Exhibit A

First 5 Humboldt Playgroups
Scope of Work
September 2025 through June 2026

Completion of this Scope of Work will be used as part of evaluating the performance of Playgroups and will help inform First 5 Humboldt's decisions about funding Playgroups in subsequent years.

Major Activities	Documentation of work performed	Due Dates
1. **Provide playgroup** for families with 0-5 age children 1 times per week for a minimum of 40 weeks/year*. Average attendance is expected to be at least 5 children per session. Maintain staffing levels of at least one staff person per 10 children. ***(If you met in July and August 2025, those meetings count towards your 40 meetings for the year)***	Daily attendance records via Sign-in sheets (or alternative provided by First 5 Humboldt) Meeting Calendar	Calendar due Sep 20th and updated if it changes. Attendance data due monthly.
2. **Follow all 'First 5 Playgroup Community Standards'** (Appendix B). Review regularly with First 5 Navigators and ensure all staff, especially new ones, are familiar with these Playgroup Standards.	Regular review with First 5 Navigators Training Documentation Form signed by all Playgroup Staff	Monthly check-in with Navigator visit
3. **Submit your planned meeting schedule, and keep First 5 updated of any changes** for the period of September 1, 2025 – June 30, 2026.	Calendar of scheduled playgroup meetings	September 15th, 2025
4**. Complete Interim and Final Reports** using the forms provided by First 5 Humboldt	Interim Report and Final Reports completed on time	Interim Report due Jan 30th, Final Report due July 15th .
5. **Assist families with completing required Playgroup Registration Forms and Daily Sign-in forms** First 5 Staff will provide training in this -	First 5 will provide training.	Ongoing -

Exhibit A

6. **Submit Quarterly* Invoices** *(almost quarterly since this contract starts in September)	Submitted invoices	Jan 15th for Sep-Dec period April 15 for Jan-Mar July 15th for April-June
7. **Attend two half-day Playgroup Leader Trainings held by First 5.**	Sign-in sheets at First 5 Humboldt convenings	TBD
8. **Assist in the collection of the annual Playgroup Family Survey**	Completed First 5 Participant Survey numbers for each Playgroup.	Survey responses due mid December
9. **Collect emergency contact information from <u>ALL</u> families** attending Playgroup and have that information available at each Playgroup.	Maintain hard copy contact info easily accessible at Playgroup (See Playgroup Community Standards)	Always
11. **Do <u>not</u> transport children and their families** in the performance of services for First 5 Humboldt. Notify First 5 Humboldt of any off site meeting plans. Parents must transport children – not leaders.	No transport of children or families.	