

## Checklist to Prepare for Day 1 of Teaching!

\_\_\_\_\_ **Directions:** Use a Maps program like Google Maps to get directions to the school based on the address given to you in the training recap email. (If possible, practice driving to the school ahead of time to become familiar with the location and distance. Factor in traffic time.)

\_\_\_\_\_ **Phone numbers:**

- ✓ Program school phone number into your cell phone.
- ✓ Program Bilingual Area Manager phone number into your cell phone.

\_\_\_\_\_ **Class roster:**

- ✓ **Print** the roster, which is typically emailed to you 24 hours before your class.
- ✓ (Alternatively-pick up the roster in the school office if applicable.)
- ✓ Make nametags based on the roster. (Bring in a few blank ones in case there are extra students on the first day)

\_\_\_\_\_ **Parent intro letter:**

- ✓ Download letter from training recap email sent via Bilingual Area Manager.
- ✓ Update letter to include your specific class information. Save as PDF document.
- ✓ Email your Bilingual Area Manager a copy of the letter.
- ✓ Print a copy for each student (plus a couple extra in case students join last minute.)

\_\_\_\_\_ **Lesson plan:**

- ✓ Download lesson plan from intranet and/or use curriculum guide (for Vamos classes.)
- ✓ Carefully read the lesson plan, create your outline for class, and prepare all necessary materials and get flashcards ready.
- ✓ Prepare Day 1 *Notas Culturales* materials and notes.
- ✓ If applicable email your lesson plan to your Bilingual Area Manager (for Spanish prep and Levels V and up.) (*Please note:* Do not write in curriculum books.)

\_\_\_\_\_ **Snack:** Purchase inexpensive snacks to have for each student for the first day and a few extras for future dates in case students forget. **Note:** This only applies to after school classes. (All classes are Peanut Free. Snack suggestions are: raisins, pretzels, or animal crackers)

\_\_\_\_\_ **Classroom Management**

- ✓ Choose your attention-getter and email it to your Bilingual Area Manager. (options noted on intranet)
- ✓ Prepare your class's Reward and Consequence system: Star chart can be on a dry erase board, pocket chart, or poster. Please note this is mandatory for all classes. Have a place for students to collect the sticker incentives they earn each week. For example: on their folder, name tags, certificate, or on a chart.

\_\_\_\_\_ **School Arrival Procedures:**

- ✓ Arrive 15 minutes early the first day to set up your room and materials.
  - ✓ Check in to the main office
    - Introduce yourself
- Futura Language Professionals [www.futuraadventures.com](http://www.futuraadventures.com)

- Ask the secretary for the absentee list, or if the school secretary can tell you if any kids on your roster were absent from school that day. (some schools may not be able to provide this)
- Ask to be directed to your room

#### \_\_\_\_\_ **Classroom set up:**

- ✓ Set up your room for your activities if the room is available.
- ✓ Supplies to bring: class roster (emailed you to in advance or picked up in school office), flashcards for visuals, Responsibilities poster, posters for visual aids, markers/crayons, CD player and CDs, classroom management visuals, maraca/ball for conversation activities, yourself professionally dressed and with a positive attitude!

#### \_\_\_\_\_ **Attendance:**

- ✓ Take attendance at the beginning of class.
- ✓ If a child is not in class and is not listed on the absentee list for that day, call the parent (all numbers) immediately and leave a message\*.
- ✓ If a child attends your class and is not on the class roster, please do not send him/her away without checking with Futura Language Professionals. You should first determine if the child is registered in another section of Spanish at the school. Notify the office of the additional participant and verify be sure to get the following information for your BAM:
  1. Child's name
  2. Parent's name
  3. Phone number
- ✓ Email Bilingual Area Manager attendance list within 24 hrs of class. (Be sure to highlight any discrepancies from the class list.)  
*\*If a student has more than two consecutive absences, inform your Bilingual Area Manager immediately.*

#### \_\_\_\_\_ **Dismissal:**

- ✓ Line up students quietly at the door. Lead the students out to the designated parent pick up area.
- ✓ Give each child a copy of the parent introduction letter on the first day.
- ✓ Let parents know they can access the newsletter and optional homework for class on the Parent Portal on our website.
- ✓ Be sure that each child leaves with a parent or guardian.
- ✓ Introduce yourself to all parents.
- ✓ Walk any students attending organized after school care to designated location.
- ✓ Stay with any child whose parent is tardy. (Use parent contact information on class roster to call parents.)
- ✓ Clean up the classroom and push back any chairs and tables to where they were.