with their full name and time of arrival.
- Sign-Out:
 - All children and/or their parents and/or caregivers must sign themselves/their children out each day with their full name and time of dismissal.
 - Staff may not sign out on behalf of children or their parents or caregivers.

Providers must adequately support this daily activity; this may include identifying technology solutions, identifying specific staff responsible for this activity, budgeting for staff hours, and ensuring the security and integrity of both paper and on-line data. OST providers operating under this SOP may support this daily Cityspan entry using bar code scanners (instructional guide is found in the appendices). The scanners are not in place of the sign-in/out procedures described above but are intended to support the data entry requirement.

Attendance data in Cityspan will be closely monitored to ensure that data is updated daily. Providers have access to attendance reports in Cityspan to support tracking and ensure that attendance is on target and meets OST Performance Indicators. Providers will be expected to monitor program attendance and engage in CQI activities that support regular attendance by children and youth.

Emergency and Incident Response and Reporting Procedures

Overview

Providers are required to ensure that they have protocols and plans to keep children and staff safe. In addition to having written documents, providers must ensure that staff are adequately trained on these protocols and procedures, that staff have the tools available to undertake these activities, and that provider agencies have systems that support tracking and reporting any safety issues. The following identifies key protocols and requirements. In addition to the information listed here, providers must comply with all public health protocols; city, state, and federal regulations for child safety in care settings, and, for school-based providers, relevant regulations for the school setting (School District, Charter, or Parochial).

Public Health Protocols

Providers are responsible for maintaining compliance with all current public health requirements during the program term covered by this SOP, including tracking and maintaining compliance as public health guidelines develop. Useful sites include <https://www.cdc.gov/>, <https://www.pa.gov/agencies/health>, and <https://www.phila.gov/departments/department-of-public-health/>.

Student Medication Administration

All providers must comply with PA DHS Regulations for Staff Training and Medication Administration. Additionally, medication administration plans must comply with City of Philadelphia guidance – please see the February 2025 guidance document in the appendices “REMINDER OF RESPONSIBILITIES ABOUT PROVIDING MEDICATION TO YOUNG PEOPLE WITH DISABILITIES.”

Information on the provider’s policies and procedures for medication administration must be clearly communicated to parents in writing in the program Parent Handbook.

Emergency Plans

Programs must have a written emergency plan covering shelter, evacuation, parent communication, and accommodations for all children. Plans must be reviewed, updated, and documented annually, with staff trained at hire and annually. The plan must be posted at the facility, shared with parents, and sent to local and county emergency agencies. (55 PA Code 3270.27).

Providers that operate in the School District of Philadelphia must also have access to and review the safety plan for the school in which they operate. OST Site Directors and other program staff must also complete the [Office of School Safety: Emergency Preparedness Training for External Organizations](#).

Providers must follow emergency plans/school safety plans including engaging in any required safety practice drills.

Incident Management Plans

Providers must have or develop procedures for managing and reporting incidents within their OST sites that include a process for responding to the incident, investigating the incident, and documenting the incident. Providers must take immediate action in coordination with school personnel such as the school nurse, school climate staff, school police, and the assistant principal on site to ensure the safety of students and staff.

At a minimum these plans are required to include the following:

- Alignment with PA Child Care Regulations on serious incident reporting (Title 55 Chapter 3270 55 Pa. Code § 3270.20. Reporting injury, death or fire).
- Alignment with the policies and procedures at the host facility (i.e. School District of Philadelphia, Charter School, or Parochial School entity).
- Policies and procedures for:
 - Identifying and responding to incidents within the site
 - Ensuring the health and safety of all program participants and staff
 - Communication and coordination with school/school district personnel
 - Communicating with parents
 - Documenting the incident
 - Investigating the incident
 - Reporting the incident
 - Addressing any organizational or site-based issues that result from the incident, the response and/or the investigation.
 - Training staff on the incident reporting process.

Program Incidents

Serious Incidents are those that align with PA Child Care regulations and are defined as any incident that involves:

1. Inpatient hospitalization or emergency room treatment of a child receiving care at the facility.
2. A death of a child receiving care at the facility.
3. A facility fire that requires the service of a fire department.
4. Mandated Reporter call to Childline or DHS Hotline for suspected child abuse or neglect.

Other incidents to be addressed by the Incident Management Plan include incidents which:

- Affect the health, safety and welfare of the students and/or employees;
- May be of a criminal nature; and/or
- May generate public concern.

Incident Management plans must also include the following:

Emergency Medical Care

Providers are required to have staff trained in CPR and First Aid Procedures and are expected to rely on this training in the event that someone needs medical attention. If needed, a trained person may administer CPR/ First Aid to an employee or participants. This must be done with caution, and in the case of CPR, only in a life-threatening situation. The person administering the aid must be trained and have the appropriate personal protective equipment.

When emergency medical care must be administered to a student, provider must ensure:

- Parents are contacted as soon as practical if emergency care is needed.
- Staff accompanies child to emergency care and stays until parent assumes responsibility.
- Facility must document emergency care and attempts to contact parent.

Child Abuse Reporting

Operators and staff are mandated reporters and must report suspected child abuse to ChildLine immediately by calling the hotline at (800) 932-0313 or submitting a report via the Child Welfare Portal and following up with a written report to the appropriate CPS unit within 48 hours, as required by [55 PA Code 3270.19](#).

Incident Notification and Reporting

During an incident, providers in SDP sites are required to notify and coordinate with relevant school staff which may include the principal, EDEY/Community School Coordinator, safety officer, and/or the building engineer, as well as others.

Once all students, staff and/or visitors are safe and secure; after emergency services have been contacted; and after any applicable evacuation has occurred, the Site Director shall complete the following notifications:

- Immediately notify parents/guardians of all youth directly involved in any emergency or serious incident.
- Notify PHMC’s program Coach or Program Liaison.
- Notify parents/guardians of youth not directly involved in the event via telephone contact and/or written notice within 24 hours. It is critical that the confidentiality of youth and families are protected at all times.

Providers are required to notify PHMC and their OST Coach/Program Liaison on the same day an incident occurs. For incidents in which a student was injured, providers must submit a copy to PHMC of the incident report form (PA DHS Incident Report Form or similar agency report form, and/or ChildLine Report) as soon as possible after the incident, but within 24 hours of the incident occurrence. PHMC will request any additional documentation of the incident and other relevant information per the provider’s incident reporting procedures. This information will be shared with OCF and may be shared with other relevant parties such as the School District of Philadelphia for programs operating in their school sites.

A sample of the PA DHS incident report form is included in the appendices.

Next Steps

PHMC will begin the follow up within one business day of receiving the incident report. PHMC will review incident reports and close them out if all tasks have been completed. If PHMC requires additional follow up, more information, or discussion with a third party, they will send the provider an email with a deadline for response. Once all tasks and review have been completed, PHMC will notify the provider and close out the incident. All incident reports will be stored by PHMC. For severe incidents that include the injury or medical emergency of a student or staff, PHMC will close out with memorandum shared with OCF, the provider, and (in some cases) the School District of Philadelphia.

Program Calendar and Schedule of Operations

OST programs generally align with the School District of Philadelphia calendar, though programs that operate in charter and parochial school buildings will adjust to the schedules of those school sites. During the school year, afterschool programs start within the first two weeks of September and end one day before the last day of the school year. In EDEY sites, both after school and morning care are required to start on Tuesday, September 1, 2026.

Starting with the 2026/2027 school year, SDP has eliminated half days and has instead increased the number of full-day professional development days. **All General Strategy OST providers must offer full-day programming on the following five (5) days: 9/18/2026; 10/9/2026, 1/15/2027; 2/12/2027**

and 3/29/2027. General Strategy OST providers must use these days to offer the required five (5) field trips. CBO, Charter, and Parochial school sites are expected to operate based on their host and feeder school schedules and may need to identify different days due; these alternative plans must be submitted for approval to PHMC. Please reference the information below on program hours and the section on Field Trip for more information.

In addition, two of the dates that the School District has identified for professional development will be used for OST provider professional development: November 16, 2026 and June 10, 2027. Participation will be required for all OST providers. Please refer to the section on professional development under Continuous Program Improvement later in this document.

In summer, General Strategy OST programs operate full-day summer camps for six (6) weeks that align with the relevant program dates listed below. Summer Specialized programs are required to operate for a total of 75 hours over 10 days during the summer.

Annually, these Standard Operating Procedures are updated to identify the specific start and end dates for programs within that fiscal year.

Program Dates

	Application Opens	Program Start Date	Program End Date
School Year General OST	TBD	Between September 1 and September 11, 2026; EDEY sites must begin on September 1	June 8, 2027
School Year EDEY Morning Care	TBD	September 1, 2026	June 8, 2027
School Year Specialized OST	TBD	Between September 1 and September 13, 2026;	June 8, 2027
Summer General Strategy (in CBO/Parochial/Charter School sites)	March 23, 2026	July 1, 2026 See note below	No later than August 14, 2026
Summer General Strategy (in SDP Sites, but not Summer Achievers)	March 23, 2026	June 22, 2026	July 31, 2026
Summer Specialized – single month option	March 23, 2026	No earlier than July 1, 2026	July 31, 2026
Summer Specialized – two-month option	March 23, 2026	No earlier than July 6, 2026	No later than August 14, 2026

1. For Summer Achievers program dates, please refer to the Summer Achievers Standard Operating Procedure.
2. Providers operating summer programs in CBO/Charter/ Parochial school sites may request pre-approved to operate on the SDP schedule; Sites must have received pre-approval from PHMC via email in order to operate in June.

Program Hours School Year

General Strategy OST Programs:

Three (3) hours per day afterschool, five days per week (Monday – Friday)

Typical program hours are 3:00 p.m. to 6:00 p.m.

1. School District of Philadelphia Sites hours of operation are driven by school dismissal times and facilities requirements. Programs that operate in SDP schools will operate:
 - On the SDP calendar for open/closed days
 - Five days per week starting at school dismissal with programs completely dismissed by 6:00 PM. For schools with late dismissal times, OST programs may operate less than 3 hours as a result.
2. Community-based sites and programs operating in parochial and charter schools should ensure that the OST program:
 - Aligns with feeder school dismissal times
 - Operates at least 3 hours per day, five days per week
 - Follows the feeder schools' or host school's schedule for open/closed days
3. Full-day camps on School District PD days on 9/18/2026; 10/9/2026, 1/15/2027; 2/12/2027 and 3/29/2027
 - These day camps will operate from 8:30 a.m. - 4:30 p.m. (8 hours)
 - Staff must be on site from 8 a.m. to 5 p.m. (9 hours)
 - OST Programs cannot begin student dismissal earlier than 4:30 p.m.
 - For school-based Providers; field trip plans must be reviewed with their school leadership during the collaboration planning process to ensure adequate space for student arrival and dismissal following field trips; and to determine if space will permit any on-site field trips.

Specialized Strategy OST Programs

Operate 2-3 days per week for a minimum of 6 hours each week.

- Hours must be during non-school hours.
- Specialized providers may operate evenings and weekends, as long as program hours do not prevent youth from meeting the City of Philadelphia youth curfew.
- For Specialized providers operating in School District of Philadelphia buildings – space will only be available in the after-school hours until 6 p.m. Monday through Friday; programs are not expected to operate during Winter & Spring Breaks unless requested and pre-approved by PHMC and OCF.

Program Hours Summer

General Strategy Traditional 6-week Summer Camps

For Summer Achievers sites – refer to Summer Achievers SOP

Program Hours:

- Programs should operate for a minimum of 7.5 hours between the hours of 8 a.m. and 4:30 p.m.
- Programs cannot dismiss earlier than 4 p.m.
- For a typical program day, staff arrive by 8 a.m. to welcome students arriving at 8:30 a.m. Dismissal would begin after 4 p.m. with all youth dismissed by 4:30 p.m.

Specialized Strategy Summer OST Programs

Specialized providers must:

- Operate for a minimum of 75 hours over at least 10 days
- Programs will provide the 75 hours of program in one of two options:

- All hours are provided within the month of July
- All hours are providers over two months between July 6 and August 14th

Summer date/hour requirements are meant to give Specialized OST providers flexibility to design intensive experiences. For example, a provider may decide to deliver two back-to-back weeks of athletics OR twice weekly artist seminars.

- Schedules should be built around:
 - 1) delivering the most high-quality experience possible
 - 2) Retaining the same youth for each session
- Program schedules should be communicated in advance of the start of programming

Planned Site Closure

Providers may schedule planned program closures no more than 5 times throughout the school year and are advised to plan ahead. Planned closures may not occur on consecutive days and may not occur on the SDP PD-Day Full Day Camp dates.

These closures must be submitted to PHMC twice per year – in August for September through December; and in November for January through June - via <https://www.cognitofirms.com/PHMC1/ClosureRequestAndNotificationForm2>. Last submission and planned closures requests submitted to PHMC with less than 60 days’ notice may not be accepted.

For school-based sites, school leadership, including Community School Coordinators for Community School and EDEY Coordinators for EDEY schools, must also be informed of all program closures; and the closures must be listed in the Collaboration Plan.

Families must be notified of the closure 30 days in advance to make other accommodations for care. Providers are advised to provide families with a calendar for the OST program at the start of the program term and/or upon enrollment.

Unplanned Site Closures for Health/Safety Issues

Unexpected/emergency closures do not count towards the 5 available days for planned closures. These are unplanned interruptions in service due to a significant health or safety concern, such as a facilities issue (water or electrical outage), a heat or other severe weather situation, or other significant health or safety concerns.

For programs operating in school buildings, the discussion and decision to close due to a health or safety issue must be done in conjunction with school leadership. For OST programs in SDP sites, unplanned closures will not be approved without evidence of consent from the school principal and relevant school district leadership.

Providers may not close due to staffing shortages. Providers are expected to have contingency plans in place to support OST programming when site staff are on vacation or out sick.

In the event of an unplanned closure, providers are required to notify PHMC via <https://www.cognitofirms.com/PHMC1/ClosureRequestAndNotificationForm2>.

- The form requires information on the reason for the closure and the duration.
- PHMC will respond within no more than one business day with approval or request additional information.
- Providers are responsible for notifying all families of the closure so they are able to plan accordingly.
- Providers must have at least two staff (or more to maintain ratio) on site to ensure that all children are dismissed safely (unless the situation prevents staff from being on site).

- If approval is confirmed, PHMC will notify OCF leadership and when applicable, MOE and SDP's Student Life Office.

If the program experiences an extended site closure (3 or more days), the provider may respond with a plan to provide remote programming to the OST participants until the site re-opens. Plans must be submitted to the site's PHMC contract specialist and Coach/Program Liaison via email. PHMC will respond within no more than one business day with approval and or feedback on the plan.

Exceptions to fee-for-service attendance requirements will not be made due to any planned or unplanned closures.

SETTINGS: SDP, CHARTER, PAROCHIAL/PRIVATE, CBO

School-based Programs

This refers to OST programs that operate within a school building. Further distinctions are made between:

- School District of Philadelphia (SDP) school buildings with some specific references to Community Schools and to Extended Day/Extended year (EDEY) Schools as a sub-set of the SDP sites
- Charter School Sites
- Parochial School sites

Delivering OST programming inside schools is deeply valuable to all parties involved. Providers must pay great attention and comply with all requirements outlined below in order to maintain a positive working relationship with school personnel.

School District of Philadelphia Specific Procedural Requirements

The School District of Philadelphia and the City of Philadelphia maintain a Memorandum of Understanding (MOU) that guides the work between OCF-funded OST providers and School District managed schools. The MOU and this section of the Standard Operations pertain to all OCF funded OST providers that operate inside a District managed school, including Community Schools and EDEY Schools. The MOU and its requirements are described below. All providers must be compliant and well versed in the requirements.

OCF funded OST providers operating in the School District of Philadelphia Schools must:

- Provide recruitment material and develop outreach plan for school year and share with School and have available for review. (Due dates will be identified and communicated to providers via email).
- Possess insurance that meets the School or School District of Philadelphia (SDP) requirements that is submitted and approved by the School District per SDP's communicated process.
- Ensure that all site-based staff have had their current clearances and mandated reporter training certificate submitted, reviewed and approved in accordance with the School District's process prior to staff entering school buildings.
- Submit building request through facility guidelines or SDP Facilitron and communicate request to School Principals.
- Comply with all food services requirements including submission of meal requests.
- Work with school Principal to complete a Site-Based Collaboration Plan prior to the start of program. PHMC/SDP will make site collaboration plan template links available to providers and principals. These plans will be maintained in a shared space online.

- Work with the school to identify ways the OST provider can contribute to meeting school objectives (e.g., school report card targets, school improvement action plan goals).
- Obtain Principal approval for any special events and seek the Principal's approval at least two weeks in advance.
- Work with school staff to identify, engage and recruit students most likely to benefit from participating in OST.
- Leave space used for program in the condition found, or better; the OST Provider shall notify the school's Principal in writing immediately following program if the OST provider finds its space in an unacceptable condition for any reason, including damage done by OST provider staff.
- Provide the school's Principal with weekly OST program attendance reports no later than one (1) business day after the end of each week.
- Determine how the Principal would like to receive individual student updates and comply with mutually agreed upon schedule.
- Provide a written safety and security plan prior to program beginning, outlining how the OST provider will manage student sign-in and sign-out daily, procedures for travel to and from restrooms, procedures for handling late student pick-ups, trip policies and procedures, including field trips.
- Provide Principal with a list of all OST program staff and update this list within two (2) business days after any staff change.
- Support school staff during early closings due to inclement weather by immediately contacting parents and guardians to make necessary and appropriate arrangements to pick up students at school dismissal. OST providers will also include inclement weather procedures in OST communications to parents of participating students.
- Create program calendar and share on mutually agreed upon platform.
- Meet with school Principal to discuss program progress and to address any concerns.
- Notify the Principal, immediately, of any incidents that occur during program time.

School District of Philadelphia Schools (with OCF funded OST providers shall):

- Identify reasonable space conducive for learning for the OST provider's activities, which will include classrooms and access to the gymnasium(s) and cafeteria, according to the number of students enrolled in the program at the school.
- Be in receipt of clearances for all OST staff via School District Office of Records.
- Designate a desk space for school hours and secure storage space for the OST provider.
- Provide all snacks or meals to which students are entitled and eligible.
- Assist the OST provider in identifying, engaging and recruiting students most likely to benefit from participating in the OST programs.
- Ensure that school building staff regularly clean and maintain space and facilities used by OST provider's summer or after school program, including trash collection.
- Notify the OST provider at least forty-eight (48) hours in advance in the event that the School District needs the space normally used by the OST and identify and alternative space.
- Communicate any relevant attendance or behavior issues of students enrolled in the OST program and when necessary, work reasonably and cooperatively with the OST provider to support improvements in such students' attendance or behavior.
- Include the OST program in the safety portion of the school's action plan and provide the OST provider with the school's shelter-in-place and fire emergency plans.
- Provide the school's Principal with a written weekly schedule for program, no later than two (2) business days prior to the beginning of each week.
- Agree to meet at least monthly to discuss program progress and to address any concerns.

- Allow OST provider to request in writing reasonable access to spaces such as the cafeteria, the gymnasium, the library, the auditorium, etc., as needed.
- Include OST provider staff in any of its training sessions and staff meetings deemed likely to enhance the work.

If a school Principal requests a provider is terminated from work at their school, School District officials and OCF leaders will determine if the termination will be granted after reasonable efforts have been made to resolve the issue.

Community School and EDEY School Providers

In addition to the listed requirements, OST providers contracted to serve in School District of Philadelphia identified as either an EDEY School or Community School will have additional requirements.

EDEY Schools are part of the are part of the Mayor’s overall goal to create access to economic opportunity for all by allowing adults to fully participate in the labor force and improving student academic success through enhanced learning time, stronger engagement, and improved attendance.

Each EDEY School is intended to offer the following services:

- General After School program – 5 days per week enrichment programming
- Specialized program- 2 to 3 days per week (up to 6 hours) offering specialized content in the areas of STEM/STEAM, Arts & Culture, Sports & Recreation, or other specialized content area
- Academic Supports – including tutoring and other academic programs
- Other after school enrichment activities such as school clubs, school sports, and school music programs
- Morning Care – at those schools with a starting bell after 8:15 a.m.
- Winter and Spring Break camps – offered by the General Strategy Afterschool Program providers

For Community School sites, this initiative aligns with national best practices, integrating key partners for enhanced education, including Out-of-School Time, Career Connected Learning High School Programming, attendance support, and case management.

For Community Schools, each school receives 1) a dedicated attendance case manager and 2) either an SDP STEP team and/or OCF-funded general case management team who work with the Community School Coordinator and school staff to support increasing regular school attendance. Some school sites are both EDEY and Community Schools and have the full range of resources listed above.

OST providers in EDEY and Community Schools are to develop a collaborative relationship with the Community School Coordinator/EDEY Coordinator and attend required monthly Core Partner meetings.

Additional information on EDEY program specific initiatives are included later in this SOP as an Addendum.

School Site Specific Collaboration Plan

All OST programs operating in any school setting are required to develop a Site-Specific Collaboration Plan (“Collaboration Plan”) with each school they are assigned to serve. The Collaboration Plan is an opportunity for school staff and OST partners to establish a shared vision for the partnership and clarify partner and school expectations. The Collaboration Plan will remain accessible and must be revisited regularly throughout the program’s duration to ensure that the program and the school continue to be on the same page. The Collaboration Plan may be updated at any time by mutual agreement.

The collaboration planning process for each term (summer and school year) must identify all field trip locations, plans, and schedules. For SY26/27, the collaboration plans must include the day camp days

identified earlier in this document for field trips. Additionally, providers must identify planned program closure dates.

Providers are required to use PHMC's google sheet to complete their collaboration plans. Along with completing the collaboration plans, each provider is required to create a 1-page summary of their programs offerings to support the collaboration process and ensure alignment with their agency and the schools' goals. Links to the collaboration plan will be emailed to providers by the PHMC Coach/Program Liaison or Coach Manager/Liaison Manager in early August. Due dates for collaboration plans will be identified in coordination with SDP, OCF and MOE and communicated to providers via email.

Charter and Parochial School Providers

OST providers contracted to serve in charter and parochial schools must bring any distinct needs or requests of their schools to the attention of OCF and PHMC. For example, significant differences between their school calendar and the School District of Philadelphia's calendar or serious incident reporting and policies.

OST providers in Charter and Parochial Schools should develop collaborative relationships with their host schools that ensure the following:

- Work in partnership to develop recruitment material and develop outreach plan for school year
- Work with school staff to identify, engage, and recruit students most likely to benefit from participating in OST.
- Meet any school requirements for staff clearances, facilities requests, and insurance
- Work with the school to identify ways the OST provider can contribute to meeting school objectives (e.g., school report card targets, school improvement action plan goals).
- Determine how school leadership would like to receive program information, schedules, reports and updates, including potentially individual student updates; and comply with mutually agreed upon timelines.
- Understand the school's safety and security plan prior to program beginning, including agreed upon procedures for OST program students during an emergency, during arrival and dismissal times, student travel within the building during program hours, procedures for late student pick-ups, policies and procedures for field trips, and procedures for reporting serious incidents and other health/safety concerns.
- Identify reasonable space conducive for learning for the OST provider's activities, which will include classrooms and access to the gymnasium(s) and cafeteria, according to the number of students enrolled in the program at the school.
- Discuss how the school will communicate any relevant attendance or behavior issues of students enrolled in the OST program and, when necessary, work reasonably and cooperatively with the OST provider to support improvements in such students' attendance or behavior.

Community-based

This refers to OST programs that operate in non-school settings, such as childcare centers, community centers, recreation centers, and other community-based owned/operated facilities.

PROGRAM CONTENT AND DELIVERY

OCF funded OST programs are intentionally structured to provide students with opportunities to grow. Year-round programming includes structured activities, culminating events, and field trips to support student growth through physical activity and sports, creative and performing arts, culturally inclusive experiences, civic engagement, and social emotional learning (SEL). Additionally, elementary school

programs incorporate early literacy practices, and middle school programs incorporate career awareness and exposure.

OST programs will:

- Deliver a comprehensive, year-round program that is safe, engaging, and intentionally designed to support student connection and growth;
- Ensure program content is community-centered and based on student need;
- Communicate program offerings and expectations clearly and consistently to PHMC, parents and caregivers, and the school communities they serve;
- Provide reasonable accommodations to make OST programming accessible to children and families that face language access issues or youth with Individualized Educational Plans (IEP) and/or who have disabilities;
- Collaborate with internal and external stakeholders to deliver a well-rounded program that takes into consideration health and safety precautions, social emotional well-being, and community partnership; and
- Ensure that all students and families have access to a fun, socially enriching, and meaningful OST experience.

To ensure the success of the delivery that optimizes youth’s learning experiences, providers will:

- Develop or acquire and implement detailed program schedules and calendars;
- Develop or acquire and implement detailed planning forms or lesson plans that support the learning objectives and targeted skill development;
- Integrate structured activities, culminating events, and field trips;
- Integrate early literacy practices or career awareness activities;
- Include opportunities for physical activity and sports, creative and performing arts, culturally inclusive experiences, civic engagement, and social emotional learning (SEL);
- Provide documentation of youth reflection and youth feedback.

Program cycles of structured activities for elementary, middle, and high school models last between 4 and 10 weeks. Programs must provide structured activities for at least 90 minutes of the programming time each day. Documentation of structured activities, planning, and implementation must be available to the site’s PHMC Coach/Program Liaison during site visits and upon request.

Program Models

Elementary School: Early Literacy Practices (Kindergarten - 5th grade)

The Elementary School model integrates early literacy into engaging and dynamic activities to inspire reading motivation. Elementary school providers must offer evidence-based early literacy programs and structured activities. This may include implementing or showing evidence of a program’s in-house curriculum, implementing a purchased or otherwise acquired curriculum, or partnering with Philly Reading Coaches.

Middle School: Career Awareness and Exposure (6th - 8th grade)

The Middle School model offers career awareness and exposure through structured activities that are interactive and hands-on and allow for exploration, skill building, and planning for the future. Youth enrolled in these programs are preparing for work experiences.

Examples of structured activities for the Middle School Model include:

- Job shadowing, guest speakers (virtual and in person), and industry tours;
- College and career fairs;

- Resume building, job interview, and financial literacy workshops;
- Industry-specific clubs, volunteering, or project-based learning.

Combined Elementary and Middle

Combined Elementary and Middle school programs are required to provide both models. Providers with the Combined Elementary and Middle school funding will identify during budgeting the number of slots that the site will devote to each model. Providers opting to assign fewer than 12 slots to either their Elementary or their Middle School program are required to provide a proposal supporting the request.

Structured Activities

All OST program delivery must include a variety of structured activities. Structured activities are intentionally designed and sequenced activities led by a group leader which require regular attendance for a specific period to achieve specified learning or skill gains.

Structured activities are essential in after-school programs to provide students with purposeful, engaging learning experiences. These activities promote academic growth, critical thinking, teamwork, and social emotional development while giving students a sense of structure and accountability beyond the school day. Effective projects are well-planned with clear goals, timelines, and expectations; and are age-appropriate, inclusive, and broken into manageable steps, allowing students to actively participate and take ownership of their learning. With consistent implementation, guidance from trained staff, and opportunities for reflection and celebration, structured activities help create meaningful, enriching after-school experiences. Structured Activities come in four approaches: Project based learning, experiential learning, service learning, and curriculum-based clubs.

To ensure the success of the delivery that optimizes youth’s learning experiences, providers will:

- Develop detailed program schedules and calendars;
- Develop detailed planning forms or lesson plans that support the learning objectives and targeted skill development;
- Integrate culminating events and activities; and
- Provide documentation of youth reflection and youth feedback.

Programs must ensure that 90% of enrolled participants participate in at least two structured activities during the school year and one during the Summer.

Culminating Events

Culminating events are intentionally planned moments to celebrate individual and group achievements. At the conclusion of each program cycle of structured activities (4-10 weeks) providers are required to facilitate culminating events: performances, skill shares, or a demonstration to mark the accomplishments of the gained skill or development and to create community and comradery. Culminating events are a great time to showcase OST programs and student growth to families and school community members.

A minimum of three (3) culminating events must take place throughout the school year, and one culminating event is required during the summer program; 90% of enrolled students are to participate, and families shall be offered an opportunity to participate in the event and celebrate. Culminating events are required to be recorded in Cityspan within two weeks of completion.

Social Emotional Learning

Providers are expected to implement research-based Social Emotional Learning skills and activities throughout programming. Providers may implement an SEL curriculum aligned with the Every Student

Succeeds Act (ESSA). The curriculum needs to be aligned to the following CASEL (Collaborative for Academic, Social, and Emotional Learning) core SEL competencies: self-management, social awareness, relationship skills, self-awareness, and responsible decision-making. SEL activities should be delivered each day of program.

Field Trips

General Strategy Providers must host a minimum of five (5) field trips for students during the school year and six (6) during the summer. Field trips may be a part of structured activities and should align with the school-year or summer camp structured activity theme. OST staff should create activities for site-wide participation in preparation for trips. Trip information including date, destination, and schedule will be included in the school year operations or summer plan and, for school sites, in the collaboration plan.

During the school year, field trips may be scheduled on the following SDP professional development days: 9/18/2026; 10/9/2026, 1/15/2027; 2/12/2027 and 3/29/2027. At least three (3) of the trips must be off-site trips. The remainder may be on-site trips, though for school-based providers, on-site trips will be limited by space constraints. During the summer, three (3) of the trips must be off-site trips and the remainder may be on-site trips.

For CBO, Charter, and Parochial School sites that may not follow the District's calendar, alternative plans for field trips on different days must be submitted to PHMC for review and approval. Providers must submit these with enough lead time to allow PHMC two (2) weeks to review the submission prior to the need for the provider to finalize any plans (i.e. prior to purchasing tickets or buses). These alternative plans are submitted here:

<https://www.cognitofirms.com/PHMC1/RequestForAlternateTrainingTripPlan>

Field trips may include trips to cultural institutions, city institutions, historic sites, etc. Onsite trips may include visits from the zoo, virtual field trips, on-site cultural or historical presentations, and other activities.

School-based providers must work with their school leadership during the collaboration planning process to ensure adequate space is available in the school building for students prior to and after the trips. Providers are permitted to work with school leadership to identify if any of these days can accommodate an on-site field trip/cultural event. All the trips and plans must be clearly documented in the collaboration plan.

All students participating in an OST sponsored field trip must have a signed and up-to-date emergency contact/parental consent form. All consents and/or waivers MUST be collected before a student is able to participate in a field trip on or off site. Providers must make considerations for meal provision during trips. A written emergency plan for transportation and staffing in emergencies and child-specific emergency information must accompany staff on all excursions.

If field trips occur outside of OST program hours, such as on a weekend or evening, a special events form must be completed using the approved link:

<https://www.cognitofirms.com/PHMC1/SpecialEventsApprovalForm>.

Inclusive Programming

OST programs are required to:

- Provide reasonable accommodations to make OST programming accessible to children and families that face language access issues or youth with Individualized Educational Plans (IEP) and/or who have disabilities.
- Create a positive, welcoming environment for all children and youth;

- Communicate with students and their families in their preferred language and culture, including in outreach, applications, and program information;
- Support in the identification of children and youth that may benefit from interventions to assist in their mental, emotional, and physical development;
- Support in the delivery of identified intervention services for the benefit of a child’s mental, emotional, and physical development.

Engagement in these activities begins with the application process – ensuring that applications are accessible to families and solicit information in a respectful and transparent manner. Providers shall endeavor to reduce barriers to enrollment including language barriers and other access barriers and create application materials that provide space for parents and caregivers to share information about their child that will support successful program engagement.

Once providers identify that a child has a special need or disability, providers must refer to the Guidance for Inclusive Programming and Needs Accommodation included in the appendices and follow the steps outlined in that document to access support through PHMC and Variety.

Positive Behavior Supports & De-Escalation

Creating positive behavior in after-school programs involves building strong, supportive relationships, establishing clear routines, and fostering an engaging environment. Key strategies include using proactive, positive reinforcement (such as acknowledging good behavior immediately), implementing consistent rules, and providing diverse, stimulating activities to prevent boredom and reduce misbehavior. Staff are encouraged to engage students in the development of norms and expectations and offer program content based on their interests.

Creating a sense of community and emphasizing social-emotional learning skills such as self-regulation and communication also ensures a positive environment conducive to learning. Community Meeting is one way to teach and reinforce these skills and support a sense of community.

For the safety and inclusion of all involved, staff must be trained and prepared to utilize de-escalation strategies when youth behavior does escalate. This includes acknowledging feelings, respecting personal space, avoiding challenging questions, allowing time for decisions, and offering varied means to self-regulate.

OST provider staff must refer to the Guidance for Inclusive Programming and Needs Accommodation when addressing consistent disruptive behavior/behavioral problems that impact a child’s participation in OST programming. The guidance is included in the appendices.

Providers must notify PHMC and OCF if the provider has paused or suspended a youth’s participation in OST programming and provide documentation to demonstrate that the Guidance document has been followed. Notifications are made via:

<https://www.cognitofrms.com/PHMC1/OSTProgramParticipationAndorEnrollmentDismissalOrExpulsionRequestForm>.

Children will not be permanently dismissed from the OST program without communication and mutual agreement with OCF and, for EDEY sites, with MOE. OST providers should work to provide accommodations.

OPERATIONS PLAN

Providers are required to complete an Operations Program Plan that outlines their specific out-of-school time program approach including marketing, enrollment strategy, lesson planning, themes, field trips, curriculum planning according to SOP, involvement in required CQI activities and site-based

collaboration plans with school principals. This plan must be developed and submitted to PHMC before the start of program,

- For the 2026/2027 School year, the operations plan must be submitted by September 11 via Cognito at:
<https://www.cognitoforms.com/phmc1/fy26ostschoolyearplan><https://www.cognitoforms.com/PHMC1/FY27OSTSchoolYearPlan>
- For Summer 2026 programming, the operations plan must be submitted by June 15 via Cognito at:
<https://www.cognitoforms.com/PHMC1/OSTSummerCamp2026OperationsPlan>

DATA MANAGEMENT AND CONTINUOUS PROGRAM IMPROVEMENT (CPI)

The City prioritizes optimal data management to tell the story of OST, inform decision-making, measure impacts, identify strengths and challenges, and drive accountability and continuous improvement.

Key Performance Indicators

Ensuring that high-quality OST programs reach as many children as possible is of the utmost importance to OCF and PHMC. Performance measures related to enrollment, attendance, and dosage are closely monitored and have contractual implications. If providers do not meet required targets for these measures in every invoice period, then there are financial and contractual implications. Depending on the severity of the issue, PHMC may undertake corrective action, modify the payment terms, reduce the amount of award, convert to a conditional agreement and/or terminate the contract. Please refer to the section on Corrective Action and Conditional Contracting for more information.

The following outlines the requirements for each performance indicator. These indicators build upon each other—a provider cannot meet attendance targets if the program is under-enrolled, and providers cannot meet the dosage requirements if children are not meeting minimum attendance requirements. For the 2026/2027 (SY26) school year, providers should expect significant emphasis on and related corrective action for enrollment and attendance performance indicators.

Goal 1: Program will meet full enrollment.

Indicator School Year: Programs will be fully enrolled at 100% of their slot allocation by the end of September and will maintain 100% enrollment throughout the program.

Indicator Summer: Programs will be fully enrolled at 100% of their slot allocation by the beginning of summer programming and will maintain 100% enrollment throughout the program.

Goal 2: Programs demonstrate strong daily program attendance.

Indicator for School Year and Summer: Youth will attend 80% of program days.

Goal 3: Programs demonstrate high quality project-based learning through structured activities and culminating events.

Indicator School Year: 90% of enrolled youth will participate in a minimum of three (3) culminating events by the end of the school year.

Indicator Summer: 90% of enrolled youth will participate in at least one (1) culminating event by the end of the summer.

Goal 4: Students participating in programs demonstrate a positive program experience.

Indicator 1: 100% of Site Directors will be trained to administer the SAYO-Y survey.

Indicator 2: Providers will ensure that students are given instructions on completing the SAYO-Y survey and are given access during program hours to at least two (2) thirty (30) minute sessions during the school year and one (1) thirty (30) minute session during the summer to complete the survey.

Indicator 3: 100% of provider staff will be trained to complete the SAYO-S survey.

Indicator 4: Providers staff will complete a SAYO-S pre-test and post-test for 100% of program participants during the summer and school year.

Goal 5: Elementary School students experience increases in reading motivation. (Elementary School Model)

Indicator: PHMC and OCF are currently reviewing available systems to track and report on this goal. Information will be distributed prior to the start of the school year.

Goal 6: Middle School students will increase their understanding of jobs and industries. (Middle School Model)

Indicator: 90% of enrolled participants will attend at least two industry tours during the school year and one industry tour during the summer related to structured activity focus area (creative and performing arts, athletics and health, or STEM).

Cityspan

OCF-funded OST providers are required to use Cityspan, a citywide out-of-school-time system to support the data collection and program activities of all City of Philadelphia funded OST Programs. Providers use Cityspan to manage participant intakes and services, evaluate program effectiveness, and report outcomes. Cityspan can be accessed at: <https://phillyost.cityspan.com/>.

Cityspan is composed of the following integrated modules that all contracted providers are required to use:

Agency / Site Module

Cityspan provides an administrative module for registering funded agencies. Cityspan will configure an agency record to collect organization name, address, and other background information. Under each Agency, a site represents a physical location.

Staff who have access to multiple sites within their organization may switch between sites.

Items on the agency and Site page will include program characteristics used to populate the city's Program Locator tool. The agency module requires monthly quality review and updates prior to invoicing.

Agency and site data are updated by Cityspan annually. Providers are responsible for creating and maintaining activity records that align with current OST programming.

Staff Module

Each organization has a staff module, accessible only to designated administrative users, where staff records are managed. A staff record must be created for each staff person prior to being assigned to program sites or activities. Staff records include key demographic data as well as required clearances and mandated reporter training records. Providers must select at least one “Communication Type” for each staff person entered to ensure that staff person receives the appropriate communication from the City and PHMC. The staff module allows providers to document and track key training and certification dates that support compliance with PA DHS regulations, as well as professional development activities by category/competency, hours of training and dates, and whether the training is part of the those required under the OST contract.

Agencies are responsible for adding, updating, and quality reviewing staff and participant information monthly in advance of invoicing.

Participants Module

Cityspan includes a participant module that allows providers to manage enrollment and attendance of program participants. This module supports providers to track participants from outreach through enrollment and eventual discharge from the program. Current and complete student information as described in the section on Required Documentation and Administrative Reviews must be maintained here.

Participants are assigned or linked to the sites where they attend. By default, they are assigned to the site in which they are originally registered (added to Cityspan). In a multi-site agency, if the same participant shows up at a different site, they may be assigned to that site as well. The system allows providers to track students across multiple years of programming and can retain data so information only needs to be updated each year, rather than fully re-entered.

Service Management

Service Management is where participants are enrolled in activities within sites and attendance information is tracked.

Enrollment and attendance are ‘Activity’ driven. Within each site, provider agencies create separate activities (rosters) for each program model that is offered at the site. Each activity has specific identifiers that align to the funded program strategy and model. Each activity set-up also allows providers to identify the:

- Main category of the activity (Academic, STEM/STEAM, Sports/Health/Wellness, or Arts & Culture),
- Sub-categories (Examples include Reading Enrichment, Crafts, and Youth Leadership Development)
- Ages and Grade ranges served
- Schedules (days and hours)

Separate activities are created for school-year and summertime periods.

Providers must enter data on participant attendance in program activities by 8 p.m. each day. The Service Management feature in Cityspan allows providers, City of Philadelphia, and PHMC to track progress in meeting the following:

- Program enrollment
- Daily attendance data
- Attendance thresholds for invoicing activities
- Program dosage

In addition to activities, the Service Management features allows providers to track progress in meeting other program requirements, such as participation in Structured Activities, Culminating Events, and field trips.

Contract Management and Invoicing

Cityspan supports the contract management and invoicing activities for PHMC and the providers. Providers can view basic information on the contract within Cityspan, including the total amount awarded, the slots allocated, invoicing and expense reporting frequency, and the strategy and model for each site.

The invoice feature allows providers to create and submit invoices to PHMC within Cityspan. The system calculates invoices amounts based on the attendance thresholds for the strategy and model assigned to the site and provides a report on youth counted in that month’s invoice. Providers can track the amount invoiced to date as well as the amount of funds that remain available for future invoices. Quarterly expense reports are uploaded into Cityspan and submitted with the relevant invoice. PHMC can track the approval of invoices and expense reports in Cityspan and the system generates an email to providers and PHMC noting when invoices are submitted and approved (or rejected if a correction is needed).

Reporting Tools

Cityspan has robust reporting tools. Providers can access standard administrative and site reports that pull from live data within the system. In addition, the City of Philadelphia has created a custom report section that provides relevant reports for program management for various publicly funded OST programs. The custom reporting module loads overnight every day, so data pulled is accurate as of the previous day.

The custom reporting tool supports a shared understanding of the provider’s progress towards meeting program requirements and maintaining program compliance. Providers can view their site data within the same report formats and parameters and PHMC and City of Philadelphia – ensuring that providers have the management tools at their disposal to ensure data is complete, accurate, and meets all reporting requirements for the OST program.

Other Data Collection and Reporting Requirements

Program Observation and Survey Tools

Providers may be expected to enter program goals and surveys tied to the National Institute of Out-of-School Time’s (NIOST) APAS tools into Cognito and/or in other data management systems. Please refer to the section above on Continuous Program Improvement.

Cognito

PHMC and City of Philadelphia use the Cognito Application to collect data needed for both regular and ad hoc reporting and program management activities. Cognito is a secure, web-based application through which providers will be able to respond to requests for data from City of Philadelphia and

PHMC. Examples of way that this tool is used include collecting lesson plans; surveying providers regarding emerging challenges; supporting provider's request for program waivers and schedule changes; and collecting data on new programs or initiatives within the OST System.

DocuSign

PHMC uses DocuSign for all contracting activities. Providers will receive secure emails via PHMC's DocuSign account with contracting documents, amendments, and other items that require a signature or secure transmission of legal information.

Technology

All OST organizations must have the ability to use email as the main form of communication with PHMC and City of Philadelphia OCF. Additionally, all staff must be able to access and enter all required data and process reports from Cityspan.

Program Locator

The City of Philadelphia maintains the OST program locator which is populated with activity information providers enter and maintain in Cityspan. The OST Program Locator assists families, caregivers, and youth in locating OST programs to match interests, focus areas, age and grade level, time, availability, budget, and transportation requirements. The program locator pulls data from the activity set up, so providers must ensure the information entered in the above modules is up to date. Additionally, PHMC will notify providers of any timelines and due dates to ensure that the program locator is updated prior to City-wide program launch announcements.

Continuous Program Improvement

The City is committed to continuously improving the OST system through ongoing and intentional use of data, feedback, and reflection to regularly assess performance, make informed adjustments, and strengthen program quality and outcomes. Likewise, OCF funded OST providers are required to build time and allocate resources for continuous program improvement activities. Staff are required to be trained on the use of National Out of School Time (NIOST) Afterschool Program Assessment System (APAS) and are required to participate in internal goal setting and action planning, Summer and School Year Data Debriefs, monthly Communities of Practice, ongoing coaching, and professional development.

OCF funded K-8 programs utilize the NIOST APAS for continuous program quality improvement. APAS is a research-based, field-tested, user-friendly suite of three assessment tools that can be used individually or together to enhance program quality and youth outcomes.

OST providers will be required to undertake the following CPI activities. Progress will be documented in the CPI scorecard:

- Identify an area of focus within the Measurement & Improvement Areas of Focus (Are students learning? Are students leading? Are students friendly? Are staff caring? Are staff organized?) with Performance Coordinator during Measurement Setup calls ;
- Ensure that all site-level OST staff are trained in implementing both the Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) and -Staff Survey (SAYO-S) tools in advance of the program;
- Implement surveys and participate in observation activities;
- Providers staff complete SAYO-S surveys for all enrolled youth in the school year and summer.
 - Summer

- Pre survey: Weeks 1 and 2
 - Post survey: Week 6 and one week after
 - School Year
 - Pre Survey: October 1st-October 30th
 - Post Survey: May 1st-May 31st
- Support youth in grades 4th and up to complete the Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) three times per year
 - Summer during the 5th and 6th week of programming,
 - Winter in November and December, and
 - Spring in April and May;
- Schedule with their OST Coach/Program Liaison for a NIOST Assessment of Program Practices Tool Observation (APTO) three (3) times per year – Summer (July), Fall (Oct to Dec), and Spring (March to May);
- Participate in a 1:1 summer and school year data analysis calls with their PHMC Coach/Program Liaison and Performance Coordinator;
- Create goals determined from Data analysis calls completion and document progress/completion; and
- Participate in a Summer and School Year OST Network Data Debrief Sessions.

Data Dashboard, Data Coaching, and Data Debrief (MORPh)

In 2026, MORPh will replace PRISM as the OCF OST system’s data dashboard. Providers will have their own login to access information and compare their program outcomes to comparison groups plus the Philadelphia OCF-OST provider network as a whole. Each site is assigned a Performance Coordinator who will meet one- on-one with their assigned OST sites for a school year, fall, and summer data analysis review to analyze data based on both provider-identified areas of focus and program quality indicators. OST Performance Coordinators will facilitate Data Analysis Reviews and OST Coaches/Program Liaisons will monitor and support progress towards provider-stated program goals. Each program is expected to have a minimum of 3 staff in attendance including any of the following: Executive Director, Program Manager, Site Director, Group Supervisor, Group Leader, Data Entry Staff. Providers will be invited to attend two Data Debriefs – larger convenings to view system level data and share strategies toward accomplishing goals.

Communities of Practice

A Community of Practice meeting is used by OST Providers and PHMC staff as a collaborative space to share, network, learn, and build support. OST Providers must participate **monthly** in Community of Practice meetings hosted and scheduled by PHMC Coach Managers/Liaison Managers. OST Managers may request providers to lead a Community of Practice meeting. At least one representative from each program must attend a community of practice each month.

The meeting typically includes:

- **Check-ins or Introductions:** Participants share updates or challenges at their sites or within their roles.
- **Focused Topic Discussion:** A central theme or challenge is explored (e.g., student engagement strategies, behavior management, or documentation best practices), often led by a facilitator or rotating member.
- **Resource and Practice Sharing:** Participants present tools, strategies, or lessons learned from their work, fostering a culture of continuous improvement.
- **Collaborative Problem-Solving:** Time is dedicated to discussing site-specific or systemic issues, with group feedback and solution generation.
- **Reflection and Action Planning:** Members reflect on key takeaways and identify next steps or goals to implement at their sites

Coaching

Each site will have an assigned OST Coach or, for EDEY sites, a Program Liaison. OST Coaches/Program Liaisons are the main point of contact for provider program challenges. OST Coaches/Program Liaisons provide technical assistance and coaching to providers to ensure consistent, high-quality program implementation.

OST Coaches/Program Liaisons support providers in the following ways:

- Regularly review enrollment and attendance trends and identify targeted strategies for growth as needed;
- Conduct site observations using NIOST APTO;
- Share access to resources and professional development opportunities;
- Group and/or individual coaching on key performance indicators and programming needs;
- Convening provider communities of practice;
- Review and give feedback on program implementation including structured activity lesson plans, program goals, schedule, etc.;
- Support and monitor progress toward OCF and MOE EDEY stated program goals, objectives and activities; and
- Serve as point of contact for programmatic support and requirements.

Professional Development

All staff assigned to City of Philadelphia OCF-OST contracts must participate in a minimum of 20 hours of training per calendar year.

The 20 hours of training requirement does not include OCDEL-required annual trainings to meet Health and Safety standards. Training provided by external organizations, agencies, or subject matter experts may also be accepted toward fulfilling this requirement.

These training hours are expected to contain an equal mix of the Professional Learning Competencies listed below:

Competency	Examples of the Competencies
Child and Youth Growth and Development	Ages and Stages, Positive Youth Development
Learning environments and curriculum	STEM Resources, Light Touch Literacy Practices, Structured Activities
Child/ Youth Observations and assessment	Using Data to Inform Program Impact
Relationships and interactions with children and youth	Classroom management; Trauma Informed Care
Youth engagement, voice, and choice	Youth Leadership
Equity and Inclusion	Accommodations 101
Family, school, and community relationships	Community and Family Collaboration
Safety and wellness	Medical Response; Avoiding Staff Burn Out
Program Planning and Development	New Site Director Training
Professional development and leadership	Staff Leadership and Motivation

PHMC has identified the following required trainings to support compliance and program delivery. Where possible, these trainings have been aligned with the above competencies. Required trainings by role are:

Staff Title	Required Training	Frequency
Executive Director	Provider Meetings	Quarterly
Site Director	New Site Director Training (for first-year Site Directors) Cityspan Light Touch Literacy (Elementary only) Positive Youth Development Structured Activities Social Emotional Learning Accommodations 101 Continuous Program Improvement	Annually Every two years Annually Annually Every two years Every two years Every two years Every two years
Group Supervisor Group Leader	Classroom Management Structured Activities Social Emotional Learning	Annually Annually Annually
Support Service Coordinator	Accommodations 101 Inclusivity 101 Structured Activities Classroom Management	Every two years Every two years Annually Annually
Data Personnel	Cityspan Continuous Program Improvement	Every two years Every two years

Professional Development Opportunities and The Dash

The Dash is a comprehensive professional development and training dashboard created specifically for Out-of-School Time (OST) providers. The platform serves as a centralized hub where staff can access a wide range of learning opportunities and resources designed to support high-quality youth programming and ongoing professional growth.

Through The Dash, providers can participate in in-person trainings, live virtual workshops, recorded webinars, and self-paced on-demand courses that fit their schedules and learning needs. The platform also offers podcasts, discussion and message boards for peer collaboration, training calendars, and a library of helpful tools and resources to support program operations and youth development practices. In addition to providing learning opportunities, The Dash allows staff and supervisors to track completed training, maintain professional development records, and monitor required training hours and competencies in one convenient location. This helps ensure compliance with OST professional learning requirements while promoting continuous improvement and skill development across programs.

The Dash is designed to strengthen communication, collaboration, and professional learning within the OST network while helping providers build engaging, safe, and enriching experiences for youth. Staff must register for The Dash to access all of the tools, trainings, and resources it has to offer. Access The Dash at <https://thedash-phmcost.org/>.

To support providers to fulfill the training requirements of this award, PHMC will:

- Make various training opportunities available throughout the year. All sessions will be posted on The Dash.
- **Offer two professional development conferences: a school year conference on November 16, 2026, and a Summer Kick-off conference on June 10, 2027.** Provider participation in these

conferences is required. Detailed information about these events will be shared via email to the provider community and posted on The Dash.

- Support tracking all professional development offered by Foundations and external organizations through the Dash.

COMPLIANCE

The City of Philadelphia Office of Children and Families (OCF) is committed to ensuring the health and safety of youth and families participating in OST programs and to using data to monitor and verify compliance with these standards. City of Philadelphia OCF reserves the right to reject any item of work that does not meet the Department's minimum standards of performance and quality, or that does not conform to the contract or standard operating procedures. The City shall not be obligated to pay for rejected work. Providers will meet clear health and safety standards, staff compliance requirements, youth compliance requirements, and data maintenance standards.

Compliance Supports

Each provider agency is assigned a Contract Specialist who will monitor standards and support providers when issues arise. The role of the Contract Specialist is to ensure provider compliance with contractual requirements and to provide technical assistance regarding fiscal and contractual requirements. The Cityspan system also includes specific compliance reports that track compliance related data and highlight any missing or expired data points.

PHMC and OCF will review data on key performance indicators (KPI) as described earlier in this document. If a program does not meet the indicator identified for each KPI and fails to notify PHMC and OCF of service challenges or interruptions, PHMC will issue a formal notice identifying the concern and outlining required corrective actions, including applicable timelines for resolution. This process may include but is not limited to making updates to Cityspan within 24 hours; increasing outreach and recruitment activities; demonstrating an increase in both enrollment and attendance. Please refer to the section on Corrective Action for additional information.

Required Documentation and Administrative Reviews

Providers are required to collect specific information on all enrolled program participants and maintain additional documentation for staff and the site. These files must be maintained in a secure location on-site and must be available for review upon request by PHMC, OCF, or PA DHS/OCDEL. Documents may also be reviewed as part of the PHMC's annual Administrative Review process.

Student Records

The following information must be present in each youth's file and be available for Contract Specialist review during site visits or as part of the administrative review. Each item is described in greater detail below:

- Program Application
- Means Test Worksheet (MTW)
- DHS Emergency Contact/Parental Consent Form
- Child Health Report Form (immunization records alone are not sufficient)
- OST Consent Form (needed within 30 days of enrollment; youth may not participate in program(s) until received if not filed within the grace period)

- School District of Philadelphia Student ID number (needed within 30 days of enrollment - required for public and charter school students only)
- Attendance

Note: All forms must be complete and accurate. Incomplete documents can result in a compliance action for providers. Samples of required forms are included in the appendices. Also note that PA DHS may have additional requirements that may be found at [55 PA Code 3270.181–3270.185](#).

Program Application

A current program application with parent/guardian signature authorizing the youth’s participation in the program must be in the youth’s file. There is no standard format; providers are free to create their own program application forms that meet their needs.

As noted above, a complete application includes:

- Student name and demographics
- Family contact information
- Confirmation that the parents or caregivers have received the parent handbook
- Signed agreement to participate in program
- Emergency contact information (using the required PA DHS form)
- Information required to complete the Means Test Worksheet (Note MTW forms themselves cannot be part of the application)
- Signed OCF Consent Form (which includes FERPA release)
- A place for parents to provide information on any special accommodations needed to safely serve the applicant.

Frequency: Completed prior to enrollment in each term-summer and school year.

Means Test Worksheets (MTWs)

The Means Test Worksheets (MTW) must be completed by staff in Cityspan for every child participating in any OST program prior to enrollment. The MTW form itself is never provided to parents to complete and must not be a form within the provider’s application. Collection of MTW data is essential, and payment will be withheld if MTW data is not completed for each participant and entered into Cityspan. The Cityspan report will flag Records with missing MTW data or if the dates have not been updated within the communicated timeframe.

Frequency: Information gathered at time of enrollment, form completed prior to enrollment in each term-summer and school year.

Emergency Contact/Parental Consent Form

Each child’s caregiver must sign the Emergency Contact/Parental Consent Form authorizing the child to participate in the program. Caregivers receive a copy of the signed form, and the original should be kept in the participant’s file at your agency. The provider enters the date that the form was signed.

Frequency: Prior to initial program enrollment and updated every six months by a parent/guardian.

Child Health Report Form

Parents must return a Child Health Report Form that has been completed by a physician. Providers must retain completed reports in youth files and enter the date of the child’s physical. Health Assessment Forms used must be in compliance with PA DHS regulations.

Frequency: Within 60 days of a participant’s initial program enrollment. Updated assessments are also required upon the participant’s entry into 6th grade and again upon entry into 9th grade.

OST Consent Form including School District of Philadelphia Family Educational Rights and Privacy Act (FERPA) Consent Form

This form notifies caregivers the data collected at enrollment will be stored, indicates how this data will be used, and seeks permission from parents for youth to participate in City of Philadelphia OST administered, OST-related surveys or focus groups.

This form also notifies caregivers of their Federal Education Rights and Privacy Act (FERPA) rights, seeks permission from parents for PHMC and the City to have access to their child's education records, and informs parents how this information will be used. This form is required only for youth enrolled in Public and Charter schools.

Frequency: At time of enrollment in each term--summer and school year.

School District of Philadelphia Student ID number

The Student ID number is required only for youth enrolled in Public and Charter schools regardless of the setting in which they are served. For students that attend parochial schools, the student ID is not required.

Frequency: Within 30 days of enrollment.

Staff Records

Providers are required to maintain current and complete staff files for all staff who interact with youth. These files must be available for review upon request by PHMC, OCF, or PA DHS/OCDEL and will also be reviewed as part of the Annual Administrative Review.

Staff files must include the following:

- Personal information: Name, address, phone number, email address
- Verification of Qualifications (Age, Education, Experience, Required Training)
 - Training Hours (20 hours per staff referenced in Professional Development of this SOP)
- Staff Health Assessments (needed within 60 days of hire, then every 24 months thereafter; TB screen needed once upon hire) (sample form included in the Appendices)
- Child Abuse Clearances (before hire/prior to contact with youth, updated every 5 years, uploaded into Cityspan)
- Criminal Record Clearances (before hire/prior to contact with youth, updated every 5 years, uploaded into Cityspan)
- FBI Clearances (before hire/ prior to contact with youth, updated every 5 years, uploaded into Cityspan)
- National Sex Offender Registry verification for those sites operating in PA DHS Certified childcare sites (before hire/prior to contact with youth, updated every 5 years)
- Mandated Reporter Training (needed within 30 days, updated every 5 years, uploaded into Cityspan)
- Confidentiality Agreements (needed once upon hire)

Site and Organizational Information

Providers are required to have the following documentation in place for the organization and the site:

- PA DHS Certificate of Compliance - required for all sites serving elementary and middle school models
- Emergency Preparedness Plan
- Health and Safety Plan (may be included in the Emergency Management Plan)

- Nonprofit Documentation: Federal 501(c)(3) letter designation the organization as a not-for-profit organization
- Incident Reporting Policy and/or procedure

Model Adherence Waiver

Programs are to serve youth according to the grade levels by model described earlier in this document. Programs are allowed to enroll a number of youths, up to 10% of their slot level, outside of the model's grade range detailed below. Youth at more than one grade level outside of the model are not permitted to enroll.

- 6th graders may be allowed into elementary programs
- 5th graders may be allowed into middle programs
- 8th graders may be allowed into high programs

To request authorization, providers must submit a Model Adherence Waiver Form via <https://www.cognitofrms.com/PHMC1/ModelAdherenceWaiverRequest>. By submitting the waiver, the agency agrees to the following about the youth for whom the waiver is requested.

- To have in the youth's client file, written consent by the youth's parent/guardian(s) indicating their child will be participating in a program specifically designed for a different age group.
- That this waiver is in effect only through the end of the current school year.
- That compensation for the youth's enrollment and attendance will be based on the funded model's payment mechanism, regardless of youth's age.

PHMC Contract Specialist approval must be granted before youth is considered for enrollment.

The request must be submitted in the month prior to the month in which the provider seeks the waiver to take effect. Waivers will not be applied retroactively. PHMC will issue approval or denial through Cognito within three (3) business days of receiving the request.

Administrative Reviews

Contract Specialists will conduct administrative reviews at least once during the fiscal year to verify that:

- Providers are in possession of compliance documentation for staff and enrolled youth and that the documentation matches the compliance data in Cityspan and in the expense reports.
- Providers are in possession of required site-specific and organizational documents.
- Providers' attendance records match reported attendance information.
- Providers adhere to minimum wage requirements of \$18 per hour for all part time staff and a minimum annual full-time salary of \$44,000 for all general OST strategy Site Directors. Please note, all providers are required to meet this requirement, no waivers will be accepted.
- High School providers have appropriate plans and documentation regarding the storage, distribution and tracking of stipend debit cards.

The Administrative Review period will open on January 8, 2027, and all required documentation must be submitted by Friday, February 5, 2027. The Administrative Reviews are intended to be held remotely, though providers may proactively request that reviews be conducted in-person at the provider's site, or at PHMC offices. Requests for on-site reviews or reviews to be held at PHMC offices must be made by Friday, January 22, 2027. The Administrative Review Initial Scorecard will be sent to providers with initial findings. Providers will have 2 weeks to respond with additional requested documentation. PHMC may take immediate action upon completion of the Administrative Review Final Scorecard to conduct an additional on-site review, which may expand the initial review, if findings present health and safety concerns or are otherwise particularly egregious. Such findings may result in corrective action activities

up to and including shifting the provider contracts into conditional status. These organizations may be subject to subsequent mandatory on-site reviews in future Administrative Reviews.

Health and Safety Site Visits

All OST program providers must ensure that sites meet health and safety guidelines, inclusive of regulations from the Pennsylvania Department of Human Services, the Philadelphia Department of Public Health and the School District of Philadelphia. Health and Safety regulations at the Federal, State and local levels may change at any time. OST Providers are expected to keep themselves updated, maintain compliance, and ensure organizational leadership and program staff have current information on health and safety regulations. Please refer to the section earlier in this document on Site Requirements or to the Appendices for links to relevant regulations.

PHMC and City of Philadelphia will conduct Health and Safety Site Visits at least once during the fiscal year to monitor compliance with health and safety expectations. In some instances, Health and Safety Site Visits and Administrative Reviews will be conducted concurrently.

Corrective Action and Conditional Agreement

At any point during the program year, providers operating OST programming must remain in compliance with these Standard Operating Procedures. Failure to do so may require the implementation of corrective actions. Providers are expected to meet all requirements and established Key Performance Indicators listed previously in this document. Providers that do not meet required indicators will be subject to corrective action. Based on the severity and scope of the performance variance, PHMC may take additional actions, including modifying payment terms, reducing the award amount, converting the agreement to conditional status, and/or terminating the contract.

Corrective Action Process

Step 1: A program that is found to be out of compliance with attendance, reporting, staffing, or any other components of this SOP will be contacted in writing by PHMC. The communication will identify the issue and any immediate steps that must be taken to address the issue.

Step 2: The program will begin a corrective action period; the duration of which will depend on the type of compliance issue identified and the seriousness of the issue. The organization's leadership and program staff may be required to meet with PHMC and the OCF OST team to identify action steps, benchmarks of progress, and timeframes for completion. The corrective action period will include timeframes for action steps and due dates to meet benchmarks.

Step 3: If the program does not complete action steps or meet required benchmarks of progress within the agreed upon timeframes, PHMC may undertake any of the following: modify payment terms, reduce the amount of award, convert to a conditional agreement and/or terminate the contract.

PAYMENT AND PERFORMANCE

Program Budget

Providers must submit a program budget. Budgets are submitted as part of an annual budgeting process showing expected revenues and expenses for the periods of July 1, 2026, to June 30, 2027. Budget forms and instructions are included in the appendices. See the FY2027 section of the [Providers Resource](#) page of PHMC's OST website for budget form instructions and budget templates.

Program Awards

The award ceiling is calculated based on the awarded slot level for the site multiplied by the rates listed below. Providers should reference their PHMC Letter of Intent to Contract distributed to contracting contacts in June 2026.

Funding Awards Table

Strategy & Model	School Year Rate per Slot	Summer Rate per Slot	Total Annual funding Per Slot
General Elementary, Middle, and Combined *	\$3,550	\$1,216	\$4,766
General High School	\$3,550	\$710	\$4,260
Specialized All Models (non EDEY)	\$2,350	\$470	\$2,820

**Sites that include the SDP Newcomer program in their summer program structure will receive an additional fixed \$10,000 annually - \$1,250 for June and \$8,750 for July - to support hiring bilingual and ELL experienced staff.*

For General Elementary and Middle School Programs, the funded summer program approach may include the Summer Achievers (or other named summer integrated academic and enrichment model program) and enrichment-only traditional 6-week summer camps.

The awarded funds are for a full 12 months of programming inclusive of 40 weeks of school year program and 6 weeks of summer program. For Sites that operate in SDP buildings, the awarded funds must be used to support 6 full weeks of summer program: approximately 5 weeks will occur in 2026 and the balance will occur in June 2027. Providers must budget resources appropriate to ensure that revenue earned in summer 2026 and throughout the school year is available to support the summer programming that will occur in June 2027.

For providers operating sites in non-SDP school settings (including charter and parochial schools), if the provider determines that the summer program must follow a schedule comparable to SDP sites, the provider must budget and plan for a full twelve (12) months of programming as outlined above. **PHMC will not make any additional funding available in June 2027 for sites in charter or parochial schools that start summer programs in June.**

PHMC will only augment funding for June of 2027 if a provider is requested by OCF/MOE/PHMC to serve in Summer 2027 additional slots in excess of the Summer 2026 slot award.

Budget Requirements

All OST program budgets must meet the following requirements and be completed in the required template in excel:

- Budgets should be for a full 12 months of programming, inclusive of 40 weeks of school year program and 6 weeks of summer program.
- The school year program should adequately budget for the 5 full-day camps on SDP PD days, including field trips

- All budgets must align with the SOP requirements for Summer and School Year programming for the identified site.
- All budgets must account for City of Philadelphia OCF-funded revenue. No other revenue sources should be included in the program budget.
- No more than 10% of grant funds may be used for indirect costs (costs that may not be tied directly to programming) such as audits, management salary, administrative rent and grant-writing.
- Personnel must account for the following:
 - Site Director: full-time with a minimum annual salary of \$44,000 for general strategy providers.
 - If presenting an alternative staffing plan for the Site Director role, please provide sufficient detail in the budget narrative to ensure that a full FTE is devoted to site director responsibilities.
 - The required number of group supervisors and group leaders to meet staff/child ratios and PA DHS regulations for a sufficient number of hours to meet all program requirements; these positions must receive minimum compensation of \$18 per hour.
 - Minimum compensation of \$18 per hour for any other staff charged in part or full to the OST program budget including all hourly and part-time personnel.
 - Benefits and payroll taxes for any personnel included on the OST budget, appropriately pro-rated for the staff hours charged to the OST budget.
- Appropriate operating costs that align directly with program operations and address program requirements for field trips, staff training, curriculum and supplies. Operating expenditures must be fully justified in the budget narrative section.

OST Programs at K-8 School Sites assigned the Combined Elementary and Middle School Model

OST K-8th grade school sites that have been funded for both the Elementary and Middle School Models (Combined Elementary and Middle) are required to provide both models. Providers with Combined Elementary and Middle school funding will identify on their budget form in the space provided the number of slots that the site will devote to each model. Providers opting to assign fewer than 12 slots to either their Elementary or their Middle School program will be required to provide a proposal supporting the request.

Budget Variances and Budget Revisions

Provider expenditures of OCF OST funds must align with the approved budget. If expenses do not align with the approved budget as follows, providers must submit a revised budget for approval no later than April 30, 2027.

- If expenses for any given budget category (personnel, consultants, operating, indirect) will exceed the approved budgeted amount by 10% of the amount of that budget category; or
- If expenses will be reported in a line item that was not included in the approved budget.

If the invoicing and expense reporting process described below will result in either issue above in any given month, the provider will contact their PHMC contract specialist to initiate the budget revision process.

Payment and Performance

Providers will invoice each month by the 10th of the month for the previous month’s service delivery based on the approved fee for the OST program service. The payments made must be applied towards the expenses incurred in operating the OST program and must align with an approved budget. Please see the Budgeting and Fiscal Reporting sections in this document. The summer and school year fee-for-service payment mechanisms support providers overall compliance within the OST system. Providers should carefully review the SOP and information in this section and note financial and contracting implications if performance targets are not met.

Attendance must be entered daily, and **providers must review and confirm the accuracy of their data before the 10th of each month for the preceding month in order to ensure accurate invoices.**

Providers will have access to reports in Cityspan that identify the children that have met invoicing thresholds so that they can track and estimate monthly payments. To earn their full school-year contract award, providers must attain full enrollment and achieve attendance targets.

In FY26, the fee-for-service attendance threshold will differ for summer programs by setting due to the restrictions on building usage in the SDP. SDP buildings will only be available for summer programming through August 1st – therefore, the attendance threshold for payment and the monthly rate have been adjusted to support programs to access all available revenue for the summer.

Fee Chart

Strategy & Model	Setting	School Year Monthly Rate per Slot	School Year Attendance threshold for payment	Summer Monthly Rate per Slot	Summer attendance threshold for payment
General Elementary, Middle, and Combined	CBO/Charter/ Parochial	\$355	2 days per month	\$608	2 days per month
General Elementary, Middle, and Combined	SDP	\$355	2 days per month	\$1216 In July	3 days per month in July
General High School	CBO/Charter/ Parochial	\$355	2 days per month	\$355	2 days per month
General High School	SDP	\$355	2 days per month	\$710 in July	3 days per month in July

Providers operating in SDP settings will not earn revenue in August, as all revenue will be earned in July. Providers should submit a \$0 invoice for August. PHMC will use the August invoice to make any adjustments or corrections to the summer invoices, including the \$8,750 adjustments for Newcomer programming .

Providers in CBO/Charter/Parochial settings that requested and received approval to operate summer OST program at Charter and/or Parochial School locations on the same schedule as SDP sites, will follow the fee structure, budgeting requirements, schedule and operational requirements stated above for SDP settings. Approval is provided in the June 2026 Letter of Intent to Contract.

In any month, invoice amounts are based on the number of children that meet the required minimum service metric as described above. Providers are eligible to receive payment for up to 110% of the contracted number of slots in each invoice. Though providers may invoice up to 110% of their slot level each month, they will be capped at their term (Summer/School Year) award amount. **For providers in SDP sites, the cap on the summer invoice will apply to the July invoice, which may not exceed the summer award.** Providers should monitor and manage funding carefully to ensure that funds are available for the full program period. If a provider draws down its entire award before the last day of school, then the provider must still continue to operate daily programming to meet that requirement. Compliance action will be taken if a provider fails to operate the required days or submit attendance in any month of program operations.

PHMC may not pay for services provided to youth who reside outside the City of Philadelphia. Cityspan will filter out non-Philadelphia addresses at the time of running reports for invoicing. However, if a child who is a resident of Philadelphia is temporarily residing outside of Philadelphia due to a Department of Human Services placement, that child may be served and will be counted toward invoicing.

School-based OST programs: PHMC will monitor Cityspan to ensure that a minimum of 90% of enrolled program participants attend the school in which the OST program operates, unless the provider has submitted written approval from the school's principal to enroll more than 10% of participants from outside of the student body.

Providers are not permitted to carry funding over beyond FY27.

Invoicing, Expense Reporting and Expense-Based Invoicing

PHMC and OCF will implement a process that supports consistency and supports programs to track revenue and expenses for the full fiscal year. Attendance tracking is an integral part of the invoice and expense process year-round. Attendance should be entered daily into Cityspan.

Payment will be withheld if expense reports and data collection requirements are not met or if reported expenditures do not align with the approved budget. Additionally, funds may be withheld, suspended, or reduced if any program areas are found to be non-compliant during site monitoring visits or if providers do not meet full enrollment and attendance requirements. Please refer to the section of this document on Corrective Action/Conditional Agreement.

Invoice and Expense Report Process and Due Dates

Invoices are due monthly via Cityspan and must be submitted by the 10th of the month for the prior month as follows:

- Cityspan will generate an invoice by site (and by model) after the 1st of the month for the prior month.
- The invoice amount will be based on the number of children that met the threshold for programming (detailed in the Payment for Performance Fee Chart above) and have attendance entered within the appropriate activities that align with strategy and model for that site.
- Providers are responsible for reviewing attendance and enrollment data in Cityspan prior to invoice submission and must ensure accuracy.
- Attendance in Cityspan will lock on the 10th of the month or when the provider submits the invoice in Cityspan, whichever comes first.
- Providers must submit the invoice in Cityspan for PHMC approval and payment.
- Submission of the invoice includes an attestation of its accuracy.

- Fiscal users in Cityspan are notified via email when an invoice is submitted, and when the invoice is approved or rejected by PHMC in Cityspan
- *Note: If the invoice due date falls on a weekend, then the invoice is due the Friday before.*

Cityspan invoicing is the only method to invoice for OST program services provided under this SOP. Providers are required to ensure that they have appropriate access to Cityspan for this activity and that all attendance data is accurate, duplicates are removed, and children that are not eligible for payment do not have attendance in the system. If issues arise with Cityspan’s invoicing module, PHMC will provide alternative invoicing procedures.

Expense Reports must be submitted with the September, December, March, and June Invoices.

Expense reports demonstrate the expenditure of OST program revenue generated in the fee-for-service model. Following contract conformance, PHMC will distribute to providers the expense report template based on the approved budget for each site. Providers will be responsible for updating and submitting expense reports by the due dates listed below.

Expense reports are due as follows and should be submitted with the invoice that is due that month:

Report for services/expenses incurred in	Due
July through August	Oct 9, 2026
September through December 2026	Jan 8, 2027
January through March 2027	Apr 9, 2027
April through June 2027	July 15, 2027

In all months, the Expense Report will detail the application of OCF OST revenue to expenses based on the approved budget. Expense reports must utilize the OCF approved expense reporting template and should only reflect use of OCF OST funding. The expense report template includes two sheets: the Budget Based Expense Report and the Personnel Roster. Both sheets must be completed for the reporting time period. A sample of the expense report is included in the Appendices.

The expense reports must meet the following to be in compliance and approved:

- Expense reports must be complete and accurate.
- There have been no changes to prior period’s expense reporting.
- Reported expenses align with those outlined in the approved budget—providers may not report expenditures in un-budgeted line items.
- Reported expenditures do not exceed more than 10% in any category of the approved budget.
- Total reported expenditures may not exceed the year-to-date invoiced amount, inclusive of the current quarter’s invoice total.
- The expense reports should not include expenditures of other funding sources.
- Be in the approved template in excel format, with no changes to template formatting.

Please note that the 21-business day processing time for payment does not begin until PHMC receives an approvable invoice and for the quarterly dates, both an invoice and a complete and approvable expense report from the provider. PHMC reserves the right to modify the invoicing and expense reporting process in order to support providers and the financial oversight of the OST program.

For FY27 funds: by the conclusion of the fiscal year, with the June Expense Report, providers must show that all invoiced amounts match year-to-date expenses for the fiscal year. Providers are not to report expenses in excess of total actual revenue; nor are providers permitted to report

expenses below actual revenue. Providers are not permitted to carry funding over beyond June 30, 2027.

OST Programs and Any Fees for Services

Programs must be completely free of cost to all families for the services delivered during the required program hours in accordance with this SOP (page 18). If providers operate additional hours beyond those funded by OCF, and the site is PA DHS certified, then the provider may accept funding through Child Care Works (CCW) for those extended hours/days and may charge the copay amount set forth by the CCW office only. No other charges or fees are allowable.

EXTENDED DAY/EXTENDED YEAR INITIATIVE PROGRAM ADDENDA

Extended Day/Extended Year Initiative Overview

The City of Philadelphia’s Mayor’s Office of Education and Office of Children and Families, and School District have jointly launched an Extended Day/Extended Year (EDEY) initiative. A priority of Mayor Cherrille Parker, EDEY was established to support working families in need of school-based programs that better fit their hours, create safe spaces for students to spend before and after school, offer new enrichment opportunities to students who are the most underserved, and provide students exposure to experiences, career options, sports and other activities to help them identify interests and enhance their connections to school.

EDEY programming is part of the Mayor’s overall goal to create access to economic opportunity for all by allowing adults to fully participate in the labor force and improving student academic success through enhanced learning time, stronger engagement, and improved attendance.

The program is built on the existing infrastructure of Out-of-School Time (OST) programs offered through the Office of Children and Families and the School District.

EDEY Morning Care and Winter/Spring Break Camps will conform with the School Year 2026-2027 Out-of-School Time Programs: Elementary & Middle School Model General Strategy Standard Operating Procedures (SOP). This Addenda identifies the specific components that differ from the existing SOP. This document is a component of the SOP. Items not specifically referenced in this addenda, but included in the SOP remain in effect for all OST programming (After School OST, morning care and Winter/Spring Break camps).

Application and Enrollment for EDEY Program Components

For all EDEY school sites, the provider’s application (paper and on-line) will include a space for parents to indicate that their application is inclusive of any of the following:

- After school program
- Morning care program
- Winter Break Camp
- Spring Break Camp

The single application will be considered for all selected slots and programming. No additional application is required. For Winter and Spring Break camps, the providers will confirm registration based on the selected programming in the timeframes identified below.

Morning Care (Before School Programming)

Morning Care is part of the Extended Day/Extended Year (EDEY) initiative. For the 2026/2027 School Year, morning care will only be available in the EDEY schools listed below. School sites identified as part of the EDEY expansion for SY26/27 will be added as services for those sites are confirmed.

Provider Agency	SY27Site Name	Model
After School All Stars	McDaniel, Delaplaine School	Combined Elementary & Middle
Centro Nueva Creación	Cramp Community School	Elementary

Communities In Schools of Philadelphia, Inc.	Peirce, Thomas M. School	Elementary
Community Council	Locke Elementary Community School	Combined Elementary & Middle
Early Life Academy	Willard, Frances E School	Elementary
Episcopal Community Services	Anderson, Add B. Community School	Combined Elementary & Middle
Greater Philadelphia Community Alliance	Childs, George Elementary School	Combined Elementary & Middle
Greater Philadelphia Community Alliance	Steel, Edward Elementary School	Combined Elementary & Middle
Greater Philadelphia Community Alliance	Vare Washington Elementary School	Combined Elementary & Middle
Greater Philadelphia YMCA	Duckrey, Tanner School	Combined Elementary & Middle
Greater Philadelphia YMCA	Gideon, Edward, Elementary School	Combined Elementary & Middle
Greater Philadelphia YMCA	Juniata Park Academy	Combined Elementary & Middle
Legacy Youth Tennis and Education	Overbrook Educational Center Community School	Combined Elementary & Middle
Legacy Youth Tennis and Education	Pennell, Joseph Elementary	Elementary
Methodist Services	Gompers Elementary Community School	Combined Elementary & Middle
Sunrise of Philadelphia, Inc.	Morton, Thomas Elementary School	Elementary
Sunrise of Philadelphia, Inc.	Southwark Elementary Community School	Combined Elementary & Middle
To Our Children's Future with Health	Rhoads, James School	Combined Elementary & Middle
Young Achievers Learning Center	Carnell, Laura Elementary School	Elementary
Young Achievers Learning Center	Lowell, James Elementary School	Elementary
Young Achievers Learning Center	Universal Creighton Charter School	Combined Elementary & Middle

Program Hours, Content, and Staffing

Morning care opportunities are part of the EDEY program, designed to provide a safe and nurturing environment for youth before the start of their regular school day. Beginning at 7:30 a.m. and continuing until the start of the school day, these programs are to offer structured and supervised activities that are age- and grade-appropriate. These activities should focus on enrichment in areas such as Creative and Performing Arts, Athletics and Health, and STEM (Science, Technology, Engineering, and Mathematics).

Providers participating in morning care programs must ensure proper staffing ratios based on the designated morning care slot allotment, but a minimum of two provider staff must be on site during morning care program hours. A lead staff member must be on-site to oversee this time, and this role may be filled by an alternate staff member from the Site Director. Staff must meet the appropriate qualifications for their role in the OST program including morning care.

Providers are responsible for collaborating with their host school to establish and implement procedures for smooth arrival, snack distribution, and transition activities. These procedures must be documented in the site collaboration plans to ensure consistency and effectiveness.

Youths participating in Morning Care are to have completed enrollment packets on file for this opportunity and may opt in or out of afternoon programming.

Required Documentation and Administrative Reviews

Means Test Worksheet (MTW) - Morning Care enrollments are exempt from the MTW requirement; the information will not be required to enroll youth in Cityspan for this activity.

Program Budget and Payment and Performance: Morning Care

Providers will be awarded funding for the 10-month school year, based on \$175 per slot. Providers will develop 10-month budgets based on the awarded allocation and above programmatic requirements.

Payment will be a combination of fixed fee and fee-for-service. Providers will receive a fixed payment for 24 slots each month totaling \$4,200. For providers awarded more than 24 slots, for each youth served above the base 24 slots (fixed fee), providers will earn \$175 per child/per month based on 1 day of attendance in a month, capped at the 110% of slot allocation in the providers award letter and contract.

Providers will follow the existing SOP requirements for invoicing and expense reporting. Cityspan will support a distinct invoice and expense report submission for morning care programs

Though a portion of the payment for this service is fixed, providers must demonstrate performance:

- Providers must demonstrate expenditures for the required 2 program staff in each month.
- Providers must demonstrate efforts made to recruit and serve students in the morning care program.
- Providers must ensure that activities are properly set up, and that morning care attendance is only reported in the appropriate morning care activity.

Winter/Spring Break Camp

The Winter/Spring Break (W/SB) Camps are part of the Extended Day/Extended Year (EDEY) initiative. For the 2026/2027 School Year, these camps will only be available in the EDEY schools listed below. School sites identified as part of the EDEY expansion for SY26/27 will be added as services for those sites are confirmed.

Provider Agency Name	SY27Site Name	Model
After-School All-Stars	McDaniel, Delaplaine School	Combined Elementary & Middle
Boys & Girls Clubs of Philadelphia, Inc.	Forrest, Edwin School	Elementary
Boys & Girls Clubs of Philadelphia, Inc.	Solis-Cohen Club Elementary School	Elementary
Centro Nueva Creación	Cramp Community School	Elementary
Communities In Schools of Philadelphia, Inc.	Peirce/Pratt Elementary School	Elementary
Community Council	Locke Elementary Community School	Combined Elementary & Middle
Congreso de Latinos Unidos, Inc.	Pan American Academy Charter School	Combined Elementary & Middle
CORA Services	Northwood Academy Charter School	Combined Elementary & Middle

Early Life Academy	Webster Elementary Community School	Elementary
Early Life Academy	Willard, Frances E School	Elementary
Episcopal Community Services	Anderson, Add B. Community School	Combined Elementary & Middle
Greater Philadelphia Community Alliance	Childs, George Elementary School	Combined Elementary & Middle
Greater Philadelphia Community Alliance	Steel, Edward Elementary School	Combined Elementary & Middle
Greater Philadelphia Community Alliance	Vare Washington Elementary School	Combined Elementary & Middle
Greater Philadelphia YMCA	Duckrey, Tanner School	Combined Elementary & Middle
Greater Philadelphia YMCA	Gideon, Edward, Elementary School	Combined Elementary & Middle
Greater Philadelphia YMCA	Juniata Park Academy	Combined Elementary & Middle
Indochinese American Council	Edmonds Community School	Combined Elementary & Middle
Legacy Youth Tennis and Education	Overbrook Educational Center Community School	Combined Elementary & Middle
Legacy Youth Tennis and Education	Pennell, Joseph Elementary	Elementary
Legacy Youth Tennis and Education	Wright RR Elementary Community School	Elementary
Methodist Services	Farrell, Louis Elementary School	Combined Elementary & Middle
Methodist Services	Gompers Elementary Community School	Combined Elementary & Middle
Philly KiDZ Initiative	Frank, Anne School	Elementary
Philly KiDZ Initiative	Greenberg, Joseph School	Combined Elementary & Middle
Sunrise of Philadelphia, Inc.	Morton, Thomas Elementary School	Elementary
Sunrise of Philadelphia, Inc.	Southwark Elementary Community School	Combined Elementary & Middle
To Our Children's Future with Health	Cassidy Academics Plus School	Combined Elementary & Middle
To Our Children's Future with Health	Rhoads, James School	Combined Elementary & Middle
Urban Affairs Coalition/YOACAP	Pickett Campus Mastery Charter Schools	Middle
Young Achievers Learning Center	Carnell, Laura Elementary School	Elementary
Young Achievers Learning Center	Lowell, James Elementary School	Elementary
Young Achievers Learning Center	Universal Creighton Charter School	Combined Elementary & Middle
TBD	Clemente, Roberto Middle School	Middle School
TBD	Esperanza Academy Charter School - Elementary	Elementary
TBD	Universal Alcorn Charter School	Combined Elementary & Middle

Calendar, Hours and Models

These mini-camps will offer full-day programming to children that supports working parents. The camps are intended to offer daily enrichment and fun through interesting daily programming, club activities and both on & off-site field trips.

The days of operation for the Winter/Spring Break camps are based on the days that the School District of Philadelphia buildings will be open for program. Programs will operate for 9 hours for children, with a ½ hour each in the morning and at the end of the day for staff prep and daily wrap-up.

Operational Timeline		
Program Dates	Wednesday, December 23, 2026 Monday, December 28, 2026 Tuesday, December 29, 2026 Wednesday, December 30, 2026	Monday March 22, 2027 through Thursday, March 25, 2027
Program Hours	<ul style="list-style-type: none"> Children 8:30 a.m. - 5:30 p.m. (9 hours) Staff: 8 a.m. to 6 p.m. (10 hours) 	<ul style="list-style-type: none"> Children 8:30 a.m. - 5:30 p.m. (9 hours) Staff: 8 a.m. to 6 p.m. (10 hours)

OST Providers operating in EDEY Charter School locations that will need to operate on a different schedule due to building availability must receive prior approval from PHMC and OCF for the hours and days of operation.

Enrollment Timeline for Winter and Spring Break Camps

Any changes to the tentative dates listed below will be distributed prior to the launch of the camp timeline.

Enrollment Timeline	Tentative Dates	Tentative Dates
Work with School Coordinator to identify any school priority students	October 18 to 29, 2026	January 18 to 29, 2027
Confirm registration for currently enrolled families and priority students (no new application required)	October 25 to November 5, 2026	January 25 to Feb 5, 2027
Update Cityspan with all known Camp enrollments	By November 5, 2026, and every Friday thereafter	By January 29, 2027, and every Friday thereafter
If vacancies exist: open registration to the rest of the school community Refer to the SOP for effective practices in enrollment and outreach	November 5 to December 15, 2026	February 8 to March 12, 2027
If vacancies exist: open registration to non-SDP students (siblings, children of staff, other children in community)	December 1 to December 15, 2026	March 1 to March 12, 2027
Registration Closes: No Further Enrollment Activities All Enrollment Data completed in Cityspan	December 16, 2026	March 12, 2027

Target Population for Winter Break Camps

Winter and Spring Break camps are open to the entire population of the school. Providers should assess interest in these camps from families as part of the application process for after school and morning care (if applicable).

Application/enrollment effective practices and requirements

1. PHMC has identified the following components of a provider-led, high-functioning application and enrollment process.

- A well-developed application including both paper and on-line options
 - For W/SB this will include space for parents to identify parent choice of program days and a way to identify siblings from outside the school that parents want to enroll if space is available.
- Consistent and clear process for how applications are received that addresses the following:
 - Clearly identifies what is needed for an application to be complete
 - Clearly identifies how applications are submitted (on-line, in person, drop off location in the office)
 - Has a tracking process for identifying when an application is submitted, if it's complete, any follow-up needed, and the application's order in the enrollment and/or waitlist
 - Well defined process for principal referrals including how referrals are made, what information is needed, who is responsible for contacting the parents, how the school will support and agreed upon timeline of 5 days for space for a referred family to be held pending completion of an application.
 - Support for families for whom English is not the home language (this includes use of language line, BCAs, bilingual OST staff, and translated documents) based on known languages within the school community
 - Other methods of supporting parents to complete a full application (for smaller sites, this may include a parent interview as part of the application)
- Has consistently scheduled staff at the school during the school day to support parents, receive applications, and engage with school staff regarding application process questions
- Has communicated all of the above to the members of the school staff that support parents (principal, school office staff, school counselors, BCAs) and/or has developed all of the above in partnership with those school staff

Partnership and Collaboration with Schools

School Site Specific Collaboration Plan

For Winter and Spring Break Camps, providers will complete a single collaboration plan at each EDEY OST school. These plans should be detailed, identifying rooms for program use, providing a link to program schedules, and outlining programmatic processes for each camp. The Collaboration Plan serves as an opportunity for school staff and OST partners to establish a shared vision for the partnership and clarify expectations between the partners and the school.

- **Winter/Spring Break Collaboration Plans** are due by **December 1**.
- **Spring Break plan updates (field trips and schedules)** are due by **February 26**.

Submissions are made via site-specific Google links provided in the OST-PHMC shared collaboration Google Spreadsheet. Access to your site's link will be provided by your Program Liaison.

The collaboration plans will support SDP processes including Facilitron reservations and meals planning and provisions. Timely submission of the collaboration plans is crucial to program functioning.

For the W/SB camps, SDP will supply breakfast and lunch and food service staff. Additionally, W/SB camp sites will have security, building engineer, and custodial staff.

Escalation, Emergency and Site Closure Overview

Day to day operational issues:

Providers should make every effort to resolve any concerns onsite by working directly with SDP team members.

- Each school will have a School Safety Officer, Building Engineer, Food Services staff and Custodial staff on site during the days Winter/Spring Break is operating.

- All sites will have an identified Coordinator (MOE), though this individual may not be on site every day.

PHMC is working with SDP and OCF to distribute contact information for all key staff on site as follows:

- OST Site Director
- Community Schools Coordinator or EDEY Coordinator
- Safety Officer
- Food Services Rep
- Building Engineer

PHMC will provide specific staff contact information to use if additional support is needed to resolve an issue, including those of an urgent nature.

Inclement Weather and other possible closures (school specific or system-wide):

OCF, PHMC and SDP are working on a detailed communication process in the event of the need to close any of the Winter/Spring Break Camp school sites. This includes full day closures or half day closures/early dismissals that could result from inclement weather or other environmental impacts on schools (i.e. a water main break or electricity outage). Below is an overview of these plans – more details will be shared with EDEY Winter/Spring Break Camp providers prior to the launch of camp.

- OCF and SDP will be in close communication throughout the duration of both Winter and Spring Break Camp dates to consider weather issues and any more site-specific facility concerns that could result in Camp closures.
 - In general, SDP and OCF will direct when programs can close. If a concern arises on site, OST providers may not make the decision to close the program without input and approval from PHMC, OCF and SDP. Providers should be in close communication with on-site contacts such as the Community Schools Coordinator, EDEY Coordinator, and School Safety Officer.
 - If inclement weather is forecast, PHMC will provide an update to all sites between 4 p.m. and 5 p.m. and will include any additional instructions.
- If a site is directed to close, PHMC will notify the site director and the Provider’s Emergency Contact listed in the collaboration plan – PHMC will undertake this activity via email and phone.
- OST providers are ultimately responsible for ensuring full communication to families and provider staff members about the closure.
 - Each provider must have a system to contact all parents about possible closures. PHMC strongly recommends that providers use an application that can broadcast messages via phone, text and email to all parents/caregivers at one time
 - Each provider must have a full list of parent contacts: phone, email and text
 - In the event of an inclement weather closure – school buildings will be closed. Staff do not need to show up at the site in the morning.
 - Prior to the start of each Break Camp – providers must communicate the following to families and must ensure that their on-site coordinator has the same information
 - How they will be notified of a closure (app, email, text, call etc.)
 - That if program is cancelled, buildings will not be open, and no staff will be present
 - That all children MUST be signed in – no drop-off at curbside is permitted

In the event of an emergency:

The safety and security of students, families, and staff are the primary concern. Provider site leads are required to have taken this training from the Office of School Safety, which is now available online. Other site staff are also encouraged to take it. [Emergency Preparedness Training for External Organizations](#).

Once all students, staff and/or visitors are safe and secure; after emergency services have been contacted; and after any applicable evacuation has occurred, the Site Director shall complete the following notifications:

- Immediately notify parents/guardians of all youth directly involved in any emergency or serious incident.
- Notify identified PHMC contacts
- Notify the identified Community School or EDEY Coordinator or other identified designee.
- Notify parents/guardians of youth not directly involved in the event via telephone contact and/or written notice within 24 hours. It is critical that the confidentiality of youth and families are protected at all times.

Program Content & Delivery

The OST programs will align the Winter/Spring Break (W/SB) camps with their school year OST program models to ensure age/grade appropriate programming and child groups.

- Elementary School grades (Kindergarten - 5th grade)
- Middle School grades (6th - 8th grade)

Providers must develop defined schedules of activities, clubs and trips for each day of W/SB camp. Programs, clubs, and other activities should have structure, age and grade appropriate, and provide enrichment related to Creative and Performing Arts, Athletics and Health, and/or STEM.

To inform program development for the W/SB camps, providers are advised to reference the SOP sections on the content and delivery of Elementary School Model Early Literacy Practices and Middle School Model Career Awareness and Exposure, but are not required to develop cycles of Structured Activities leading to Culminating events. Furthermore, the W/SB camps will not be considered part of the Key Performance Indicators described in this section of the SOP.

Field Trips

Providers must host a minimum of 2 off-site field trips – one during each camp. Field trips do not need to align with structured activities and culminating events but must be age/grade appropriate for the camp. Field trips present opportunities for enrolled children to have enriching experiences and visit new places/spaces that might otherwise not be available to them. Providers are encouraged to use the City of Philadelphia as the classroom and expose youth to interesting cultural, historical, and recreational offerings in the City. Field trips must be confirmed before the date for the Break Camp collaboration plans and details about field trips must be included.

All students participating in an OST sponsored field trip must have a signed and up-to-date emergency contact/parental consent form. All consents and/or waivers **MUST** be collected before a student is able to participate in a field trip on or off site. Field trips must occur in accordance with OST SOPs, PA DHS regulations, and Public Health guidelines.

Continuous Program Improvement

The Winter/Spring Break camps are not currently included in the OST CPI activities. Providers may seek to collect satisfaction information from children and parents that supports CPI activities within their organization and that can inform the Spring Break plan for April 2027 and plans for next year.

Providers are advised to consider the Measurement & Improvement Areas of Focus (Are students learning? Are students leading? Are students friendly? Are staff caring? Are staff organized?) as they plan programming for the camp. These measures align with high quality, enriching, youth development programs.

Compliance

Data Collection and Reporting Requirements

Cityspan will remain the system of record for Winter/Spring Break enrollment and attendance data. Cityspan will implement a new “Strategy” for the W/SB Camps. Providers must create separate activities to track enrollment and attendance in Cityspan for the W/SB Camps. Providers are not permitted to track enrollment and attendance in regular school-year OST activities as that will result in improper invoicing.

All data entry and reporting requirements included in the OST SOP remain in effect except the items listed below.

Required Documentation and Administrative Reviews

Client Information

- Means Test Worksheet (MTW) - Winter/Spring Break camps are exempted from the MTW requirement; the information will not be required to enroll youth in Cityspan for this activity.
- Child Health Report Form (immunization records alone are not sufficient) – PHMC will not monitor the Child Health Report Form for youth that only participate in the W/SB camps and do not enroll in other OCF/PHMC funded OST programs. Providers should be aware of PA DHS regulations related to this requirement and ensure that they are in compliance with those regulations.

Program Budget: Winter/Spring Break Mini Camp

Program Awards

Funding will be a **fixed-fee payment** for the Winter and Spring Break. The amount of funding awarded and the slot allocation are included in contract Attachment A.

Budget Requirements

All OST W/SB camp budgets must meet the following requirements:

- Cover all required operational days of program
- One (1) Site Director
- Allowable to include hours for agency admin to provide oversight
- Enough group supervisors and assistant group supervisor/group leaders to ensure staff/child ratio and coverage of required program hours for children of 8:30 to 5:30; with some staff arriving at 8 a.m. and some staff staying till 6 p.m.
 - This may vary in the budgets for EDEY Charter School sites if prior approval for an alternative schedule was provided.
- 2 off-site field trips – one in each Break Camp
- Interesting sub-contracted specialized programming
- Youth will receive a healthy and sustaining afternoon snack

Invoicing, Expense Reporting and Expense-Based Invoicing

Invoice and Expense Report Process and Due Dates

Providers will invoice PHMC for each camp (Winter and Spring Break) following the schedule and requirements below. PHMC will distribute additional instructions for budgeting and invoicing for Winter and Spring Break Camps once the above fee structure has been finalized.

Invoice dates:

- Winter Break Camp – on or before 1/15/27
- Spring Break Camp – on or before 4/15/27

Invoice Content:

- Invoice cover sheet (PHMC template)
- Expense report using approved budget for W/S Break Camps

Expense reports must demonstrate how all revenue was used to support the Winter and Spring Break Mini Camps. It is the expectation that for each camp, providers will use all revenue earned on the expenditures to deliver each camp program.

With the final W/S Break Camp expense report on April 15, 2027, providers must show that all FY27 W/S Break invoiced amounts (revenue) match year-to-date expenses for the W/S Break Camps. Providers are not to report expenses in excess of total actual revenue; nor are providers permitted to report expenses below actual revenue. Providers are not permitted to carry funding over beyond June 30, 2027.

APPENDICES

Attached Documents

- **Guidance for Inclusive Programming and Needs Accommodation**
- **City of Philadelphia Guidance on Medication Administration Feb 2025**
- **Sample Documents Attached**
 - Participant Enrollment forms
 - Means Test Worksheet and Instructions (also available in Cityspan)
 - OST Consent Form (also available in Cityspan)
 - Expense Report Template
 - PHMC Incident Report
 - SDP Summer Site Collaboration Plans Template

Linked OST Forms:

- [Participant Dismissal or Expulsion Request](#)
- [Special Events Approval](#)
- [Model Adherence Waiver Request](#)
- [Closure Request and Notification](#)

Other Online Resources and Links

City of Philadelphia

- Philadelphia Department of Human Services: Improving Outcomes for Children
<https://www.phila.gov/departments/department-of-human-services/about-us/improving-outcomes-for-children-ioc/>
- City of Philadelphia Youth Workforce Development: <https://www.phila.gov/programs/summer-jobs-for-teens/>
- City of Philadelphia's Nutritional Standards:
https://www.phila.gov/media/20220624124312/Nutrition_Standards_Guide_Final-2022.pdf
- Nutritional Development Services Afterschool Food Program (For Community Based Organizations): <https://www.healthymealsforchildren.org/after-school-meals/>

State and Federal Resources

- Pennsylvania Department of Human Services Child Care Regulations:
<https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>
- Pennsylvania Department of Human Resources Child Care Forms:
<https://www.pa.gov/agencies/dhs/resources/for-providers/child-welfare-providers/child-care-forms>
- Pennsylvania Department of Human Services Program Resources and Information for Early Childhood Education: <https://www.dhs.pa.gov/providers/Providers/Pages/Early-Learning.aspx>.
- Pennsylvania Department of Human Services Keep Kids Safe site - Clearances and Training:
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>