

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) *Tip: Use the label stickers from your teacher kit for name tags.

_____ **Parent intro letter:**

- ✓ Make copies of the parent intro letter from the handout at training or download the attachment from the recap email sent via your area manager. Print one copy for each student (plus a couple extra in case students join last minute.) Note: This template does not need to be edited. You may sign your name at the bottom if you would like to personalize it.

_____ **Lesson plan:**

- ✓ Use the curriculum guide provided for the daily lesson plans or download from Futura intranet if applicable.
- ✓ Carefully read the lesson plan and prepare all necessary materials and get flashcards ready. Be prepared for the songs and activities in class. (*Please note:* Do not write in curriculum books.)
- ✓ The lesson plan outline is a great reference to use during class.

_____ **Snack:** If applicable, 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 where snack is permitted. (All classes are Peanut Free. Snack suggestions are: raisins, pretzels, or animal crackers)

_____ **Classroom Management**

- ✓ Choose your attention-getter to regroup students during class. (clapping pattern, call back, vocal repetition, or silent gesture)
- ✓ Prepare your class's Reward and Consequence system: Use provided pocket chart for Star chart. Please note this is mandatory for all classes. Print students' certificates as a place for students to collect the sticker incentives they earn each week.

_____ **Health screening:** *Before you leave to go to teach at a school: Ask yourself the following questions and take your temperature. Do you have a fever (100.4 degrees)? Do you have any symptoms related to Covid-19 such as: fever, cough, sore throat, respiratory illness or difficulty breathing? Have you had a positive Covid-19 test, been placed under quarantine restrictions, or are living with someone (direct contact) diagnosed with Covid-19 within the last 14 days?

***Contact your manager ASAP if you answer yes to any questions.

School Arrival Procedures:

- ✓ Arrive 15 minutes early the first day to set up your room and materials.
- ✓ Check in to the main office and introduce yourself; Use hand sanitizer
 - Wear a mask, be prepared they may take your temperature
 - 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 the room for your activities if the space is available. *Tip: Set name tents or colored circles out for seating students socially distant.
- ✓ Supplies to bring: class roster (emailed you to in advance or picked up in school office), hand sanitizer, flashcards for visuals, markers/crayons if applicable, 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: child's name, parent's name, phone number
- ✓ Email Bilingual Area Manager attendance list within 24 hours 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 children in after school care to the appropriate location as a group. Have the after-school provider initial the back of your roster with the date as they are now assuming responsibility for the child(ren). Students participating will be noted on the roster.
- ✓ 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.