



City of Phoenix
PARKS AND RECREATION DEPARTMENT



Phoenix Afterschool Center (PAC) Overview

Purpose

This Service Request Application provides a structure to collect information from Phoenix school district Superintendents regarding interest in applying for the PAC program for their schools. This overview outlines program criteria that schools must provide to host a PAC site. This new process of site selection will allow Phoenix Parks and Recreation to standardize requirements resulting in a fair and equitable process for all schools while allowing City of Phoenix Parks and Recreation to standardize administrative processes and enhance enrichment opportunities for students in Phoenix.

Parks and Recreation Department

Through creative recreational and enrichment activities the City of Phoenix Parks and Recreation Department strives to enrich the lives of our residents by supporting:

- Safe communities
- Cultural and recreational opportunities
- Strengthening families
- Economic vitality
- Quality physical environments
- Education and lifelong learning

PAC

Phoenix Afterschool Center (PAC) is an affordable out of school time recreation and enrichment program provided by the City of Phoenix Parks and Recreation Department. Under the supervision of professional recreation staff, children in grades 1-8 (based on school campus) participate in a variety of age-appropriate activities that are fun, stimulating, and enriching. PAC is a drop-in/out program and **not a licensed childcare facility under ARS section 36-882.**

Program Components

PAC provides the framework to bring diverse opportunities for enrichment to students that will help them achieve happy, healthy lives! This framework is designed to provide a continuum of learning beyond the end of the regular school day. Working with each school principal, program components will be selected to support your students' needs. Program components include:

- Sports and games—recreational activities for good health and fun
- Reading and literacy—BookBlast program
- Tutoring (Experience Matter/ASU Loadstar) and homework time
- Arts and multicultural learning
- Inclusion – accessible programming for all children

PAC Provides

- Afterschool recreational activities
- A low-cost afterschool program (*Cost per session depends on the schools free and reduced lunch rate*)
- Daily program with starting time based on student release times (*all programs end at 6:00 p.m.*)
- Programming for early release day program coverage
- Program supervision and on-site program management
- Annual Certificate of Liability Insurance
- Regular communications between PAC Recreation Coordinator III and School District Superintendent or designee
- Responsive service from PAC Recreation Coordinator II's offering a single point of contact for all school district PAC sites.
- Uniformed staff (includes shirt and ID badge)
- Program maintains a 1:25 ratio between staff and participants.
- On-site program staff includes a Recreation Leader, Instructor, and Aide trained and supervised by a full-time Recreation Coordinator II
- Contracted staff for enrichment programs
- On-line or walk-up (City of Phoenix Community Centers) program registration processes
- Regular program evaluation (participant, parent, school staff, and program staff) resulting in continuous improved service delivery.

Service Agreement Criteria

The following items represent criteria that will be used to evaluate which schools will be selected to host a PAC program. The criteria listed below will be used to help determine site locations. *All criteria listed below is required in order to receive a PAC program.*

Priority will be given to schools that provide:

- Free facility usage including maintenance and utilities
- Adequate indoor program space for the minimum program size of 40-120 children per day
- School will provide a detailed program description and data for all programs onsite that duplicate PAC service
- Access to program space 30 minute prior to school release time
- Adequate indoor space for multiple program activities i.e. multi purpose room and quiet space for specialized programs
- A daily healthy snack for program participants at no cost
- Adequate alternative indoor space if multi-purpose room is in use for a special event
- Adequate outdoor space i.e. playground, ball field, etc.
- Access to cleaning materials and/or maintenance staff
- Marketing space - a flier rack in the school office, a bulletin board in the program area
- Access to keys for all program spaces
- Space for storing programming materials such as storage cabinets, etc.
- LAN-line phone for outgoing calls/ access to Wi-Fi to support digital programming content.

- ADA compliant program space
- Willingness to partner for grants i.e. 21st Century, Piper Foundation, etc.
- If selected, School District must agree to formalize an agreement with Phoenix Parks and Recreation Department through an Inter-Governmental Agreement (IGA) or a Memorandum of Agreement (MOA) for Charter Schools

Timelines

- PAC Service Request forms for the 2024-2029 school years are due to the Phoenix Parks and Recreation Community Outreach Division office by 5:00 p.m. on 10/15/2023.
- Service Requests will be evaluated from 10/15/2023 through 10/31/2023. Appropriate personnel will be contacted if more information is required.
- All Service Request applicants will be notified of what schools were granted or denied a program by phone and in writing before 12/1/2023.
- Inter-Governmental Agreement *and Memorandum of Agreement (MOA)* must be approved a minimum of 60 days prior to the start of the school year.

Contact

If you have questions or need additional information, please contact:

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Disclaimer

The Service Request is neither a binding contract nor a guarantee that a school will receive a PAC program. The Service Request is a tool for gathering information that is critical for determining where PAC programs can be placed to be most successful in serving Phoenix children. There are a limited number of PAC program sites available. The Service Request must be resubmitted at the end of each agreement period.