



**MILWAUKEE  
PUBLIC SCHOOLS**

Milwaukee Public Schools  
Department of Recreation and  
Community Services

# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Staff Manual

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**DISCLAIMER**

This manual outlines the policies and procedures for part-time playground staff. Nothing contained in this manual creates, or is intended to create, a contract of employment, and the policies, procedures, and rules described therein are subject to change at the discretion of the District at anytime. **Please note: You are subject to the policies of the Recreation Division found in the Part-Time Recreation Employee Handbook and to the policies of the Milwaukee Board of School Directors.** Some, but not all, of the Milwaukee Board of School Directors policies are included in the Part-Time Recreation Employee handbook.

**ROLES AND EXPECTATIONS:**

Playground staff are the direct service providers of the Playground and Wading Pool Program. The success of the program is dependent upon the energy, attitude, and commitment of all staff; leaders, attendants, and resource staff. In our efforts to communicate what is expected of playground staff, we have outlined a set of expectations.

**All Playground Staff are expected to:**

- a) Understand and abide by the policies and procedures as detailed in the Part-Time Recreation Employee Handbook, including Appendices.
- b) Understand and abide by the policies and procedures as detailed in the Playground Staff Manual, including Attachments.
- c) Report to work each scheduled day at the scheduled time.
- d) Sign in at the playground prior to performing staff duties and sign out at the end of the shift.
- e) Always wear an MPS Recreation issued staff shirt.
- f) Maintain a clean and neat appearance. Open toe shoes are not permitted.
- g) Promote positive language and behavior by setting a good example.
- h) Enforce all Milwaukee Public Schools & Milwaukee Recreation Department rules.
- i) Complete & submit any documentation presented at in-services.
- j) Develop healthy relationships with the children, adults, and staff in the community.
- k) Effectively communicate with patrons.
- l) Accurately complete payroll information on a daily basis.
- m) Be professional in the work place at all times.
- n) Report all incidents and accidents immediately to your Resource person/Assistant Supervisor or Supervisor.
- o) Assist in the recruitment of playground participants.
- p) Retain all non-consumable supplies.
- q) Maintain and store all equipment and supplies in a neat and orderly fashion.
- r) Complete all other duties and/or projects as assigned.

**\*Staff are not to transport youth in personal vehicles or perform personal duties during work hours!**

**Playground Resource Staff are expected to:**

- a) Conduct daily site visits of assigned playgrounds to ensure that staff is present and engaged in activities with children.
- b) Complete an Playground Observation Sheet daily for each assigned playground
- c) Organize leagues and teams to participate in the Summer Stars program.
- d) Plan at least one special event per week, per playground.
- e) Review and collect time cards for all sites within region.
- f) Assist in the facilitation of the all staff in-service.

- g) Oversee the implementation of all programs/activities.
- h) Assist Supervisor with the distribution, completion, and collection of playground staff and program evaluations.
- i) Ensure all program equipment and supplies are distributed to sites at the beginning of the program season and collected at the end of the program season.
- j) Communicate with school engineers, principals, or designee as necessary.
- k) Utilize community resources to ensure that there are children consistently attending and actively involved in playground programs.
- l) Report the daily/weekly attendance for each playground at the end of the season.
- m) Complete and submit incident/accident reports within 24 hours of the occurrence.
- n) Ensure that all staff lunch hours occur between 2 pm & 3 pm.
- o) Ensure that bulletin boards and lesson plans are regularly updated and accurate.

**Playground Leaders are expected to:**

- a) Prepare and post a lesson plan each week of the program at assigned playground.
- b) Actively engage in recreational, cultural, and social activities with participants on a daily basis for the entire time they are working.
- c) Assist roving staff with youth participation and activity preparation.
- d) Facilitate the Summer Meals program following all guidelines as specified in the training.
- e) Maintain playground bulletin board on a daily basis. Keep it current, neat, and attractive.
- f) Recruit a minimum of 50 children per site, maintaining an average daily attendance of 30 children for two leaders, (65:45 three leaders & 70:50 four leaders).
- g) Actively promote and recruit a minimum of 10 children for each citywide field trip.
- h) Accurately complete attendance sheets (3) three times per day and turn them in to Resource Staff each week.

**Roving Playground Leaders are expected to:**

- a) Actively engage in recreational, cultural, and social activities with participants on a daily basis for the entire time they are working.
- b) Provide leadership in planning and coordinating job specific activities that may include leagues and other cultural and social activities.
- c) Develop schedules and communicate with Resource Staff to ensure Playground Leaders are conducting planned activities.
- d) Prepare daily and weekly site visit schedules and lesson plans.
- e) Recruit and retain a minimum of 20 children per site, maintaining an average daily attendance of 10.
- f) Visit at least (2) two sites per day.

**Wading Pool Attendants are expected to:**

- a) Maintain constant surveillance of all recreational and social activities at the Wading Pool on a daily basis, for the entire time they are working. **NEVER** leave pool unattended while open.
- b) Post and enforce the general rules for the Wading Pool.
- c) Test the pool water for chlorine and acid level and record the results every hour.
- d) Monitor the weather and remove all patrons from the pool area should the need arise (e.g. thunderstorm, electrical storm).
- e) Record wading pool attendance at times specified on report and return to Assistant Supervisor or designee at the end of the season.

**\*\*Complete list of expectations for Wading Pool Attendants can be found in the Wading Pool Manual located at each Wading Pool.**

**COOL SPOTS:**

The Cool Spot program is a collaboration between the Milwaukee Water Department, Milwaukee Fire Department, and Milwaukee Recreation. The program was developed to deter hydrants from being opened and provide a safe (and fun) way for residents to stay cool on hot days.

Cool Spots are opened when the weather is predicted to be at least 85 degrees. Staff at all designated locations must setup the sprinkler and hoses immediately after arriving to his/her playground. Everything must be ready when the Water Department arrives to turn on the water.

Hydrants are scheduled to be turned on between 12 and 1pm and scheduled to be turned off between 5:30 and 6:30pm. At least two (2) staff must stay on site until the water is shut off and the equipment is securely stored.

**Things to Remember:**

1. Cool Spot days occur when the weather is predicted to be at least 85 degrees.
2. Cool Spots are for youth 6-17 years of age.
3. When it rains, the Cool Spots will remain in the “on” position.
4. All hoses should be properly put away (drained and rolled) after each use.
5. Avoid dragging the hoses as that causes excessive wear and tear.
6. Report all damaged hoses to the Resource Staff and/or Assistant Recreation Supervisor immediately.

**PLEASE NOTE:**

1. Playground staff will be notified when Cool Spots days are declared.
2. Notices regarding Cool Spot days will also be posted on [www.milwaukeeerecreation.net/playgrounds](http://www.milwaukeeerecreation.net/playgrounds).
3. City water emergencies are a priority over shutting off the hydrants.

**FIELD TRIPS (Attachment 5):**

Field trips are a main component of the playground program. These trips provide an opportunity for children to leave their community, visit new places, and make new friends while having fun. Playground leaders are expected to recruit children to attend scheduled field trips by posting and distributing flyers throughout the neighborhood and by talking to parents and children about the trips. Playground staff are expected to actively promote and recruit a minimum of 10 children for each citywide field trip. See “Participant Recruitment” on page 7 for more info.

**The subsequent guidelines must be followed:**

1. Do not accept money without a signed permission slip.
2. Do not leave field trip monies at the playground overnight. Contact your Resource Staff and/or Assistant Recreation Supervisor to request the pickup of payment, permission slips, and the blue copy of the transaction from the receipt book.
3. Each person who pays for a field trip must receive a receipt. The receipt books are collected at the end of each season.
4. In order to be eligible as a bus pick-up site, a playground must have a minimum of ten (10) children who have paid for the trip and submitted a completed and signed permission slip. Sites with less than 10 participants will be directed to other sites for pick-up. \*\*Youth Workers are considered participants and require signed permission slips.

One (1) playground leader will be allowed to attend the field trip for every 10 participants registered. If 12-19 participants have registered, chaperone arrangements will be made by the Assistant Recreation Supervisor. In the event that twenty participants register for a field trip, two (2) leaders will be allowed to attend the field trip and the site will close. Note: Chaperone duties may vary based on designated Cool Spot days and scheduled Special Events. When closing a playground site, post the field trip information in a visible location (field house door, etc.) and include the Milwaukee Recreation Office number, 475-8811.

\*All equipment should be secured before leaving any site.

**See Attachment 5 for a SAMPLE Field Trip Roster Form. Field Trip Roster forms can also be found in the Playground Administrative Kit.**

#### **INCLEMENT WEATHER (Attachment 2 and Appendix C):**

Weather such as consistent rain/hail, tornado warnings, extreme heat, unusually cold temperatures, or any other condition that may be considered abnormal or may inhibit/limit program activity is considered inclement weather.

It is our policy that staff report to their site as scheduled regardless of the weather conditions. Administration will then make the decision whether or not the program will continue that day or be cancelled. All staff will be notified by their Resource Staff and/or Assistant Recreation Supervisor in the event that the program is cancelled for the day. Staff should not rely on co-workers for this information as decisions may differ from site to site.

**See Attachment 2 for Extreme Heat Guidelines and Appendix C of the Part-Time Employee Handbook for Emergency Procedures.**

#### **LESSON PLANS (Attachment 5):**

Lesson plans should be completed and posted on a weekly basis for each day of the program week. Blank lesson plan templates can be found in the Playground Administrative Kit at each site.

**See Attachment 5 for a SAMPLE Lesson Plan.**

#### **MAWIB YOUTH WORKERS:**

Each summer, Milwaukee Recreation partners with the Milwaukee Area Workforce Investment Board (MAWIB) to offer employment to individuals in the community (whom meet MAWIB's criteria). Many of these individuals are assigned to the playground program.

Playground staff should assist youth workers and encourage their involvement to help them in becoming key members of the playground team.

#### **OPENING, CLOSING, AND SHIFT PROCEDURES:**

Below is a listing of general playground shift procedures. Each playground may have additional duties, as assigned by the Supervisor, which must be completed at the beginning, middle, and end of each shift. This list is not intended to be exhaustive.

**Opening Procedures:**

1. Unlock all applicable doors (field house, bathrooms) and conduct a facility/playground walk through.
2. Setup playground phone (if applicable).
3. Setup bulletin boards and benches.
4. Setup games (following “how to setup your playground” instructions located in Attachment 7: Playground Activities Manual).
5. Setup removable basketball rims (where applicable).

**Conducted throughout Shift:**

1. Maintain up to date attendance and lunch forms.
2. Clean up lunch area after the meals service.
3. Utilize and follow lesson plans.
4. Recruit and participate in games/activities with participants.
5. Store lunches in refrigerator when they arrive.
6. Monitor the Cool Spot (where applicable).

**Closing Procedures:**

1. Remove basketball rims (where applicable) and store in a secure location.
2. Take down Cool Spot (where applicable) and store in a secure location.
3. Put away all other playground equipment (admin kit, sporting goods, bulletin boards, and benches).
4. Tie up garbage and remove/put in dumpster (where applicable).
5. Conduct a facility/playground walk through.
6. Lock all doors/windows including bathrooms.

**PARTICIPANT EVALUATION:**

Playground program evaluations are necessary for the improvement and success of the playground program. Staff are required to distribute playground evaluation forms to participants prior to the end of the playground season and return to his/her Assistant Recreation Supervisor or designee.

**Participant evaluations can be found in the Playground Administrative Kit at each site.**

**PARTICIPANT INFO AND LEGAL CONSENT (Attachment 5):**

All playground staff should make every attempt to collect participant information and legal guardian consent (as requested on the Participant Information Card) from every playground participant.

**See Attachment 5 for a SAMPLE Participant Information Card. Participant Information Cards can also be found in the Playground Administrative Kit.**

**PARTICIPANT RECRUITMENT:**

Participant recruitment for both playgrounds and field trips are vital to the success of the playground program. Staff should make every effort to promote a fun, engaging, and positive playground environment.

**Playground Recruitment:**

Playground staff are expected to recruit a minimum of 50 children per site, maintaining an average daily attendance of 30 for two leaders, (65 per site with daily attendance of 45 for three leaders & 70 per site with daily attendance of 50 for four leaders).

**Field Trip Recruitment:**

Playground staff are expected to promote the field trips program and recruit a minimum of 10 children for each citywide field trip. See “Field Trips” on page 5 for more information.

The following guidelines must be adhered to when recruiting for playgrounds and field trips:

1. Always go in pairs to distribute flyers in the community and remain within eye contact of your fellow play leader.
2. Do not put flyers in household mailboxes. Staff can hand out flyers or put on windshields and in household entry doors (where applicable).

**PHONE USE (Attachment 1):**

Phones are available at every site for use in the event that an emergency occurs. The following guidelines should be used when utilizing Milwaukee Recreation phones (Landline and playground cell phones – where applicable):

1. Phones are not to be removed from the playground site. They should be stored in a secured cabinet at the end of each program day.
2. Cell phones should be charged as frequently as possible to ensure maximum use during business hours.
3. Phones are to be used for MPS business only. Making personal calls is not permitted and may result in discipline including termination. Personal calls made will be charged to the individual responsible. Under no circumstances should long distance calls be made.
4. Any calls should be limited to 5 minutes.
5. Accepting “collect calls” is prohibited.
6. Phones and chargers must be returned during checkout at the end of the assignment.

**Staff are required to complete the Phone Use or the Cell Phone Use Agreement (where applicable) found in Attachment 1 and submit to their Supervisor or designee.**

**PLAYGROUND ACTIVITIES (Attachments 4 and 7):**

Playground leaders are required to actively engage in recreational, cultural, and social activities with participants on a daily basis for the entire time they are working. Additionally, playground leaders are expected to assist roving staff with youth participation and activity preparation.

There are many activities and games at the disposal of playground staff. Staff are encouraged to familiarize themselves with the contents of the Playground Activity Kit and utilize every resource available to engage participants. Each playground has a copy of the Playground Activities Manual.

**The Playground Activities Manual can also be found in Attachment 7. Staff can find the contents of the Playground Activities Kit in Attachment 4.**



**PLAYGROUND KEY USE:**

Every playground leader will be issued keys to access field houses, restrooms, and/or storage areas at his/her playground. Resource Staff will be issued a master key that will allow access to most playground sites. Before being issued a key, playground staff must complete a key assignment card and return to the Assistant Recreation Supervisor or designee.

Please adhere to the following:

1. Do not lose your key.
2. Always keep keys with you or put them in a safe place.
3. Do not “loan” your key to another staff member.
4. Building access is only for work purposes, not for personal weekend use.

**\*\*If you lose your keys, immediately report the loss to the Assistant Recreation Supervisor. You will be charged a fee per key.**

**ROVING ACTIVITIES:**

The Playground Roving Program is a great way for participants to experience some activities outside the normal offerings at the playground. Although the Roving Program consists primarily of the Wacky Wheels Skate Van, other activities may be offered including Artists Working in Education (AWE), Milwaukee Fire Department, and the Milwaukee Public Theatre.

The Roving Program schedule varies and not every playground will have a visit. Staff will be informed when/if a roving activity will be present at their playground.

**SUMMER MEALS PROGRAM:**

Many of the playground sites serve free lunches and dinners to youth in the community. The Social Development Commission (SDC) and the Milwaukee Center for Independence (MCFI) conduct training for all staff assigned to a summer meals site (playground). Staff assigned to these playgrounds are expected to facilitate and/or assist in meal distribution following the guidelines presented in the training.

**SUPPLIES AND EQUIPMENT (Attachment 4):**

Each playground is equipped with recreational and arts and crafts supplies. In the event that additional supplies are needed, playground leaders must complete a supply requisition form and submit it to their Resource Staff and/or Assistant Recreation Supervisor.

**See Attachment 4 for the contents of the Playground Administrative and Playground Activity Kits.**

**WADING POOLS:**

Wading pools are open as weather permits. Rain and severe weather will result in immediate closure of the wading pool. Wading pools are generally open from 11:00am – 5:00pm, Monday through Friday. Variations to the schedule will be posted in the Summer Recreation Guide and are dependent upon community needs and determined in consultation with the Recreation Supervisor.

The following rules should be posted on the wading pool gate daily. A copy of the rules will be provided for posting. Remove the sign daily as a part of your closing procedures.

1. Children age 6 and under must be accompanied by a caregiver age 12 or older. Youth ages 12 & up are only allowed at the wading pool if younger children are in their care, or if the youth is accompanied by an adult.
2. Patrons are not allowed to bring glass bottles, toys, or food into the pool area.
3. Dogs and other pets are not allowed in the pool area.
4. Children a visible skin disorder, or open wounds are not allowed in the pool.
5. Swim suits are required. Children wearing street clothes are not permitted in the wading pool. Shoes are not permissible at any time.
6. Children wearing diapers are not allowed in the pool, unless they have swim diapers designed for water activities. Swim diapers may be sold to patrons for \$1 each. Money collected should be submitted to your Resource Staff on a daily basis.
7. Smoking is not allowed.
8. There is to be no running on the pool deck, or in the water.



## Our Values

We **CARE** about our customers, about the services we provide, and about each other by...

...ensuring that the Milwaukee community has **ACCESS** to the recreation opportunities and community services we provide.

...encouraging **ACCOUNTABILITY** through open communication, inclusive participation, and transparent management practices.

...making every effort to provide **AFFORDABLE** services that are a great value for the money. We do this while maintaining our commitment to be a financially responsible organization.

...committing ourselves to providing **MEMORABLE EXPERIENCES** that leave our customers wanting more. We create special, distinctive recreation experiences that become destinations of choice in our community.

...employing **PROFESSIONAL STAFF** who use best practices and stay on top of trends and issues that affect efforts to deliver the best services possible to the Milwaukee community.

...meeting and exceeding customer expectations through **QUALITY SERVICE DELIVERY**. We pride ourselves on being responsive, courteous, and respectful of customer interests, needs, and desires.

...building a **SENSE OF COMMUNITY**. We lead efforts to enhance the social fabric of the Milwaukee community by providing services that encourage personal connections and relationships.

...developing and maintaining **COLLABORATIONS and PARTNERSHIPS** with public, non-profit, and private organizations that can help us leverage scarce community resources.



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 1:  
Mandatory Signature Forms

## **Playground Staff Manual Mandatory Acknowledgement and Disclaimer**

*To be signed and returned to the Recreation Division for placement in the employee's personnel file.*

I acknowledge that I have been provided a copy of the Milwaukee Public Schools Part-Time Playground Staff Manual (*hereinafter referred to as Manual*) and I am responsible for the provisions contained herein. I understand that the Milwaukee Public Schools Division of Recreation and Community Services may modify or eliminate the terms described in this Manual at any time, with or without prior notice.

I understand that the Manual and any provisions contained in it do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied.

This Manual and its Attachments, as well as the Recreation Division's Part-Time Recreation Employee Handbook, can be found online [www.milwaukeeerecreation.net/employee/](http://www.milwaukeeerecreation.net/employee/). The District's Employee Handbook, Administrative Policies and Procedures, and any subsequent updates are available on the MPS Portal at [www.milwaukee.k12.wi.us](http://www.milwaukee.k12.wi.us).

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee ID# (if known)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## PHONE USE AGREEMENT

When standard phones are issued to serve as the main contact number for Playground business, it is imperative that the guidelines below are followed.

- 1) Phones are not to be removed from the Playground.
- 2) Phones should be stored in a locked and secure location at the end of each program day.
- 3) Playground phones are to be used for MPS business only. Making personal calls is not permitted. Personal calls made will be charged to the individuals responsible and may result in disciplinary action.
- 4) Business calls should be limited to 5 minutes.
- 5) Accepting collect calls is prohibited.
- 6) Playground phones must be returned to the Assistant Recreation Supervisor or designee at the end of the playground season.

---

I have read and understand the Playground Phone Use Agreement and have received the phone assigned to \_\_\_\_\_ Playground with the following phone number \_\_\_\_\_ - \_\_\_\_\_.

I further understand that the abuse or misuse of this phone will lead to discipline up to and including termination.

\_\_\_\_\_  
Playground Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resource Staff / Assistant Supervisor Signature (*witness*)

\_\_\_\_\_  
Date

## CELLULAR PHONE USE AGREEMENT

When cell phones are issued to serve as the main contact number for Community Center business, it is imperative that the guidelines below are followed.

- 1) Cell phones are not to be removed from the Playground.
- 2) Cell phones should be stored in a locked and secure location at the end of each program day.
- 3) Cell phones should be charged as frequently as possible to ensure maximum use during business hours.
- 4) Playground cell phones are to be used for MPS business only. Making personal calls is not permitted. Personal calls made will be charged to the individuals responsible and may result in disciplinary action.
- 5) Playground cell phones feature voicemail which should be checked regularly. Assistant Recreation Supervisors are responsible for setting up the recorded greeting. An alternate daytime phone number should be provided as a part of the greeting.
- 6) Business calls should be limited to 5 minutes.
- 7) Playground cell phones and chargers must be returned to the Assistant Recreation Supervisor or designee at the end of the playground season.

---

I have read and understand the Playground Cell Phone Use Agreement and have received the phone assigned to \_\_\_\_\_ Playground with the following phone number \_\_\_\_\_ - \_\_\_\_\_.

I further understand that the abuse or misuse of this phone will lead to discipline up to and including termination.

---

Playground Leader Signature

---

Date

---

Resource Staff / Assistant Supervisor Signature (*witness*)

---

Date



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 2:  
Extreme Heat Guidelines





**MILWAUKEE  
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Division of Recreation and Community Services  
5225 W. Vliet Street  
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Phone: (414) 475-8180  
Fax: (414) 475-8541  
[www.MilwaukeeRecreation.net](http://www.MilwaukeeRecreation.net)

## MPS Recreation Division Extreme Heat Guidelines

The purpose of these guidelines is to help protect Milwaukee Public Schools Division of Recreation and Community Services participants, and staff from excessive heat temperatures. In general, it is the practice of all Recreation Division employees to use general common sense when assisting patrons in staying cool and hydrated during excessive heat. For example:

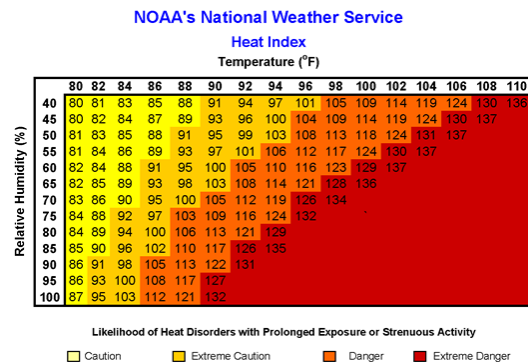
- Check-in with staff conducting activities outdoors or in non-air conditioned buildings; do they have access to shade or cooler areas of a building, access to water, are the instructors being sensitive to patron needs?
- Closely monitor more vulnerable patrons such as the elderly and small children. Are they staying hydrated, do they have access to air conditioning?
- On days when the temperature is predicted to be 85 degrees and above, or when the City of Milwaukee calls a heat advisory day, all Cool Spots will be open according to the schedule posted on <http://www.milwaukee recreation.net/playgrounds/>.

### The Heat Index:

The combination of temperature and relative humidity provides an apparent temperature that gives an idea of what it would feel like under normal-to-low humidity conditions. Excessive and dangerous heat indices typically occur during the summer months when there is an abundance of moisture and increased heat.

### Hazardous Weather Risks:

- **Excessive Heat Outlooks** are issued when the potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead time to prepare for the event, such as public utility staff, emergency managers and public health officials.
- **Excessive Heat Watches** are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.
- **Excessive Heat Warning/Advisories** are issued when an excessive heat event is expected in the next 36 hours. Warnings/Advisories are issued when an excessive heat event is occurring, is imminent, or has a very high probability of occurring. The warning is used for conditions posing a threat to life or property. An advisory is for less serious conditions that cause significant discomfort or inconvenience and, if caution is not taken, could lead to a threat to life and/or property.



### Procedures:

**When a Heat Warning/Advisory is issued by the National Weather Service, the following should occur:**

1. By 10:00 am (or at least 30 minutes prior to a program starting before 10am) the Recreation Facilities Supervisor will communicate temperature, humidity, and approximate heat index readings from the National Weather Service to the Recreation Director or Manager of Operations who will then make program decision based on the following recommendations:
  - **Caution (INDEX of 80-90):** Proceed with scheduled activity; however, monitor participants carefully as physical activity may cause increased fatigue. Encourage additional fluid intake.

- **Extreme Caution (INDEX of 91-104):** Fluid, shade, and/or rest breaks should be taken every 20-25 minutes by participants and staff. Activity should be modified for less exertion. Consider reducing program length as prolonged exposure may lead to heat cramps and/or heat exhaustion.
  - **Danger (INDEX of 105-124):** Fluid, shade, and/or rest breaks should be taken every 15-20 minutes by participants and staff. Reduce program/class length to no more than 60 minutes. **Consider cancellation** of youth and senior programs, high exertion activities, or any program when heat index exceeds 115 as prolonged exposure may lead to heat stroke with heat cramps and/or heat exhaustion likely.
  - **Extreme Danger (INDEX of 125+):** Cancel all outdoor activities.
2. Coordinators will be notified by the Director or Manager of Operations and are responsible for notifying their staff and ensuring every effort is made to contact participants, in advance of program, regarding heat related adjustments and cancellations.

**\*Discretion may be used when making decisions as programs with abundant shade, water, and frequent breezes may not require the modifications listed above.**



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 3:  
Playground Locations &  
Budget Codes

## PLAYGROUND ATTACHMENT 3 – PLAYGROUND LOCATIONS

**Program closed Thursday, July 4 & Friday, July 5<sup>th</sup>**

Post season is July 29<sup>th</sup> - August 9<sup>th</sup>

	LOCATION	PHONE	ADDRESS	DAYS	HOURS	SUMMER STARS	DEVIN HARRIS
1	<b>*Auer (CS)</b>	<b>444-1806</b>	<b>2221 W Auer Ave</b>	<b>Mon.-Fri</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
2	<b>*Ben Franklin (CS)</b>		<b>2308 W. Nash</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
3	<b>*Bryant</b>	<b>462-3421</b>	<b>5726 N. 89<sup>th</sup> St.</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
4	Burbank (WP - ONLY)	475-7455	6225 W. Adler St.	Mon. – Fri.	11a-5p	No	No
5	<b>Burnham (WP) (D)</b>	<b>645-2715</b>	<b>1755 S. 32 St.</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>No</b>	<b>Yes</b>
6	Brinton	481-2494	2555 W Bay St.	Mon. – Fri.	1-4:30p	No	No
7	<b>*Carmen (CS)</b>	<b>462-3494</b>	<b>7320 W. Carmen</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
8	<b>*Clovernook</b>	<b>760-3471</b>	<b>6594 N. Landers St.</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
9	<b>*Columbia (CS) (D)</b>	<b>265-4502</b>	<b>1354 W. Columbia</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
10	Cooper	325-3493	2236 W. Abbott	Mon. – Fri.	10a-5p	No	No
11	Enderis (WP)	453-6026	2938 N. 72 <sup>nd</sup> St.	Mon. – Fri.	12-4p	No	No
12	<b>Franklin Square(CS)</b>	<b>264-2642</b>	<b>2643 N. 13<sup>th</sup></b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
13	<b>*Gwen T Jackson (CS)</b>		<b>2121 W. Hadley</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
14	Holt (WP)	647-9962	1716 W. Holt Ave.	Mon. – Fri.	11a-6p	No	Yes
15	Jewell	761-1309	1810 W. Wood St.	Mon. – Fri.	1-4:30p	No	No
16	<b>*Lindsay</b>		<b>4360 N. 87<sup>th</sup> St.</b>	<b>Mon. – Fri.</b>	<b>11a-3p</b>	<b>No</b>	<b>Yes</b>
17	Lowell	304-6689	4360 S. 20 <sup>th</sup> St.	Mon. – Fri.	11a-6p	No	No
18	Lyons		3301 S. 55 <sup>th</sup> St.	Mon. – Fri.	11a-5p	No	No
19	<b>Mercy Memorial(D)</b>	<b>333-7302</b>	<b>3628 W. Wright</b>	<b>Mon. – Fri.</b>	<b>11a-5p</b>	<b>No</b>	<b>Yes</b>
20	<b>*Merrill (WP) (D)</b>	<b>333-6116</b>	<b>461 N. 35<sup>th</sup> St.</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
21	<b>*Mitchell Park (D)</b>	<b>550-3861</b>	<b>2200 W Pierce.</b>	<b>Mon. – Fri.</b>	<b>11a-5p</b>	<b>Yes</b>	<b>Yes</b>
22	<b>*Modrzejewski (WP)(D)</b>	<b>671-6680</b>	<b>1020 W. Cleveland</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
23	Ohio (WP)	486-1590	974 W. Holt Ave.	Mon. – Fri.	11a-6p	No	Yes
24	Seventy-Eight St.	546-4197	3771 S.78 <sup>th</sup> St.	Mon. – Fri.	9a-12:30p	No	Yes
25	<b>Smith</b>	<b>527-9153</b>	<b>5462 N. 33<sup>rd</sup></b>	<b>Mon. – Fri.</b>	<b>11a-5p</b>	<b>No</b>	<b>Yes</b>
26	<b>*Stark</b>	<b>536-1356</b>	<b>4951 N. 40<sup>th</sup> St.</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
27	<b>*Starms Disc. (CS)</b>	<b>933-7500</b>	<b>2035 N. 25<sup>th</sup> St.</b>	<b>Mon. – Fri.</b>	<b>11a-6p</b>	<b>Yes</b>	<b>Yes</b>
28	Uncas	315-3553	212 W. Uncas	Mon. – Fri.	9a-12:30p	No	No
29	<b>*Wahl (D)</b>		<b>4750 N. 48<sup>th</sup> St.</b>	<b>Mon. – Fri.</b>	<b>11a-5p</b>	<b>Yes</b>	<b>Yes</b>
30	Whittier	294-1400	4382 S. 3 <sup>rd</sup> St.	Mon. – Fri.	9a-3:30p	No	No
31	<b>*Woodlands (D)</b>	<b>531-5467</b>	<b>8951 C N 95th</b>	<b>Mon. – Fri.</b>	<b>11a-3p</b>	<b>No</b>	<b>Yes</b>

### KEY

<b>*BOLD = FREE Lunch</b> (D)= FREE Dinner	PL=Play Leader	DH =Devin Harris	WP =Wading Pools (7)	CS =Cool Spots (7)	Italics=County Sites (5)	Post Grounds Until 8/9	Post/Post Sites Until 8/16
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## 2013 PLAYGROUND LOCATION/BUDGET CODES

Playground Site	Location Code	Budget Code
Auer Avenue School	AU	RPW-0-0-PRC-AU-EWRC
Ben Franklin School	BF	RPW-0-0-PRC-BF-EWRC
Brinton Community Center	BN	RPW-0-0-PRC-BN-EWRC
Bryant School	BY	RPW-0-0-PRC-BY-EWRC
Burbank School	BK	RPW-0-0-PRC-BK-EWRC
Burnham Playfield	B2	RPW-0-0-PRC-B2-EWRC
Carmen Playfield	C6	RPW-0-0-PRC-C6-EWRC
Clovernook Playfield	CF	RPW-0-0-PRC-CF-EWRC
Columbia	CB	RPW-0-0-PRC-CB-EWRC
Cooper School	CP	RPW-0-0-PRC-CP-EWRC
Enderis Park	EF	RPW-0-0-PRC-EF-EWRC
Franklin Square	FS	RPW-0-0-PRC-FS-EWRC
Gwen T. Jackson School	21	RPW-0-0-PRC-21-EWRC
Holt Playground	HV	RPW-0-0-PRC-HV-EWRC
Jewell Playfield	JW	RPW-0-0-PRC-JW-EWRC
Lindsay Park	L2	RPW-0-0-PRC-L2-EWRC
Lowell School	LW	RPW-0-0-PRC-LW-EWRC
Lyons Park	L3	RPW-0-0-PRC-L3-EWRC
Mercy Memorial Church	83	RPW-0-0-PRC-83-EWRC
Merrill Park	M1	RPW-0-0-PRC-M1-EWRC
Mitchell Park	79	RPW-0-0-PRC-79-EWRC
Modrzejewski Playfield	C2	RPW-0-0-PRC-C2-EWRC
Ohio Playfield	OH	RPW-0-0-PRC-OH-EWRC
S. 78th Street	AA	RPW-0-0-PRC-AL-EWRC
Smith Park	P9	RPW-0-0-PRC-P9-EWRC
Stark Playfield	S3	RPW-0-0-PRC-S3-EWRC
Starms Discovery	ST	RPW-0-0-PRC-ST-EWRC
Uncas	JW	RPW-0-0-PRC-JW-EWRC
Wahl Park	W4	RPW-0-0-PRC-W4-EWRC
Whittier Playfield	WH	RPW-0-0-PRC-WH-EWRC
Woodlands	GV	RPW-0-0-PRC-GV-EWRC



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 4:  
Playground Supplies and  
Equipment

## PLAYGROUND ADMINISTRATIVE KIT CONTENTS

Item	Quantity	Reference in Part-Time Handbook or Playground Manual
<b>Manuals:</b>		
Playground Staff Manual (with Attachments)	1	n/a
Part-Time Employee Handbook (with Appendices and Sample Forms)	1	n/a
Playground Activity Manual	1	Playground Manual: Attachment 7
Emergency Plan Booklet (Tri Colored)	1	PT Handbook: Page 7 & Appendix C
Summer Recreation Guide	1	n/a

<b>Forms:</b>		
Attendance Forms	12	Playground Manual: Attachment 5
Incident Reports	10	PT Handbook: Page 8 & Appendix K
Accident Reports	10	PT Handbook: Page 8 & Appendix K
Lesson Plan Templates	10	Playground Manual: Attachment 5
Field Trip Rosters (triplicate)	6	Playground Manual: Attachment 5
SDC Lunch Forms	12	n/a
MCFI Lunch Forms	12	n/a
Participant Survey	50	Playground Manual: Attachment 5
Playground Membership Card	50	Playground Manual: Attachment 5
Emergency Contact Info Card	1	Playground Manual: Attachment 5
Supply Requisition Form	5	Playground Manual: Attachment 5
Volunteer Application	5	n/a
Employee Accident Form	5	PT Handbook: Page 8 & Appendices D & K
Child Abuse/Neglect Form	5	PT Handbook: Page 7 & Appendices B & K

<b>Payroll:</b>		
Time Cards	30	PT Handbook: Page 9 & Appendix H
Payroll Calendar	1	n/a
Playground Locations/Budget Codes	1	Playground Manual: Attachment 3

<b>Cash Handling:</b>		
Receipt Book	1	n/a
Cash Envelopes	10	n/a

<b>Flyers/Signage:</b>		
Playground Hours	1	n/a
No Skateboarding	1	n/a
MPS Hosts Playgrounds	1	n/a
Field Trips (6 trips)	30 per trip	n/a

Miscellaneous Items:		
First Aid Kit (Band-Aids, gloves)	1	n/a
Clip Boards	2	n/a
Pens	5	n/a
Paper Clips (Small)	1 box	n/a

Cleaning Supplies:	
Spray Bottle	1
Paper Towels (Bundle)	1
Air Dry Clay (Bucket)	1
Hand Sanitizer (Small)	1



## PLAYGROUND ACTIVITY KIT CONTENTS

Item	Quantity
<b>Sporting Equipment:</b>	
Basketballs - Mens	2
Basketballs - Womens	1
Softball Bat – Assorted	3
Jump Rope – Reg 8’	1
Jump Rope – Reg 20’	2
Jump Rope – Beaded 8’	1
Jump Rope – Beaded 16’	1
L.O.G. Ball – Small	1
L.O.G. Ball – Large	3
Pin – Wooden	12
Football	1
Ball Pump	1
Pump Needles	2
Soccer Ball - #4	1
Soccer Ball - #5	1
Softballs	3
Softball 16” Clincher	1
Cloth Bag	1

<b>Games:</b>	
Checkers + Board	2
Chess Set + Board	2
Bean Bag	10
Duck Block	10
Ring Toss Rings	10

<b>Arts &amp; Crafts Equipment:</b>	
Thumb Tacks – Box	1
Playground Chalk – Stick (5 colors)	5
Paint Brushes (4385)	12
Paint	12
Crayons – Assorted (1205) – 24 assorted	12 (box)
Tempera Paint – 5 colors (4420)	5
Construction Paper – 5 colors (3032)	3
Plastic Pail – 5 qt (6424)	2
Tag Board – 9”x12” (3133-01)	1 pk
Paper – Sticky Tape 3 colors (3050)	3
Markers – 8 colors, assorted (1359-04)	3 sets of 8
#2 Pencils (1379-02)	12
Popsicle Sticks	1 box
Rex Lace – 4 colors, assorted	4
Ruler – 12” w/ metal edge	2

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## PLAYGROUND ATTACHMENT 4 – SUPPLIES AND EQUIPMENT

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Glue – 1 ¼ oz (4369-02)	12
Glue Sticks	2
Tongue Depressor (2755)	1 box
Yarn – 3 colors (6195)	3
Sticky Tape	3
Modeling Clay	3

<b>Miscellaneous Equipment:</b>	
Scissors	1
Scissors – Semi-pointed (5412 or 5413)	10
Marking Pen (black)	2
Single Hole Punch (1415)	1
Sponge (1027-01)	2
Masking Tape – 1" (5223-01)	1
Scotch Tape	1
Pencil Sharpener – Manual	2



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 5:  
Playground SAMPLE Forms



## CONTACT INFORMATION FOR EMERGENCY SITUATIONS

(post near telephone)

Playground Location: MERRILL

Address: 461 N. 35<sup>th</sup> St Phone Number: 414-111-1111

### Fire/Police Emergency Dial 911 (LIFE THREATENING EMERGENCY ONLY)

Milwaukee Police Department General Number: (414) 933-4444

Police District # \_\_\_\_\_ • District Phone Number: \_\_\_\_\_

Recreation Supervisor Name: CEDRIC BANKS Office Phone: 475-8596 Cell Phone: 315-4802

Resource Person Name: RICK KNACK Cell Phone: 881-3157

### Miscellaneous Phone Numbers:

Emergency Repair Pager Number:	(414)283-4752 (After 4:30pm and Weekends)
Recreation Division Administration:	(414)475-8180
Adult Sports Office:	(414)475-8410
Sports Office Recorded Message:	(414)475-8192

**WHENEVER POLICE, FIRE, OR EMERGENCY RESCUE ARE CALLED, THE RECREATION SUPERVISOR MUST BE NOTIFIED IMMEDIATELY. A WRITTEN REPORT MUST FOLLOW.**

BG-5/3/13

# SAMPLE



## SUMMER PLAYGROUND MEMBERSHIP CARD

**LOCATION:**Ben Franklin*Summer 2013*Child's LAST Name Doe Child's FIRST Name Johnny Middle Initial BAge: 9 Gender: X ☐ Male ☐ Female Phone # 414-123-4567Home Street Address 5225 W. Vliet St Zip Code 53208Emergency Contact Name: Jane DoeEmergency Contact Phone Number: 414-123-4567**Ethnicity (Optional): please check one**

- ☐ Native American
 ☐ Hispanic American  
 X ☒ African American
 ☐ Caucasian American  
☐ Asian American
 ☐ Pacific Islander  
☐ Other \_\_\_\_\_

**PERMISSION:** I hereby grant permission for my child/myself to participate in the above-named MPS Recreation event. In the event of any injury requiring medical attention, I hereby grant permission to the recreation staff (including volunteers) to attend to my son/daughter or myself including seeking medical attention.

**WAIVER:** I/we recognize that unanticipated situations and problems can arise during Recreation activities that are not reasonably within the control of the recreation staff (including volunteers). I/we therefore agree to release and hold harmless the Milwaukee Board of School Directors, its agents, officer, employees, and volunteers, from any and all liability, claims, suits, demands, judgments, costs, interest and expense (including attorneys' fees and costs) arising from such activities, including any accident or injury to myself or my child and the costs of medical services.

**PHOTO RELEASE:** I understand, as parent/legal guardian of the above-named child, that there are times when the local media requests the opportunity to videotape, take photographs and/or interview children within Milwaukee Recreation and Milwaukee Public Schools. I also give permission to MPS to make or use pictures, or videos of me, and of my minor child without compensation for Recreation Division or MPS published, broadcast or electronic materials. I understand that by signing this, I am, on behalf of myself and my child, releasing MPS and its directors, officers, employees and agents, from any future claims as well as from any liability arising from the use of any photograph or other images. This form shall be valid for the duration of the current Milwaukee Recreation program season.

**I HEREBY CERTIFY THAT I HAVE READ AND DO UNDERSTAND THE ABOVE INFORMATION:**Parent / Guardian Signature **SIGNATURE REQUIRED!**Date 6/21/13

# SAMPLE

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## PLAYGROUND FIELD TRIP ROSTER

DATE: 7/10/13 COST \$6 CENTRAL OFFICE NO: (414) 475-8811

TRIP LOCATION:	Brewers Baseball Game	REGION#	2
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PLAYGROUND:	Stark	BUS #	20	BUS CO:	First Student
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NAME	NAME/PHONE NUMBER / EMERGENCY #
1 Johnny Doe	Jane Doe / 414-123-4567 / 414-987-6543
2 Jenny Doe	Jane Doe / 414-123-4567 / 414-987-6543
3 Billy Joe	Peggy Joe / 414-789-1234 / 414-654-3210
4 Bobby Joe	Peggy Joe / 414-789-1234 / 414-654-3210
5 Johnny Smith	Bob Smith / 414-123-9876 / 414-987-1234
6 Jenny Smith	Bob Smith / 414-123-9876 / 414-987-1234
7	
8	
9	
10	
11	
12	
13	
14	
15	

# SAMPLE



## PLAYGROUND ATTENDANCE REPORT

SITE: WOODLANDS

Monday	11:00am	3:00pm	5:00pm	Total
Staff Initial NS	25	25	25	75

Tuesday	11:00am	3:00pm	5:00pm	Total
Staff Initial NS	30	30	30	90

Wednesday	11:00am	3:00pm	5:00pm	Total
Staff Initial NS	40	40	40	120

Thursday	11:00am	3:00pm	5:00pm	Total
Staff Initial NS	30	30	30	90

Friday	11:00am	3:00pm	5:00pm	Total
Staff Initial NS	25	25	25	75

Week End Total

450

# SAMPLE



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 6:  
Playground Job  
Descriptions



**PLAYGROUND RESOURCE  
JOB DESCRIPTION**

**POSITION TITLE:** PLAYGROUND RESOURCE  
**WORK TEAM:** PLAYGROUNDS AND COMMUNITY CENTERS (PACC)  
**REPORTS TO:** RESOURCE STAFF AND/OR ASSISTANT RECREATION SUPERVISOR  
**LOCATION:** PLAYGROUND SITES CITYWIDE  
**BASIC FUNCTION:** RESPONSIBLE FOR DAILY PLAYGROUND OPERATIONS, SUPERVISING PART-TIME STAFF, AND THE SAFETY OF PARTICIPANTS.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. General
  - a. Understand and comply with the Milwaukee Public Schools Part-Time Employee Handbook; the Playground Staff Manual; and all MPS rules/regulations.
  - b. Report to work as scheduled.
  - c. Effectively communicate with building engineers, principals, and/or designee (where applicable).
  - d. Complete other duties as assigned.
2. Programming
  - a. Oversee the implementation of all playground programs and activities.
  - b. Oversee the recruitment and organization of teams to participate in playground leagues.
  - c. Plan at least one special event per playground, per week.
  - d. Ensure that bulletin boards and lesson plans are updated and accurate.
3. Supervision
  - a. Assist in ensuring a safe and friendly playground.
  - b. Supervise playground staff and youth workers.
  - c. Conduct daily site visits of assigned playgrounds.
  - d. Execute emergency procedures and report all incidents/accidents immediately.
  - e. Complete all required paperwork/reports accurately and on a timely basis (including the collection, review, and submission of timecards).
  - f. Assist/Mentor Milwaukee Area Workforce Investment Board (MAWIB) youth workers.
  - g. Ensure assigned locations have all of the necessary equipment and supplies.
  - h. Distribute and collect participant evaluations and conduct playground staff evaluations.

**QUALIFICATIONS:**

1. Ability to supervise and mentor staff to ensure they are carrying out duties as assigned.
2. Experience working with youth and/or a strong desire to work with youth in an urban setting.
3. Experience organizing and/or leading sports, arts & crafts, dance, and/or drama activities.
4. Excellent communication and decision making skills and ability to carry out verbal/written instructions.
5. Ability to participate interactively with a diverse group of youth in all playground activities.
6. Ability to work with groups of 20 or more youth at a time.

**REQUIREMENTS:**

1. Must be a resident of the City of Milwaukee.
2. 18 years of age or older.
3. Valid Driver's License and daily access to reliable transportation.
4. Able to meet the scheduling needs required for this position.

**PLAYGROUND/ROVING PLAYGROUND LEADER  
JOB DESCRIPTION**

**POSITION TITLE:** PLAYGROUND LEADER  
**WORK TEAM:** PLAYGROUNDS AND COMMUNITY CENTERS (PACC)  
**REPORTS TO:** RESOURCE STAFF AND/OR ASSISTANT RECREATION SUPERVISOR  
**LOCATION:** PLAYGROUND SITES CITYWIDE  
**BASIC FUNCTION:** RESPONSIBLE FOR DAILY PLAYGROUND OPERATIONS AND THE RECRUITMENT, ENGAGEMENT, AND SAFETY OF PARTICIPANTS.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. General
  - a. Understand and comply with the Milwaukee Public Schools Part-Time Employee Handbook; the Playground Staff Manual; and all MPS rules/regulations.
  - b. Report to work as scheduled.
  - c. Complete other duties as assigned.
2. Participant Recruitment
  - a. Develop healthy relationships with participants/residents within the playground community.
  - b. Recruit a minimum of 50 youth, maintaining an average daily attendance of 30 participants for two leaders (65:45 for three leaders & 70:50 for four leaders).
  - c. Actively promote field trips and recruit a minimum of 10 youth for each field trip offered.
3. Programming
  - a. Prepare weekly lesson plans.
  - b. Update/maintain the playground bulletin board.
  - c. Lead and engage participants in a variety of games, sports, arts, and contests.
  - d. Actively assist “roving” staff and guests who are on site providing additional activities for participants.
  - e. Coach various sports teams as necessary.
4. Supervision
  - a. Assist in ensuring a safe and friendly playground.
  - b. Execute emergency procedures and report all incidents/accidents immediately.
  - c. Complete all required paperwork/reports accurately and on a timely basis.
  - d. Assist in the facilitation of the Summer Meals program.
  - e. Assist/Mentor Milwaukee Area Workforce Investment Board (MAWIB) youth workers.
  - f. Inventory and maintain all equipment and retain all non-consumable supplies.

**QUALIFICATIONS:**

1. Experience working with youth and/or a strong desire to work with youth in an urban setting.
2. Experience organizing/leading and/or participating in sports, arts & crafts, dance, and/or playground activities.
3. Excellent communication and decision making skills and ability to carry out verbal/written instructions.
4. Ability to participate interactively with a diverse group of youth in all playground activities.
5. Ability to work with groups of 20 or more youth at a time.

**REQUIREMENTS:**

1. Must be a resident of the City of Milwaukee.
2. 18 years of age or older.
3. Access to reliable transportation.
4. Able to meet the scheduling needs required for this position.

**WADING POOL ATTENDANT  
JOB DESCRIPTION**

**POSITION TITLE:** WADING POOL ATTENDANT  
**WORK TEAM:** PLAYGROUNDS AND COMMUNITY CENTERS (PACC)  
**REPORTS TO:** RESOURCE STAFF AND/OR ASSISTANT RECREATION SUPERVISOR  
**LOCATION:** WADING POOL SITES CITYWIDE  
**BASIC FUNCTION:** RESPONSIBLE FOR DAILY WADING POOL OPERATIONS AND THE SAFETY OF POOL PARTICIPANTS.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. General:
  - a. Understand and comply with the Milwaukee Public Schools Part-Time Employee Handbook; the Playground Staff and Wading Pool Manuals; and all MPS rules/regulations.
  - b. Report to work as scheduled.
  - c. Ensure a safe aquatic environment through supervision, accident prevention, and public relations.
  - d. Post and enforce the General Rules for the Wading Pool.
  - e. Assist playground leaders if/when pool is not in operation.
  - f. Complete other duties as assigned.
2. Pool Maintenance:
  - a. Perform pool maintenance (chlorine and acid level testing, filling, draining, and cleaning of the Wading Pool).
  - b. Ensure compliance with the Centers for Disease Control Guidelines for Public Pools.
  - c. Keep the Wading Pool and surrounding areas clean.
  - d. Maintain pool maintenance records.
3. Supervision:
  - a. Maintain constant surveillance of all participants at the Wading Pool.
  - b. Warn patrons against hazardous practices and instruct them on facility rules.
  - c. Monitor the weather and remove all patrons from the pool area should the need arise.
  - d. Execute emergency procedures and report all incidents/accidents immediately.
  - e. Maintain attendance and activity records.
  - f. Complete all required paperwork/reports accurately and on a timely basis.

**QUALIFICATIONS:**

1. Experience working with youth and/or a strong desire to work with youth in an urban setting.
2. Excellent communication and decision making skills and ability to carry out verbal/written instructions.
3. First Aid and CPR Certification.
4. Previous experience supervising large groups of children preferred.

**REQUIREMENTS:**

1. Must be a resident of the City of Milwaukee.
2. 18 years of age or older.
3. Access to reliable transportation.
4. Able to meet the scheduling needs required for this position.



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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 7:  
Playground Games Manual





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# PLAYGROUND GAMES MANUAL



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## PLAYGROUND MANUAL OVERVIEW

On the pages that follow, you will find a listing of some of the most popular playground games in the history of Milwaukee Recreation. These games have been played on our playgrounds and given a ‘thumbs up’ by the toughest of critics...the youth of Milwaukee!

The purpose of this manual is two-fold:

- ① To provide you with an understanding of the components that make up a successful playground, as well as what it takes to be a successful Playleader.
- ② To provide you with instructions for the most popular playground games and trade secrets to make your playground a fun and interesting place for kids to spend their free time.

**The wooden pin is an iconic symbol of Milwaukee’s playground program. Since the early 1900’s, we’ve used it for countless games and activities – from Capture the Flag to Champ Bowling.**

**Check out this manual for our classic pin games!**



Now more than ever we are competing for the discretionary time of the children. On a hot summer day, our main competition has become smart phones, iPads, video games, and computers. Even with these sedentary influences, children still need and want to come outside to run and play. That’s why our job although challenging, is critical!

## PLAYGROUND OVERVIEW

What does a top-notch playground look like and does the look of the playground make a difference in attracting children to come and play? You bet it does! A well run playground is *visible*, *colorful*, and *inviting*.

<b>Visible</b>	A good Playleader knows the importance of managing first and last impressions. The best way to make your playground ‘come to life’ is to set out your equipment. Setting out your Ring Toss, Bean Bags, Box Hockey, and even your benches signifies you are ‘open for business’!
<b>Colorful</b>	Put your chalk to good use and mark out Champ Bowling, an Ocean game or ABC Hopscotch. Do this as soon as you arrive at your site each day. Use your bulletin board as an advertisement for your playground activities and also as a source of news and recognition for the children. Post the names of the participant with the longest winning streak in Champ Bowling or the individual who makes the most shots in the One Minute Basketball Shoot on your playground bulletin board for all to see and as a challenge to others. Children love to see their names in print.
<b>Inviting</b>	Playground fieldhouses provide additional programming space to organize summer meals, and may also prove useful for leading select arts activities and board games, but the best place for you to conduct your activities is outside. Youth are drawn to areas that are full of activity and the best way to ensure you are creating an inviting environment is to be visible and outside. Make sure your playground is promoting ‘No Child Left Inside’ this summer!

## PLAYGROUND GAMES OVERVIEW

Throughout the years, a number of new components have been introduced within the playground program...roving activities, sports leagues, field trips and meal service. While popular and critical to the success of the program, the importance of exposing participants to the playing of games must not be neglected. There is still time in every day when Playleaders must be prepared to lead children in active games.

Recognizing that the amount of time for staff to prepare for games can be limited, this manual is intended to be smaller and contain a focused number of games that are proven winners. But remember that unlike in a classroom, playground participants are not a captive audience...in other words they don't have to stay and play! The responsibility to engage young people and make their time on the playground memorable falls on the Playleaders.

### **A good leader will:**

- ❶ Be willing to play, even with only one child.
- ❷ Plan his/her games. Be ready with activities for various ages and abilities.
- ❸ Take advantage of the natural curiosity of children to attract them to games. Bring out equipment, start marking lines and ask kids to help set up.
- ❹ Teach with enthusiasm. If you're "up" for the game the kids will be too.
- ❺ Be flexible. Be prepared to change games when interest lags.
- ❻ Be generous with praise for all participants not just the winners.
- ❼ Maintain safety and discipline. Emphasize fun with competition and enforce rules.
- ❽ Evaluate activities. After games ask yourself: Was it fun? Too hard or easy? What could be improved or changed? Ask kids for their opinion of the games.
- ❾ Give it your best shot. You cannot fail if you try. Games sometimes fail. Sometimes children get moody and don't want to play a game, but at least try. If you don't it will get noticed. Whether by your actual supervisor or those other supervisors known as 'the general public', someone will notice.

***Good luck to all for an active and fun season.***

## EVERYDAY ACTIVE GAMES

This section features games and activities which should be available to playground participants on an everyday basis. All playgrounds should have the equipment and supplies needed for the games. It is the responsibility of the playground staff to make sure that the games are out in the open for the children to use from the beginning of the playground day until closing time. It is also the responsibility of the staff to personally engage the children to help create interest in the activities. Most of these games can be self-sustaining and sometimes the children will get the games going themselves, but it is very beneficial when staff help create interest in the games perhaps even challenging the children themselves until the game gets going and then gradually let the children challenge each other. The games can be played by one or many, so there is no reason for a playground to be 'in-active' regardless of the number of children present.

Everyday Games			
❶ Box Hockey	❶ One Minute Shoot	❶ Bean Bag Toss	❶ Maze Hopscotch
❶ Champ Bowling	❶ Mill	❶ Ocean	❶ ABC Hopscotch
❶ Flash Cards	❶ Ring Toss	❶ Four - Square	❶ Playground Golf



## BOX HOCKEY

**Object of the Game:** To score individual points. 10 points is game.

**Equipment:** Box Hockey board, checker and two sticks such as popsicle sticks.

**Playing the Game:** One player starts the game by flipping the checker off the top edge of the board on his side. This is called a serve. After the serve each player will take turns hitting with a goal scored if the checker goes through the opening on the opponent's side.

**Playing Rules:** Players must hit the checker and not "drag" the checker from one place to another or the checker will be placed back in that spot and that player will lose a turn. 5 points are scored if a player's first flip off the top of the board goes through the goal. 2 points are scored if a shot passes through more than one section of the board and goes through the goal. 1 point is scored for a shot made from the section in front of the opponent's goal. If a player knocks the checker off the board the other player will place the checker at the nearest point where it left the board to take the next shot. Once a goal is scored a new serve is taken. You can have the person who is scored on take the next serve or you can employ a "Make It - Take It" system and the person who scored may take the next serve.

**Suggestions:**

- ▶ If games are lasting too long change winning score to a lower number.
- ▶ Stop game if a player has a 7 - 0 score. Call it a shutout & start new game.
- ▶ Organize tournaments periodically.
- ▶ Use your bulletin board on a daily basis to recognize accomplishments of players such as longest win streaks or most 5 point shots.

## CHAMP BOWLING

**Playing Area:** Any smooth surface

**Equipment:** 8 pins, 1 playground ball, chalk

**Setting Up Bowling Area:** Set up pins in a diamond formation with sufficient space for the ball to pass between them. Suggestion: Use your checkerboard. Set it on the ground and chalk in an X on each corner and you have a diamond formation. Suggested distance of bowling area is 30 feet but distance can be changed to account for different ages or skill levels.

**Playing the Game:** Each player sets up pins on his side. The Challenger bowls first from behind his end line. The player cannot step over the line. The Challenger and Champion alternate rolls. Ball must be rolled not bounced or thrown. The first one to knock down all of the other's pins is the winner but if the Challenger knocks them down first the Champion gets a final roll. If there is a tie the back pin only is set up for a tiebreaker. The winner becomes Champ and the next person in line is the Challenger.

**Suggestions:**

- ▶ Organize tournaments periodically.
- ▶ Use your bulletin board on a daily basis to recognize the accomplishments of players such as most strikes or longest win streaks.

## FLASH CARDS

**Equipment:** Crayon or marker, tagboard, scissors.

**Object of the Game:** To win the most cards in a guessing game.

**How to Play:** The easiest type of Flash Cards to use is Alphabet Cards. Cut tagboard into 4" squares. With a crayon or marking pen draw one large capital letter on each card for all 26 letters of the alphabet.

The leader stands in front of the players with the flash cards, not in alphabetical order, in his/her hands. The leader then names a category, chooses an answer that begins with the letter on the card and shows the card to the players. The players raise their hands to be called on and the leader should call on them in the order that they raised their hands. The first player to give the correct answer gets that card. Example: The leader says the category is animals. The card in his hand has the letter "C" and he decides on the answer "Cat". He then shows the card to the players and the first answer given is "Cow". That being wrong he calls on the next player who says "Cat" so he awards the card to that player. When all of the cards have been flashed the player with the greatest number of cards wins the game and becomes the next leader of the game.

## ONE MINUTE BASKETBALL SHOOT & THREE MINUTE 3 POINT SHOOT

**Equipment:** Basketball and hoop.

**Rules:** In these contests each player competes against time. A player tries to score as many goals as possible within the time limit.

For the One Minute Shoot the first shot can be taken from any position under the basket. Subsequent shots are taken from the point where the player retrieves the ball.

For the Three Minute 3 Point Shoot the first shot can be taken from any position on the 3 point arc. Subsequent shots must be taken from around the arc nearest the point where the player retrieves the ball.

**Suggestions:**

These contests may be run as a one-day event or as an ongoing activity throughout the playground season. In that way the children could try to improve their scores as the season progresses and the high scorer may not be known right up to the last day on the playground. Post the best scores on your bulletin board as recognition of achievement and as goals for others to try to beat.

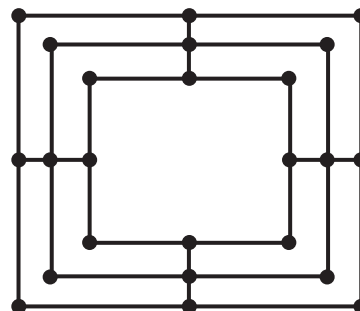
## MILL

**Equipment:** 18 Checkers, 9 of each color. Mill Board (see diagram below).

**How to Play:** The first player places a checker on one of the 24 spots on the board. The opponent then places the opposite colored checker on the board. Players take turns placing their checkers in an attempt to get 3 of their checkers in a row while trying to block their opponent from getting 3 in a row.

When all 18 checkers have been placed, players take turns moving a checker along the lines one space at a time. When a player succeeds in getting 3 checkers in a row (a 'mill') he/she may take one of his/her opponent's checkers off the board but may not break up a mill of his/her opponent.

When a player has only 3 checkers on the board he/she may jump and place his/her checker on any spot on the board. The winner is the player who reduces his/her opponent to 2 checkers.



## RING TOSS

**Equipment:** Chalk, ring toss board, 5 rings.

**Playing the Game:** Players take turns. Each thrower has 5 rings and tosses them at the hooks one at a time. A score to win can be agreed on before starting and the player achieving that score would be the winner. Or each player may get an equal number of throws and the player with the highest score would be the winner.

## BEAN BAG TOSS

**Equipment:** Chalk, bean bag board, 5 bean bags.

**Playing the Game:** Players take turns. Each thrower has 5 bean bags and tosses them at the board with an underhand toss. Overhand throws will tear the bean bags. A score to win can be agreed on before starting and the player achieving that score would be the winner. Or each player may get an equal number of throws and the player with the highest score would be the winner.

## OCEAN

**Equipment:** Chalk, wooden block for each player.

**Playing Area:** Chalk out an area 10' by 10' and mark it as in the diagram below.

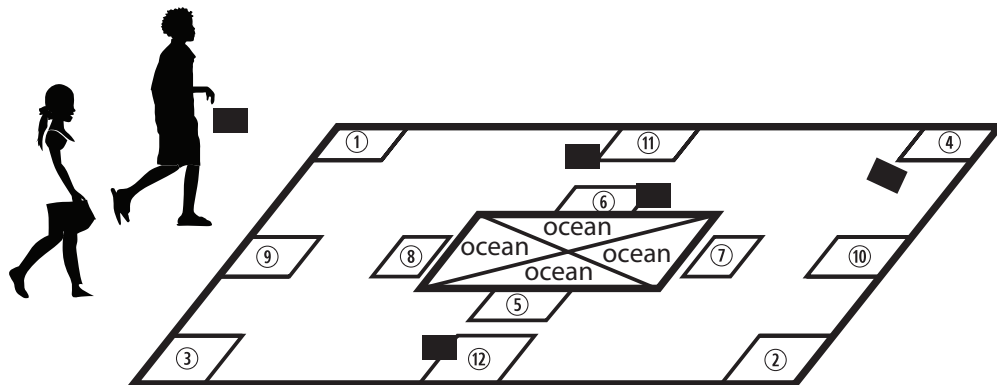
**Playing the Game:** The player must hop and kick the block with the same foot. From the starting position the player tries to kick their block into square #1 in one try. If he doesn't succeed he must wait until his next turn. Other players take turns doing the same until they succeed. In order to be successful, a block must be inside the numbered square without touching any lines. It is not necessary to reach the numbers in one try. If a block is kicked entirely off of the game area it must be played from that spot and not placed back on the game area.

A player who successfully completes #1 tries to make #2 and the remaining numbers in succession. If a player successfully kicks to a number on his turn he continues until he misses. He must then wait until it is his turn and continues where he left off.

If at any time during the game a player lands in the inner square called the "Ocean" he must start over again from #1. The diagonal lines in the "Ocean" are safe lines and if a player lands on one of these he continues to play.

### Suggestions:

- If it is too difficult for some players to hop and kick the block, it may be allowed to let players do a standing kick.
- Use your bulletin board on an ongoing basis to recognize accomplishments of players such as most games won or fewest kicks to make it through the course.



## FOUR - SQUARE

**Equipment:** Playground ball

**Object of the Game:** To be in the "A" square as long as possible.

**Playing the Game:** Many playgrounds already have one or more Four - Square courts painted on the playground. If your playground does not, you can chalk a square about 14 feet by 14 feet and divide it into four 7 feet by 7 foot squares. Label the squares as A, B, C and D. "A" square is the server's square and should have a diagonal line in the far corner where the server must take their first hit.

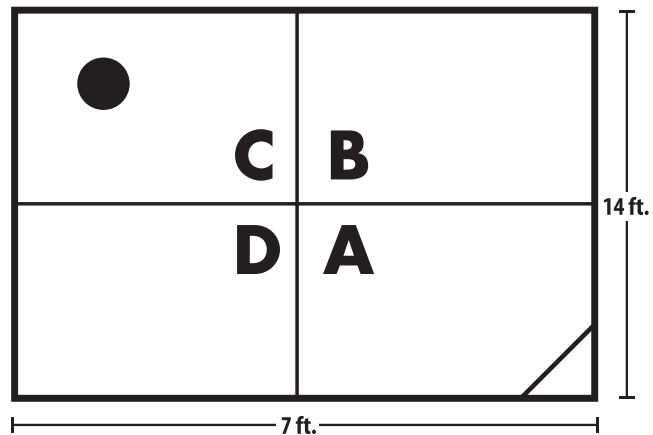
One player plays in each of the squares. Other players stand in a challenge line.

Server in square "A" drops the ball in front of him and volleys it (one or two hands with palms up) into square "C". The player in "C" then hit's the ball into any other square.

The ball must bounce once in any square before a player in that square hit's the ball into any other square.

Play continues until a player performs a "miss" which happens when a player:

- ▶ Fails to return the ball coming into their square into another square.
- ▶ Fails to let the ball bounce before it is hit.
- ▶ Allows the ball to bounce more than once before returning it.
- ▶ Hits the ball so that it lands on a line or outside all of the squares.
- ▶ Steps out of the serving area before the ball is served ("A" square only).
- ▶ Allows the ball to touch their body before it touches the ground.
- ▶ Fails to hit the ball with palms up.
- ▶ Hits the ball more than once.



When a player misses he goes to the end of the challenge line. The other players move up one square. The first person in the challenge line moves into square "D".

**Suggestions:**

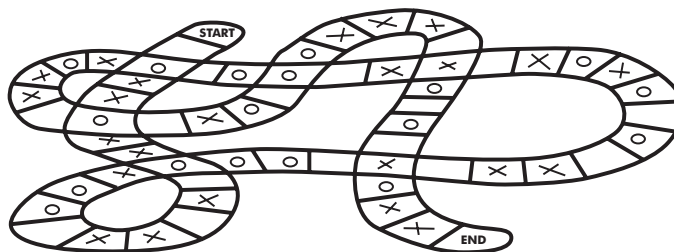
- ▶ Organize tournaments periodically.
- ▶ Use your bulletin board on a daily basis to recognize the accomplishments of players such as longest number of turns spent in "A" square.

## MAZE HOPSCOTCH

**Equipment:** Chalk

**Playing Area:** A large unobstructed area. Each box in the diagram should be large enough to fit a player's foot.

**Object of the Game:** To hop from START to END without a miss.



**Playing the Game:** Only one player can hop through the maze at a time. The players must hop on one foot beginning at START and going to END. Players may use either foot and can change the foot they use while hopping as long as they never have both feet on the ground. A "fail" occurs if a player lands on a line or can't complete the maze. If a player completes the maze they will chalk their name in any space they choose. That will be a "safe" space for them so on later turns that player may stop to rest with both feet on the ground in that space while all other players must hop over that square without touching it or they are out.

**Winning the Game:** The winner of the game is the last player to complete the maze while all others have been knocked out. If no one completes the maze the winner will be the player with the most "safe" spaces on the maze.

**Suggestions:** If the maze becomes too difficult for the players the leader may create 1 or 2 "safe" spaces on the maze where all can rest or can draw a maze with fewer spaces.

## ABC - HOPSCOTCH

**Playing Area:** Chalk out an area about 6' by 10'. Within this area mark off 26 boxes for the letters of the alphabet.

**Object of the Game:** To hop through the alphabet without stepping on a line.

**Playing the Game:** The players take turns beginning on START and hopping through the alphabet on one foot without touching the lines. Touching a line, changing feet or putting your hand down on the ground would be a "miss". A player who hops from A to Z without a miss wins the game.

**Suggestions:** This is a good game for younger children who may feel the need to recite the letters of the alphabet as they go. For older children a game could be played to see how many words you could spell by hopping onto the letters without missing.

END	U	Y	Z	X
T	S	V	W	
R	Q	J	K	I
P	L	G	H	
N	M	B	D	F
START	A	O	C	E

## PLAYGROUND GOLF

**Equipment:** Chalk, Wood Blocks

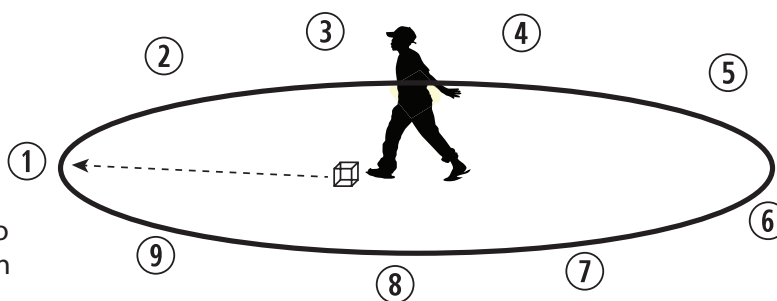
**Playing Area:** Chalk out a circle about 25 feet around.

**Object of the Game:** To kick a block from the starting position to number 1 through number nine in the fewest "strokes" possible.

**Playing the Game:** Players take turns. Each player starts in the middle and kicks their block to land in #1. Keep track of the number of kicks for each player. When all players have kicked their blocks into #1 without touching a line they proceed to #2. This continues until all 9 holes have been played. The player who finishes all 9 holes in the fewest kicks is the winner.

### Suggestions:

- The circle is a good format for young children. For older children the "Course" can be expanded to the entire playground and the blocks may be thrown from hole to hole.
- Organize tournaments periodically.
- Use your bulletin board to recognize the accomplishments of players such as lowest scores or "holes in one".



## ADDITIONAL ACTIVE GAMES

This section contains games that are meant to be played when there is a larger group of children present and the time is right to get them all involved in the same activity. The games require a minimal amount of equipment and are simple enough that every leader can teach them and every child can play them. These games involve a greater amount of running and physical activity along with the strategy of team play. There is also a greater need for supervision of these games as with larger groups and team play comes more chances that disputes and arguments may arise in the heat of competition. Therefore it is the responsibility of all staff members to pitch in and help with organizing and monitoring the games. They must make sure that no matter how competitive the game, rules must be followed and fair play and safety are the top priority.

Additional Games			
► Team Pin Snatch	► Dodge Ball	► Kickball	► Transfer Pin Relay
► Pom Pom/Tag	► Doctor Ball	► Jail/Capture the Flag	► Over & Under Relay
► SPUD	► Catching Fish/Blob Tag	► One Out	► Do As I Say Relay

### ***PlayLeader Tip...looking for a fair way to divide up teams?***

- Use their birthday month to form groups and teams, or their actual birth date. Odd numbers in one group, even numbers in another.
- Use a deck of cards. Each student picks a card. Those with a red numbered card form one group, those with a black numbered card in the other group.

## TEAM PIN SNATCH

**Playing Area:** Two goal lines about 40' apart with side boundary lines as a basketball court.

**Equipment:** One wooden pin

**Object of the Game:** To grab the pin and return with it to your own goal line before being tagged by the opposing player.

**Playing the Game:** Divide the players into teams with equal number of players. Give a number to each player on 'Team A,' and the same set of numbers to the players on 'Team B.'

The leader calls out any number. The players from each team with that number come out to get the pin. Whoever is successful in grabbing the pin and returning to their goal line without being tagged wins and scores a point for their team. The first team with 10 points wins.

**Suggestions:** Players who grab the pin may not run out of bounds to escape. If the game is played with players who have higher skills the leader may choose to call out more than one number so the players can use teamwork to grab the pin successfully.



## POM POM/TAG

**Playing Area:** Two goal lines 40' to 60' apart, with side boundary lines as a Basketball court.

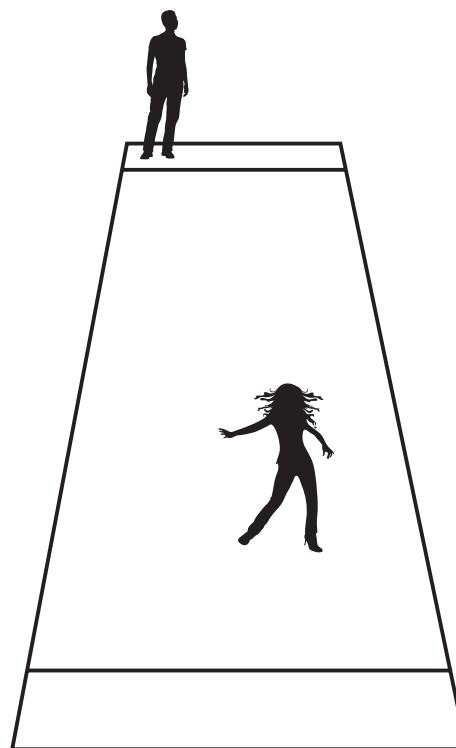
**Object of the Game:** To escape "IT" when running from one goal to the other.

**Playing the Game:** One player is chosen to be "IT". Other players stand behind one of the goal lines. "IT" stands between the two goal lines and calls, "Pom Pom" or "GO".

All players then run to the other goal while "IT" attempts to tag as many as possible before they reach it. Those tagged assist in trying to tag other players. The original "IT" does the calling.

The last player caught may be the next "IT".

**Suggestions:** Players must come out when "IT" calls out. Players may not try to escape by running out of the sidelines. Leaders should be alert and resolve disputes between players such as "I got you. No you didn't".





## SPUD

**Playing Area:** Clear space with no obstructions around it.

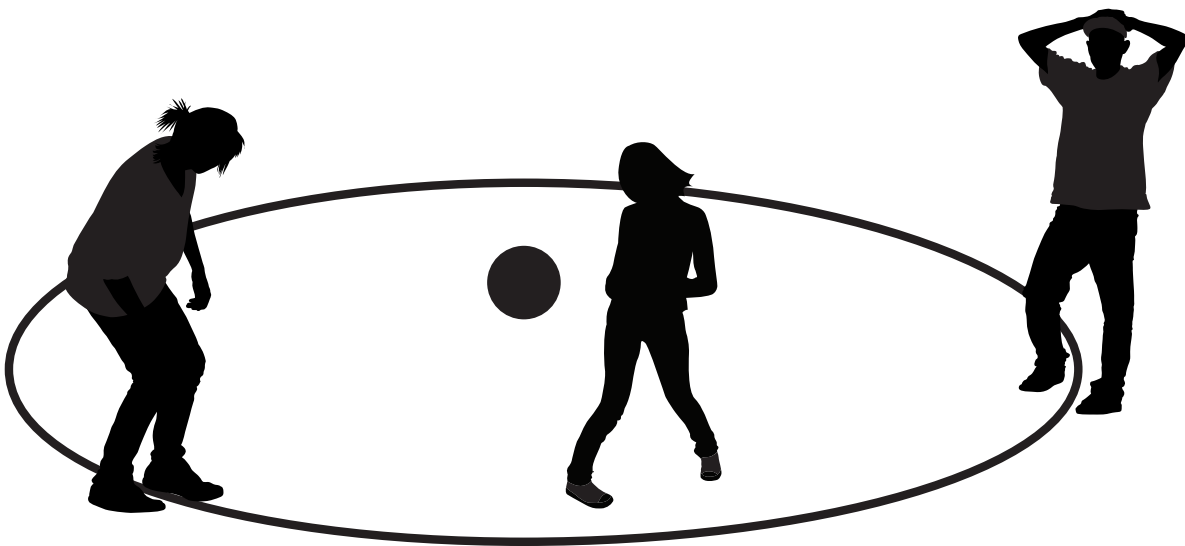
**Equipment:** Chalk and playground ball

**Object of the Game:** To avoid being hit by ball and getting letters while trying to give letters to other players.

**Playing the Game:** Chalk out a circle about 5' in diameter in the middle of an open area. Then give all players consecutive numbers (1,2,3,4,etc.). Choose one player to be "IT". "IT" stands in the middle of the circle and all other players must have one foot inside the circle.

"IT" throws the ball into the air and calls out a number (not his own). Players scatter except for the player whose number is called. That player becomes the new "IT" and must grab the ball and calls out "STOP". When "STOP" is called all players must freeze exactly where they are. "IT" then chooses a player to try to hit and takes 3 steps toward that player (they may be giant steps). "IT" then rolls or throws the ball at that player.

Player throwing the ball and missing the other player gets a letter. If the player who is thrown at is hit or moves his feet to avoid getting hit he gets a letter. The letters which are given are the letters in the word SPUD so the first letter a player would be given is S then P then U and finally D. All players go back to the circle and the new "IT" throws the ball and calls the next number and the game proceeds in this way until one of the players gets all the letters S-P-U-D. That player is out. At that point the game may continue until all but one player has been put out and therefore wins the game or the game can be ended with the first player who is put out and the winner can be the player who has the fewest letters at that time. The winner becomes the new "IT" for the next game.



## DODGE BALL

**Playing Area:** Rectangular area such as a Basketball or Tennis court.

**Playing Area:** 4 playground balls

**Object of the Game:** To eliminate all of the players on the opposing team.

**Playing the Game:** Divide players into 2 teams on opposite sides of the court. Place the 4 playground balls on the center line. On a signal by the Leader, players may come to the center line to grab the balls and begin throwing at opposing players.

Players are out when they are hit by a ball on the fly not on a bounce.

Thrown balls must hit a player below the shoulders unless the player ducks.

If a thrown ball is caught on the fly the thrower is out. If a player crosses the center line he is automatically out.

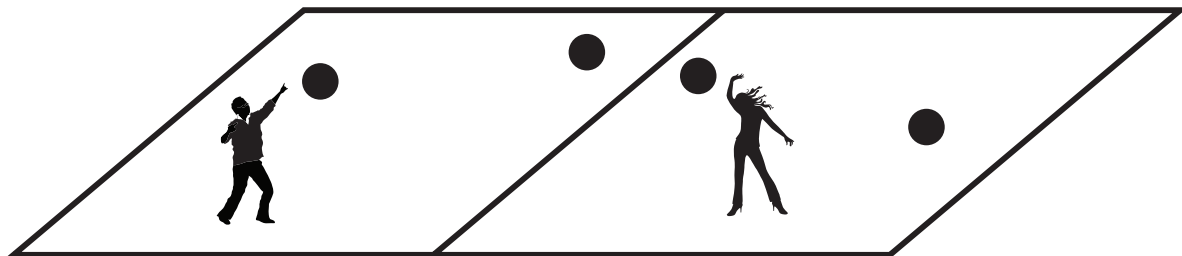
If a player goes out of bounds to avoid being hit he is out. Players may go out of bounds to retrieve balls but must establish themselves inbounds before throwing at opponents.

Players may re-enter the game when a teammate catches a thrown ball on the fly. Players re-enter in the order they were put out.

Balls may be used to block opposing throws.

Leaders should be present to resolve disputes and make sure rules are followed.

The first team to eliminate all opposing players is the winner.

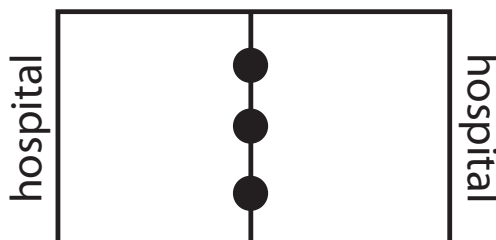


## DOCTOR BALL

**Playing Area:** Basketball or tennis court or other rectangular area.

**Playing Area:** 4 playground balls, carts or skateboards (on smooth surface if available).

**Object of the Game:** To eliminate the Doctor of the opposing team.



### Playing the Game:

- ❶ Divide the players into 2 teams. One player from each team will be the Doctor. The Doctor stays behind the baseline which is the Hospital and is safe when he is there.
- ❷ Place balls on the midline and on a signal the players run for the balls and begin throwing at their opponents. When a player is hit by a ball on the fly they must fall down in the exact spot where they are hit. Leaders should make sure this is done. Balls may be used to block opposing throws. If a thrower steps over the midline they are down automatically in that spot at the line.
- ❸ To rescue a wounded teammate the Doctor must leave the Hospital and go out into the battle. The Doctor must get to the wounded player and bring him to the Hospital. This can be done by joining hands and remaining in contact until crossing the baseline or on a smooth surface carts or skateboards can be used as ambulances and the wounded player must be placed on the ambulance and pushed/dragged across the baseline. The Doctor may use the ambulance as a shield when going out to rescue their teammates. Once "healed" the player returns to the game.
- ❹ While the Doctor is outside of the Hospital opposing players may throw at him to wound him. If the Doctor is hit the game is over. The game is then reset and the Doctor chooses who will be the next Doctor.

**Suggestions:** Teams should try to wound as many players as they can to make the Doctor come out a lot. They also should protect their own Doctor at all costs. Wounded players are allowed to block balls as they are being rescued and players not wounded may crowd around the Doctor and sacrifice themselves to protect the Doctor. Smart teams will know that when all the balls are on their side they should hold onto them until all their teammates are rescued and then resume throwing.

## CATCHING FISH/BLOB TAG

**Playing Area:** Two goal lines 40' to 60' apart with side boundary lines as a Basketball court.

**Object of the Game:** For the "FISH" to run from one goal line to the other without being caught in the "NET".

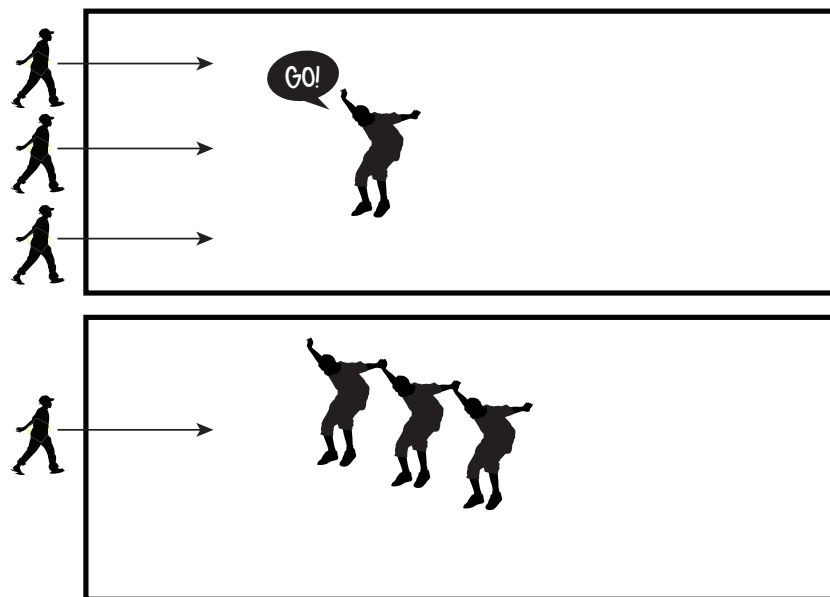
### Playing the Game:

Start with one "NET" player, all other players will be the "FISH". "FISH" players stand behind one goal line. "NET" players stand between goal lines.

The "NET" player calls out "GO" at which time the "FISH" try to run to the opposite goal without being tagged by the "NET" player. Any "FISH" tagged join the "NET" to try to catch others. "NET" players must hold hands to catch "FISH". If the "NET" breaks, the "FISH" may escape.

"FISH" may not break through the "NET" or go under the "NET". "FISH" may escape only through an opening in the "NET". "FISH" going outside the boundary lines must join the "NET". "FISH" do not cross except on the signal. The last "FISH" caught starts the next game.

**Suggestions:** Players must come out when the "NET" calls "GO". Leaders should be alert and resolve disputes between players such as "I got you. No you didn't".



# KICKBALL

**Playing Area:** Baseball Diamond

**Equipment:** Playground ball

**Object of the Game:** To score more runs than the opposing team.

**Playing the Game:** Players are divided into two teams. The game is played very similarly to baseball without bats or gloves. One team will begin on defense in the field and the other will begin on offense by batting (kicking). A game may be played to a specified number of innings or a time limit. Recommended: 7 innings or 50 minute time limit.

**Defense:** One player will be the pitcher. A pitch must be delivered underhanded without extreme speed or bouncing. No curve balls or fast pitching. A "strike" is a pitch that is rolled over any part of home plate. A ball kicked into foul territory is also a strike. 2 strikes of any kind will be an out. A "ball" is a pitch that does not cross home plate. 3 called balls will result in the ball being placed within 2 feet of either side of home plate for a free kick. If the batter kicks the ball foul on the free kick they are out. The leader may decide to be official pitcher for both teams as it will avoid disputes about pitchers "cheating".

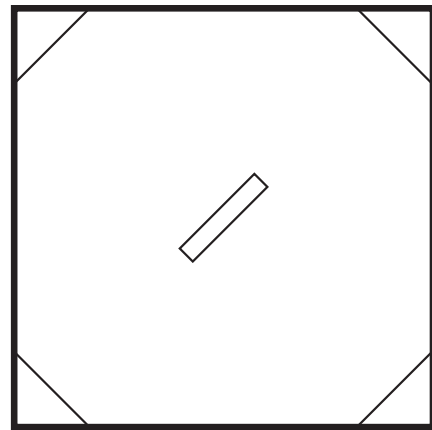
An out is also made by any of the following:

- ▶ Ball caught on the fly.
- ▶ Base runner is forced out.
- ▶ Runner is hit with the ball while not on base.

Time-out can only be called when the ball is in the infield and play has stopped.

**Offense:** Kickers must be placed in a kicking order and all players in the field must kick. If a player kicks out of turn it is an automatic out. The kicker may not kick the ball before it reaches home plate. If the kicker steps on or past home plate before the ball is kicked it is an out. NO BUNTING IS ALLOWED - A full kick is required, not a tap with the foot.

Base runners may not leave the base before the ball is kicked or the runner is out. If a kicked ball hits a runner the runner is out. Runners must stay in the baseline. If a runner takes more than one step in either direction to avoid a tag or throw he is out. The batting team gets 3 outs per inning.



## JAIL/CAPTURE THE FLAG

**Playing Area:** Rectangular area with boundary lines such as a Basketball court.

**Equipment:** 8 wooden pins

**Object of the Game:** To steal pins from the other team.

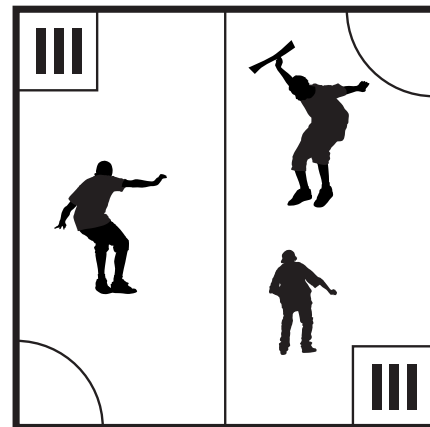
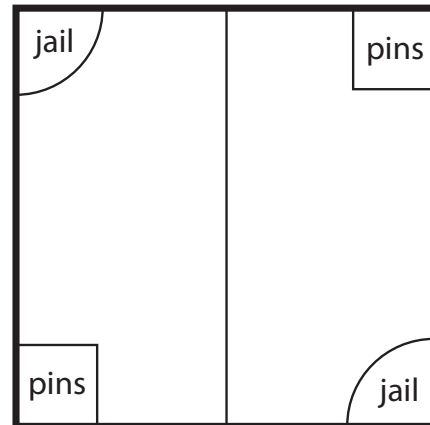
**Playing the Game:** Players are divided into two teams. 4 pins are placed in the marked area at each end line. Choose one player to guard the pins.

On a signal players from each team attempt to cross the midline into enemy territory to try to take a pin. When a player is in enemy territory opponents may try to tag him.

If a player gets a pin without being tagged he may return to his own side with the pin on a free pass. Only one pin may be stolen by a player at a time. If the player is tagged in enemy territory he becomes a prisoner and goes to the jail. The players in jail may be freed if a teammate gets through enemy territory and tags his hand. Both players then get a free pass back to their own territory. Only one prisoner may be freed by a teammate at a time.

The winning team will be the team that has all the pins. If a time limit is preferred the winning team will have the most pins at the end of the time limit.

**Suggestions:** To add to the strategy of the game, leaders may choose to add a free spot on each side that players may go to and be safe in enemy territory. If a game begins to lag because too many players are in jail, the leader may also call out "Jail Break" to free all players from jail. Also, with so much going on in this game leaders must be present to resolve the many disputes that will come up such as who did or didn't get tagged.



## ONE OUT

**Playing Area:** Two lines about 40 feet apart.

**Equipment:** Wooden pins - One less than the total number of players.

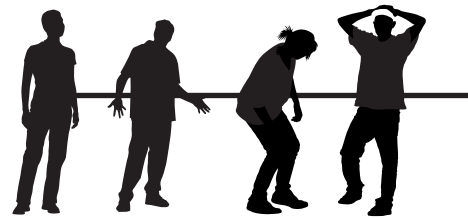
**Object of the Game:** To run from the start line to the goal line and pick up a pin.

**Playing the Game:** Leader sets up the pins on the goal line. Players line up on the start line. On a signal players run to the goal line, each one trying to grab a pin.

The player who fails to get a pin is eliminated. One pin is taken away. The game proceeds until there is one pin and two players left.

The player getting the last pin is the winner.

**Suggestions:** Space the pins far enough apart to avoid collisions. Adjust length of running area based on age level.



## TRANSFER PIN RELAY

**Playing Area:** 50' to 60' long, 20' wide, Chalk in 2 circles for each team large enough to fit 3 pins.

**Equipment:** 3 wooden pins for each team, Chalk

**Object of the Game:** For each team player to transfer the pins from one circle to the other. The team whose last runner returns to the starting line first is the winner.

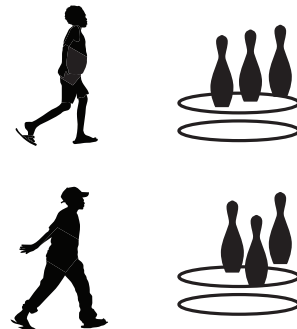
**Playing the Game:** After players are divided into two teams, they line up behind one another behind the starting line.

On a signal the first player on each team runs to the circles containing the pins. With one hand behind his back the player uses the other hand to transfer the pins one at a time to the other circle. The player then runs back to the starting line and tags the next runner.

If a pin falls the player must return and stand it upright.

After a player has transferred the pins and has run back to tag the next runner he goes to the end of the line and sits down.

The first team to have all players complete their pin transfers, run back and are all sitting down (if even one player is not sitting the game is not over) is the winning team.



## OVER AND UNDER RELAY

**Equipment:** One LOG Ball

Players are put into two straight lines with an equal number of players. The first player holds the ball. On a signal he passes the ball over his head to the next player who passes it between his legs to the next player. This continues - alternately passing the ball over and under until the last player in line has the ball. That player then runs to the front of the line and immediately passes the ball over his head and play again continues alternately passing over and under.

If any player on a team passes the ball to the next player the wrong way, such as under instead of over, that line must stop and give the ball back to that player who must then pass it the right way for play to continue. It is a good idea to suggest to the players that they say the words, over... under...over...under, as they go to avoid confusion. A leader should watch each line to make sure that passing is done properly.

When the original first player is once again at the front of the line all players in that line must sit down. The first team to do this is the winning team.

## DO AS I SAY RELAY

**Playing Area:** 50' To 60' long, 20' wide.

**Equipment:** Flash Cards or paper, marking pen or crayon.

**Playing the Game:** Divide players into two teams with an equal number of players and line them up behind the starting line. At the opposite end for each team there will be a leader holding a set of cards with instructions written on them such as: Do 5 jumping jacks, Flap your arms and quack like a duck 5 times, Stand on 1 foot and recite the alphabet, Pretend to swing a golf club, etc. The cards for both teams must have the same instructions but can be mixed in any order. There should be as many cards as there are players on each team.

On a signal the first player runs to the leader for his team and is handed a card. That player must perform the task on the card and get the OK signal from the leader that they did it right before they can run back to their line and tag the next player. If any part of the task is done wrong, such as doing only 4 jumping jacks or missing a letter of the alphabet, the OK signal is not given and the player must perform the entire task over again. When a player is done they must sit down. The first team to have all players complete their tasks and be sitting down is the winning team.



## This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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# **PART-TIME RECREATION EMPLOYEE**

Appendix N (PACC) –  
Playground Attachment 8:  
Playground Locations Map

# PLAYGROUND ATTACHMENT 8 – PLAYGROUND LOCATIONS MAP

