

TEAMUP
Kickoff Meeting Checklist

Materials Needed: Printed checklists, Sample GRF report, Theory of Change, Sample school year calendar, equipment list, school year curriculum

Date: _____ **School:** _____

Meeting Attendees:

Summary of TeamUp/Jump Start and Theory of Change - Questions?

School Goals:

What 3 goals do you have for recess this year? (SMART goals are Specific, Measurable, Attainable, Realistic, Timely)

School Actions Steps:

Designate staff and share contact information:

Recess Manager

Name: _____ Role: _____
Phone: _____ Email: _____
Preferred Method of Contact: _____

Recess Coach

Name: _____ Role: _____
Phone: _____ Email: _____
Preferred Method of Contact: _____

Recess Team

Schedule:

- Review Program Days Calendar (Playworks creates this) and communicate to staff
Day of Week: _____

- School-wide Playworks Teacher Orientation: (30-45 min. in summer/fall)
Date: _____ Time: _____
- Site Coordinator-Recess Coach Weekly Meeting: To occur when SC is at school (if possible) Time: _____
- Consultation Visit #1 (Oct/Nov): Principal to observe program with Program Director, and 30 min follow up conversation re: program quality and priority next steps
Date: _____ Time: _____
- Consultation Visit #2 (Spring): Principal to observe program with Program Director, and 30 min follow up conversation re: program quality and priority next steps
Date: _____ Time: _____
- Recess staff:
 - Do recess staff receive any formal training?
 - Is there time set aside for Recess Staff to coordinate/plan for recess? If not, what is the plan for training the recess staff?
- Confirm timeline and logistics:
 - Recess Team**
 - Who makes up the recess team?
 - What is the Recess Team availability for trainings?
 - Community Learning Time**
 - CLT area (indoor and outdoor)
 - CLT schedule - Playworks can create sign up OR admin. create schedule
 - Junior Coach Program**
 - When to Start Recruitment
 - Recruitment and selection (12-15 Junior Coaches)
 - Schedule JC recess shifts
 - Set JC trainings (dates, time, location)

School Data Collection

At the beginning of the year, Playworks will implement the following tool to measure program impact:

Baseline Recess Observation: Approximately First Two Weeks of Program

Things to share with Playworks and Next Steps:

- Master schedule, including lunch and recess schedule
- Staff contact information (i.e. teachers, recess team, school staff, room #'s)
- Sign-in procedures for Playworks staff
- Indoor recess space and procedures (Who makes the call for indoor weather?)
- Emergency plan information
- Existing school programs:
 - School Climate/SEL programs
 - Student Leadership programs
 - After school programs
- Set the space**
 - Playworks staff work space and computer access (with internet)
 - Junior Coach meeting space
 - Access to building (keys, badges, etc.)
 - Access to copier/printer/paper/general materials
 - Playground resources and equipment storage
 - Parking space (if applicable)
- Send Playworks introduction** email to school staff and parents (See template on welcome page)
- Summer Institute**
 - Share overview and registration information: Up to 4 recess staff can attend