

Checklist to Prepare for Day 1 of Teaching!

_____ **Directions:** Use 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 extra time for any traffic or severe weather.)

_____ **Phone numbers & Class Details:**

- ✓ Program school phone number into your cell phone.
- ✓ Program Bilingual Area Manager phone number into your cell phone.
- ✓ Program class dates and times into your cell phone calendar.

_____ **Lesson plan:**

- ✓ Use the curriculum guide with detailed lesson plans provided for the weekly lessons and activities. (Also available to download from Futura intranet.)
- ✓ Carefully read the lesson plan and be prepared for the songs and activities in class. Pull out the week's vocabulary cards for class and prepare any necessary materials for the activities. (*Please note: Do not write in curriculum books or on flashcards.*)

_____ **Class roster:**

- ✓ **Print** the class list/roster, which is typically emailed to you 24 hours before your class.
- ✓ Make nametags based on the roster by writing students' names on the label stickers from your teacher kit. (Bring in a few blank ones in case there are extra students on the first day)

_____ **School Arrival Procedures:**

- ✓ Arrive 15 minutes early on the first day to set up your room and materials.
- ✓ Check in at the main office and introduce yourself. Bring your picture ID to sign in.
 - ❖ 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 to set up.

_____ **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.
- ✓ Supplies to bring: class list/roster (emailed you to in advance), picture flashcards for visuals, crayons if applicable, classroom management visuals, maraca/ball for conversation activities, yourself professionally dressed and with a positive attitude!
- ✓ Offer students to eat their snack at the start of class. Be sure students' snacks are Nut free. Futura teachers are not required to purchase or provide snacks.

_____ **Attendance:**

- ✓ Take attendance at the beginning of class. For after school classes, 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 list/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 area manager: child's name, parent's name, phone number.

- ✓ Email or text your area manager the attendance summary 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 area manager immediately.**

____ **Parent intro letter:**

- ✓ Bring the copies of the parent intro letter that you were provided with at training. You may sign your name at the bottom if you would like to personalize it. Hand out at the beginning of the first class, so that you don't forget! Help students get them into their backpacks to take home to their parents.

____ **Classroom Management**

- ✓ Choose your attention-getter to regroup students during class. (Clapping pattern, call and response, countdown, vocal repetition, or silent gesture)
- ✓ Use provided plastic clear pocket chart for Star chart. Write students' names on a blank piece of paper and slip inside the pocket chart. Write three stars on the front next to each student's name using the dry erase marker. Please note this is mandatory for all classes.
- ✓ Bring the student certificates for each student that you were provided with at training. You can choose to have the students color this on the first day and write their name or write their names neatly for them. This is where the students will collect the sticker incentives, they earn each week for keeping their stars for good behavior. Collect and keep these in a folder for the students. Do not send them home until the end of the course.
- ✓ Display the **Student Responsibilities Poster and Voice Levels charts** or have them readily available to reference.

____ **Dismissal:**

- ✓ Clean up the classroom and push back any chairs and tables to where they were. Tip: Have the kids help you clean up the space!
- ✓ If you haven't already, remember to hand out the Parent Introduction letter and have students give them to their parents or put them in their backpacks.
- ✓ Line up students quietly at the classroom door. Lead the students out to the designated parent pick up area (typically the front main entrance).
- ✓ 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.
- ✓ Introduce yourself to all parents- smile!
- ✓ Let parents know they can access the practice resources including a newsletter, recorded lesson videos, Quizlet links, and optional homework for class on the Parent Portal on our website.
- ✓ Be sure that each child leaves with a parent or guardian safely.
- ✓ Stay with any child whose parents are tardy. (Use parent contact information on class roster to call parents.)