



Office of Children and Families

OST HS SY27 Site Director Orientation



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CITY OF PHILADELPHIA

Out-of-School Time

Ice Breaker: What's the Move?

THE BELL RINGS. WHAT ARE YOU DOING NEXT?

The Scenario

- 3:30 PM, and the bell rings...
- 60 high school students enter your OST space.
- You have one cafeteria/common area.

What Happens Next?

- Everyone sits together and waits for instructions.
- Everyone goes to the same scheduled activity.
- Students have multiple opportunities to choose, connect, create, learn, and lead.

The Whole Flow:

Scenario → **Choose** → **Explain** → **Connect to students** → **Plant the vision**



Ice Breaker: What's the Move?

Bring to Life: 901 Act 158 Services Learning Project Based Learning!



IDEAS OF CENTERS:

- Creative Center
- Career Center
- Academic Support
- Leadership
- STEM/TECH
- Recreation
- Social/Connect
- Media/Production
- Wellness

PROVIDER SPOTLIGHT:
Greater Philadelphia YMCA
Strawberry Mansion High School



C2L Summer Program
Strawberry Cookbook
You Choose Friday's



BREAKING NEWS

SY27 OST IS HERE!!! SY27 OST IS HERE!!

BREAKING NEWS

SPECIAL



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Welcome, New Site Directors!





SY27

Word of the Year



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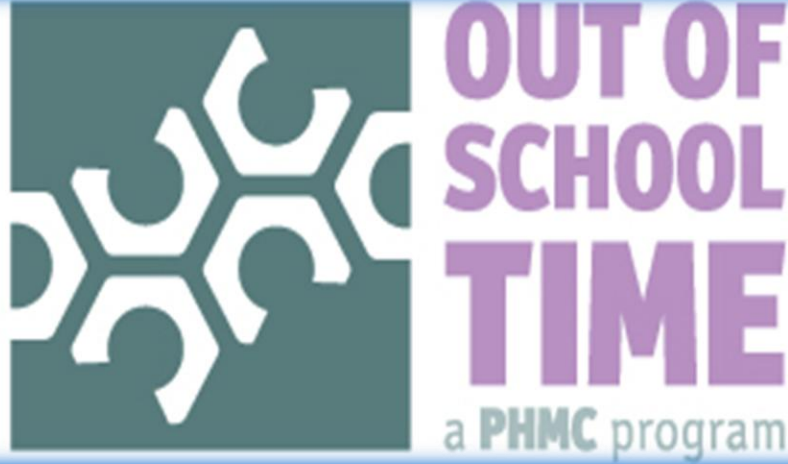
EMPOWER

"LEADERS BECOME
GREAT, NOT BECAUSE
OF THEIR POWER, BUT
BECAUSE OF THEIR
ABILITY TO EMPOWER
OTHERS."

JOHN MAXWELL



THE WHO, WHAT, WHERE, WHEN, WHY & HOW OF OST



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OUT OF SCHOOL TIME (OST).....

OST programs are programs that occur when school is not in session. It is designed for all youth, particularly youth who need to be diverted from or have current or previous involvement in the child welfare system and/or the Juvenile Justice System.

The goal of OST High Programs is Career & College Readiness



OST Models

School Based Programs

- Programs occur in SDP Building
- Create school partnerships
- Support school initiatives
- CUA Partnerships
- Programs end by 6pm

Specialized Programs

- Programs occur in SDP or organization site
- Students engaged with content expert
- May facilitate weekend programming

Youth & Voice & Choice
Social Emotional
Learning
Family Engagement

Community School Programs

- Mayor's Office of Education (MOE)
- Programs occur in SDP Building
- Integrated Health & Social Services
- Community School Coordinator
- Programs end by 6pm

Community Based Programs

- Programs occur at organization site
- Feeder Schools
- Community Partnerships
- Programs may end after 6pm

CAREER CONNECTED LEARNING (C2L)

The goal of C2L is to engage youth in meaningful on-the-job experiences that expose students to career options & pathways, build workforce skills, earn industry-valued credentials & connect Philadelphia's youth to next steps toward jobs & Provide opportunities to continue career advancement





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Out-of-School Time

Site Director

- Outreach, Recruitment, & Retention
- Enrollment and Eligibility Determination
 - RECEIVE COMPLETE enrollment docs (including w9)
- Curriculum/Activities Creation
- Project Based/Service-Learning Experiences & Engagement
- Professional Development Experiences
- Outreach and Communication
- Cityspan Entries
 - Enrollment, Activity & KPI Entries
- Ensuring Completion of Survey Tools
- Data & Reporting
- School & Community Relationships
- Social & Emotional Learning (SEL)



PHMC

- **Coach is Primary Contact**

Coaches goal is to set providers up for success!

Coaches are responsible for 16 sites

Must meet with providers 2x per month (one observation/one virtual)

Coach supports wins, challenges & all in between!

Coach determines what escalates to manager, etc.

- **OST C2L Trainings & Updates**

- **Operations Support**

Stipends

Placement Site staff & student clearances & agreements

Contracts, Fiscal, Reports



Social-Emotional Support

OST provider staff should follow the below steps when addressing consistent disruptive behavior/behavioral issues that impacts a child's participation in OST programming:

1. Site staff should address the behavior and document it.
2. Consult with student's parents/guardians.
3. If the site has an OCF-funded Support Services Coordination, they should engage their agency's support service coordinator to support the activities below.
4. If the OST provider identifies that additional support is needed, they should submit a Needs Accommodation Worksheet to request support from Variety. The form link is:
<https://www.cognitofrms.com/phmc1/childsneedsandaccommodationsworksheet>



Youth will not be permanently dismissed from program by OST providers without communication and mutual agreement with OCF. OST providers should work to provide accommodations

CONTACT YOUR COACH!!



SY27!



HERE WE COME!



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Out-of-School Time

Recruitment & Enrollment Strategies

Recruitment

- ☐ Flier Creation
- ☐ School Partnership
- ☐ CUA Partnership
- ☐ School & Community Events
- ☐ Lunch
- ☐ Social Media Presence
- ☐ Online Apps
- ☐ Contact Person(s)



Enrollment

- ☐ Copies of ALL Enrollment Docs (W9)
- ☐ Online Enrollment Docs
- ☐ Enrollment Doc Collection Process
- ☐ Admin Duties
- ☐ Tracking System
- ☐ Cityspan Entry

PROJECT BASED & SERVICE LEARNING

Project Based Learning

A teaching method where students gain knowledge & skills by investigating & responding to an authentic, engaging & complex question, problem or challenge. PBL occurs for an extended period of time.*



VS

Service Learning

A structured learning experience that combines community service with preparation & reflection



*<https://www.pblworks.org/what-is-pbl>



Project Based Learning

Real World & Authentic Student Voice & Choice Reflection & Revision



Service Learning

Critical Thinking Problem Solving Teamwork Helping Others



Professional Development

Professional Development for teens involves activities & opportunities designed to help them acquire knowledge, skills, & experiences that will enhance their career choices & prepare them for life after high school

**Prepare teens for post high school:
Teens should obtain the following documents:**

- **Government issue ID/Philadelphia School District ID**
- **Copies of vital employment documents**
Birth Certificate, Social Security Card
- **Resume**
- **Professional Email Account**



Professional Development Activities Include:

Workshops
Speakers
Career Exploration
Acquiring Soft Skills
Decision Making Skills
Skill Building
Life Balance
Relationships





What does quality programming look like?

WHAT DOES QUALITY PROGRAMMING LOOK LIKE?

You can see it. You can hear it. Students can feel it.

INTENTIONAL	STUDENT-CENTERED	RELATIONSHIP-DRIVEN
Activities have a purpose and connect to student needs.	Students have voice, choice, and ownership.	Staff know students and create a sense of belonging.
MEANINGFUL	ENGAGING	DEVELOPMENTAL
Students are learning, creating, exploring, or building something.	Students are actively participating—not simply being occupied.	Experiences challenge students and build skills for their next steps.



You can see it. You can hear it. Students can feel it.

Welcome Philly Reading Coaches





The OST Standard



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INTENTIONALITY → CHOICE → ENGAGEMENT → LEARNING → LEADERSHIP



The OST Standards

Daily Attendance

- Students must sign in/sign out

- Students must attend 80% of monthly program days (Dosage)

Health & safety requirements/postings

Cognito monthly activities

Safe keeping of debit cards & debit card receipts/distribution logs

Cityspan

- Daily attendance entry by 8pm

- C2L PBL/SL Entry

- KPI entries (Culminating events & KPI Stipend)

Community of Practice (COP)

- Attendance is mandatory



CITYSPAN



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OST C2L ACTIVITY



SAVE

ACTIVITY DETAILS

Activity ID 5582689

* Activity Name

OST C2L Activity

Service Description

Students are creating podcast focused on financial literacy. This includes debit cards, credit cards

* School Year/Summer

☐ School Year ☒ Summer

Does this activity occur at the site address?

☒ Yes ☐ No

DHS FIELDS

* DHS Status ☒ DHS Funded ☐ Non-DHS

DHS Contract

DHS Funding Cycle

☐ Summer 2026
☒ SY26-27

DHS Contract



Before/After School

☐ Before School
☒ After School
☐ Camp

Invoicing Strategy

General - High School



2 day/month

Program Model

High School



PROGRAM DIRECTORY (LOCATOR FIELDS)

Program Directory

Activity ID 5582689

Include in Public Program Locator?

☐

NOPE



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Service Category

- ☐ Academic
- ☐ STEM/STEAM
- ☐ Sports, Health and Wellness Activities
- ☐ Arts and Culture
- ☐ College and Career Readiness
- ☐ Character Education/Positive Youth Development
- ☐ Community Service learning
- ☒ C2L-PHL
 - ☐ C2L-PHL: Professional Development
 - ☐ C2L-PHL: Placement
 - ☒ Project-based or Service Learning

Specialized

General



C2L SY27

120 hours overall – 60 hours per cohort

Student 100% participation = Maximum Earnings of \$1320



Earnings are added to a debit card

Specialized SY27



2x per week = 6 hours

Can offer weekend programming - OST HS SY27 Program Plan

W9's & 1099



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W9 Confirmation

To decrease flagged W9's:

Social Security Card
Birth Certificate
Passport



Remind Students to:
Update changed information (address, guardian)



W9s/1099s

- **W9s:** Tax form used to collect information for verification. Youth cannot receive stipends unless a verified W9 is on file.
 - W9s are usually flagged due to incongruencies at the youth SSN/name level
 - ***please ensure W9s are legible and complete (Full first, middle, and last name(s); full, legible address inclusive of house, unit, or apt number)
- **1099s:** Usually issued end of January in preparation for tax season.
 - ***If a 1099 has been issued for a youth, their information (name/SSN) has already been verified.
 - Returned 1099s are usually returned due to undeliverable addresses
 - PHMC treats returned 1099s like flagged W9s; if a youth has returned 1099, their payment will be placed on hold until an updated address is obtained through a corrected W9 upload.
 - OST 1099 Inquiry Form: <https://www.cognitoforms.com/PHMC1/OST1099InquiryForm>

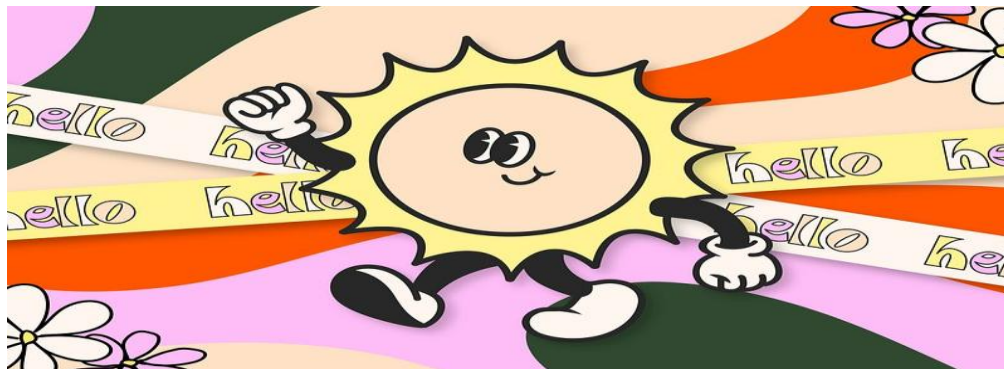
Continuous Program Improvement



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Hello Insight is Coming to an OST Program Near YOU! October 2026!





Debit Cards



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Money, Cash.....

- **Expiration Dates**
Student should update/confirm address, etc.
- **New students will receive debit cards**
Create a running list of new students
- **Non Summer '26 Participants**
Confirm debit card & last 4 digits
- **Encourage students to secure debit cards**
Do not share info. Be aware of ATM's
- **Students should register & activate debit cards**





What's Next?



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Every journey begins
with the first step.

- **Learn/Know your SOP**
- **OST HS Office Hours**
Thursday, 10-11am
Beg: Thurs, Sept 17th
- **Create school relationships**
Don't forget facilities!
- **Community Schools**
CSC: Your best friend!
- **ASK FOR WHAT YOU NEED!!!!**



PHMC Team

OST High School Team	Name	Contact
OST HS Coaches	Quintise Teagle Khalil Queeman	qteagle@phmc.org kqueeman@phmc.org
OST HS Coaching Manager	Robyn Tucker	rtucker@phmc.org
Performance Management (CPI)	Savannah Peterson	sapeterson@phmc.org
Contract Specialists	Delores Fuqua Leslie Robinson-Brown Steve Rodriguez	dfuqua@phmc.org lrbrown@phmc.org strodriquez@phmc.org
OST Workforce Coordinator	Briana Leone	bleone@phmc.org
OST Senior Manager	Luz Ayala	layala@phmc.org

Meet the Community Schools HS Team

Megan Jackson: Community School Manager

Dobbins High School

Sowshan Moore & Nia Vick

Frankford High School

Jackie Liss & Amir Ballard

George Washington HS

Jessica Carvin & Lilibeth Castillo

Kensington Health Sciences

Barry Williams & Yaidymar Morales

South Philadelphia HS

Michelle Cruz & Tim Moore



OST Provider Resource Link

For meeting links, presentation slides & more:

<https://philaocfost.phmc.org/provider-resources>



