

# Lakeview CLC Daily Schedule/Tasks

## 3:00-3:30 (Set-up Time)

\*Kids dismiss at 3:38 \*Last Tuesday of every month: early release at 2:18

- Arrive at Lakeview at 3:00
- Check staff communication in the notebook in the binder.
  - o Always important information in the notebook!
  - o Go to the back storage room in the gym. There will be plastic drawers that are labeled each day of the week. Find the day of the week you are teaching on. Your activity will be in that drawer.
  - o Read through the lesson.
    - Get materials
    - Make examples
    - Ask questions
- Snack/Club snack
  - o Each day of the week (excluding Tuesdays) we have clubs that specific kids go to.
  - o In the binder under "snack" there are the lists of clubs and how many kids are in that club.
  - o In the cabinet there is a file for each club on the corresponding day it is held on.
    - In the kitchen, is a box on the milk cooler that will have our snacks written on a ¼ sheet with how many snacks we have.
    - Get the snacks and milk out.
    - Count out the number of snacks and milk for each group and place on a tray with the club roster on a clipboard and a bottle of sanitizer. Set the snack on the center tables next to the assigned club table.
    - After each snack is counted out for the clubs, you will enter a 1 next to the student's names on the iPad and write the total of all club snacks on the snack attendance sheet
- Set out attendance sticks and feelings buckets.
  - o Each grade has a bucket with their name on sticks. Set out each bucket in order of grades.
  - o On the next table, set out the buckets with the different feelings on them.
- Set out laundry baskets in the gym South wall
  - o Set out in the color order of the rainbow (ROYGBV)
- Staff jobs to be completed weekly.
  - o On one of the cabinets there is a list of jobs that needs to be completed each week by the staff (make ice packs, sharpen pencils, check markers, and etc.).
  - o On the change of dismissal sheet highlight the kids who are in our program who are absent, left early or getting picked up.
- Make sure the doorbell is hung up (front pocket of binder) and staff have radios from back storage room.

## 3:30-4:00 (Free Choice Inside/Outside)

- Before kids are dismissed from school, discuss with the rest of the group who will be at which station. (Check-in, outside)
  - o Check-in process:
    - In the binder under the tab "PM" there will be a type of attendance sheet that Gina has to fill out for our CLC grant. Get these papers out.
    - As students are dismissed from school, they will check-in to our program by putting their name in a feelings bucket. (Make sure to watch as children go by, if anyone puts their name in a 5 or 4 we need to talk to them to see why they are feeling the way they are.)
    - Once each of the students have come through and checked in, take their names out of the feelings bucket. On the PM attendance sheet that was pulled out mark an X by the child's name as you look at their sticks.
    - Any kids that have not checked in do the following:
      - See if they are on the "change in dismissal" form.
      - Call on the radios to see if they forgot to check in.

- See if they are in a club. (Even if they are in a club, they still check in to CLC first and put their stuff in their basket.)
  - Call the office to see if they forgot to put on the “change in dismissal” form.
  - Go talk to the child's teacher.
- Once all kids are accounted for, put the PM attendance sheet back, stack the buckets together and put away.
- Use the “change in dismissal” form to mark any kids from the regular attendance sheet that are gone that day.
- When there are clubs you will clean up and combine all of the leftover club snacks and wash tables and benches
- o Staff at basket/hallway procedure:
  - When the kids are arriving at CLC, it is this staff's job to stand by the baskets and greet the kids while watching the hallway.
  - Make sure the kids are putting their stuff in baskets the right way.
  - Kids will go straight outside.
    - Please check outside temperature, if it is below 60°, kids have to wear a coat.
    - Kids should not be taking any personal items outside (journals, toys, balls and etc.).
  - After all kids have come through, check empty baskets to see if student is absent then pick up and stack baskets of kids who are gone.
  - If the doorbell rings during this time, it is your responsibility to answer it and call into the radio for the child going home.
- o Staff in the storage room procedure:
  - As kids start to come, they may get items out of the back room (basketballs, hoola-hoops, chalk, footballs and etc. –no board games)
  - If it is below 60° outside, kids have coats.
- o Staff outside procedure and rest of staff once all kids out of school:
  - Move around/be around all areas of the playground. (1 staff on concrete slab, 1 on playground, 1 in grass area with kids etc.)
  - Play with kids, but be visible and aware of all your surroundings, not just with the group you are with.
  - Students need a pass to come inside
  - Make sure to radio if a child comes in to use the restroom and listen for children being called to leave.
- Close to 4:00 the snack person will call for student helpers
- Line up for snack after the snack person calls that the snack is ready.

#### **4:00-4:15 (Snack)**

- If there are clubs, the club snack will need to be gathered, put together, and tables and benches cleaned
- Get out snack items out the same way you would for a club snack except put all items on the first center table.
- Kids will line up outside. Make sure kids are lined up quietly and respectfully before entering the building.
- As the group walks inside, there should be staff at the front of the line, the middle and the back to ensure the line stays in order.
- Kids will then take off their coats (weather depending) and get back in line. 3 kids to the sink at a time, the rest wait patiently and have a level 0 in hallway (Again, 1 staff in the cafeteria, 1 at sink area, 1 with line, etc.)
- During snack:
  - o Kids will line up to receive their snack and will give the snack person their first and last name
  - o You will put a 1 by their name on the iPad in the column corresponding with the day of the week
  - o They must take everything that is being offered.
    - Kids who don't want to eat/drink something offered may put it on the share tray

- Sit with the kids to make sure they are doing their jobs. (Not horsing around, being/saying inappropriate things, using manners etc.)
- Kids will hold up a W if they want water, we get them a cup of water
- o When each student has got his/her snack, count the total number of kids who ate for that day and write that number at the bottom of the page on the corresponding day.
- o On the ¼ sheet write the number served (including the club snacks given) and the number of snacks unserved then subtract the # served from the number given and it should total the number you are returning (A-B=C) on the ¼ sheet
- o Attach the ¼ to the unserved snacks and return to the top of the milk cooler, return all milk to the milk cooler
- o After kids have thrown away trash you will clean the tables and benches

#### **4:15 (Lining up)**

- After snack time is over it is the staff's job to make sure that all the trash is thrown away. Use an attention getter (clapping, 123 eyes on me, hocus pocus etc) Give the kids directions of where they need to line up and to walk to the trash with snack items (i.e. K-2 will stay in the cafeteria at tables 9-12 and 3-5 will use the gym/library etc so they will need to line up at the appropriate door).
- **4:15-5:00 (Activity)**
- If you are leading the group:
  - o Walk with your kids to the room you are supposed to be in. Make sure the kids are sitting somewhere where they can be successful.
  - o Follow the directions to lead the lesson. Be engaging and make it fun.
  - o Use multiple forms of learning ex. visual, auditory, kinesthetic, reading/writing
    - Make sure to ask lots/ answer questions.
    - You don't want to fly through the whole lesson and then be left with nothing to do for 20 minutes.
    - If your lesson does get done early, you will need to try to think of something on the spot to keep the kids occupied and working on something related to what the group just did.
    - Try to keep an eye on the clock throughout the activity.
- If you are not leading the group and are a support staff:
  - o Your job is to make sure kids are staying on task so that the person leading can continue to focus on teaching the lesson.
    - Move kids around if needed. (Use a movement or calming toy if necessary)
    - Help kids when needed if the leading staff cannot get to them.
  - o You will be responsible for taking kids down if they're name gets called for being picked up. Walk them to the area the baskets are at.
  - o You are responsible for taking kids to the bathroom/getting a drink until they are done.
- At 5:00 when the lesson is over, make sure to get all the materials you brought to the room and take them back down with you.
  - o Make sure the room looks better than when you came in.

#### **5:00-5:30 (Homework)**

- Kids will walk down to the hallway (with a staff in the front of the line and back) and get their bags from their baskets. They will stack their baskets in the appropriate stack and go to the cafeteria to start homework.
- Kids will sit at grade specific tables (but may need your help to know which tables are for which grades, especially if they are new to the program).
- Staff should:
  - o Go into the cafeteria with the supplies you are bringing from your lesson-you can put these away later.

- o Split up and sit at a table to help with homework.
- If kids do not have homework:
  - o They still need to do an educational activity for 30 minutes. This could include:
    - Working on math problems (in math drawer)
    - Doing spelling (lists will be in spelling drawer if we have one)
    - Staff writing out math problems on a white board, playing flower pot, playing around the word with math or site words etc
    - any other education and fun thing you come up with
- After the 15 minute education time and the kids are done or don't have homework:
  - o We still require the kids to be doing something that is educational. This could include:
    - Playing a math game with cards
    - Playing math games with dice
    - There are so many things available for the kids to do!
  - Kindergarten doesn't have homework daily so someone will need to have a K activity ready to do during homework time

### **5:30-6:00 (Free Choice)**

Use this time to clean up MPR and put supplies from enrichment and homework away, return book to library etc

- Depending on the weather you will have free choice outside or in the gym.
- Staff should:
  - o Play with the kids
  - o Go through the attendance sheets to make sure kids got checked out
  - o Write any notes in the staff notebook if necessary
    - Make sure that there are enough staff with the kids and you let them know you will not be with the kids before doing this.
- At 6:00 or when the last child leaves:
  - o Put the doorbell in the binder (front area pocket).
  - o Turn off the cell phone and put in same pocket.
  - o Make sure all the areas we used are clean.
  - o Put the binder in the storage room, turn off light and shut the door
    - Have a good night!

### **4:15-5:00 on Fridays (Free Choice)**

- On Fridays we do free choice instead of normal lessons.
- Staff jobs:
  - o Staff members will find games out of the SPARK notebook.
  - o Staff will teach the game to the kids and play.

## Lakeview CLC Daily Morning Schedule/Tasks

### 7:00-7:30 (set up)

- Arrive at work by 7:00. We utilize door #16 that is off the parking lot.
- Get the binder from the back storage room. In the front pocket will be the CLC phone (turn it on) and the doorbell that needs to be put outside next to the door on the Velcro.
  - o Make sure that if there is a voicemail on the phone that someone listens to it. The passcode is 2528.
- On the top of the shelf next to Gina's office, there is a small blue tub. Pull that down. On the table across from the doors, set out the sticks & buckets with kids' names on them. On the table in the gym, put the buckets out that have feelings on them.
  - o Kids will check into CLC by placing their name in one of the feeling buckets. This lets us know who attended and how they are feeling.
- In the back storage room, chose 5-6 different types of games to be stations for the kids.
  - o Like a puzzle station, building station, board game station and card game station. Try to have a variation each day of what is available to the kids.
  - o Put the games/stations on the blue & red lines that cross towards the center of the gym. As kids come in they will go to whichever station they prefer to play at until 7:30. After you are done setting up, you can either have a chance to play with the kids or get your activity ready.
- Each child has their own basket to keep their stuff separate from others' stuff. Sort the baskets by color. After sorted, put the baskets out in twos by the color (Start with Kindergarten and work your way to 5<sup>th</sup> grade). The baskets/grades are sorted by the color of the Rainbow, when you set out follow the order (Red, Orange, Yellow, Green, Blue, Purple).
- When children arrive, you need to write down the time on the attendance sheets and in the binder under the AM tab, and put an X by their name under the correct day on the A.M attendance sheet to indicate that they were there.
- When a child arrives, he/she will ring the doorbell. It is all the staff's job to make sure that the door gets answered in a timely manner. If you are not teaching the activity that day, it is your responsibility over the staff who are teaching to answer the door.

### 7:30-7:45 (Group Game)

- After having kids pick up the game pieces from the stations and put them away, kids will line up against the wall and raise their hand to give suggestions for a group game. Chose 3 kids who are standing quietly to give the suggestions.

- Staff then ask the kids to turn and face the wall. Tell the kids what the suggestions are and ask them to only vote once.
  - o Say each game and count how many kids have their hand raised.
  - o After each is announced and voted, tell kids to silently cheer for whichever game won the vote.
  - o Usually we let the kid who suggested the game be the tagger or let him/her choose who it will be.
- Continue to play the game until 7:45.
  - o Your job during this time is to make sure kids are playing fairly and appropriately.
  - o If a child gets hurt, attend to them.
  - o At 7:45 anyone needing a drink lines up on blue line

### **7:45-8:15 (KidzLit)**

- Monday-Wednesday the kids will break into 2 groups. (k-2 and 3-5) each group will have a book that they are reading/focusing on.
  - o Choose an age appropriate book (they will be labeled with the grades).
  - o Read the book. Each book will have a teacher's guide of activities you can do with the book.
  - o Choose an activity & prepare lesson (PREPARATION SHOULD BE DONE DURING YOUR SET UP TIME FROM 7:00-7:30...ALL MATERIALS NEED TO BE READY BY 7:45).
  - o Don't be afraid to make up your own activity for the book too!!
- One group will use the gym and the other will use the cafeteria or other end of the gym. Take your group to the area you are designated for that day. Teach the activity you planned for that day.
- Around 8:15 start to clean up. If you are in the cafeteria, go back to the gym.

### **8:20-8:40 (Awards/Breakfast & Group Game)**

- Have students sit in the blue rectangle and give out awards. Everyone should have an award to give out
- Tell kids if they are eating breakfast to line up against the wall and everyone else in the blue circle. The group along the wall will wash their hands for breakfast the kids in the blue circle with wait patiently to decide a group game.
  - o Breakfast: kids need to be lined up and ready to go at 8:20. They will find their cards on the tables located in the cafeteria. They will line up at the door entrance and wait for the kitchen people to tell them to come through. CLC only uses the first 3 tables, unless a student needs/wants to sit alone. Kids have until 8:40 to eat, even if they are not finished, we have to clean up and be out by that time.
  - o Group Game: this is a quiet/silent game. Do the same process as you did earlier for the other group game with 3 suggestions and a vote and play what is voted on.
  - o During this time, you can decide who you are giving an award to and write yours out.

### **8:40 Line up for School**

- At 8:40 a bell will ring. At this time kids will sit down and wait to be called to get their stuff from their basket and stack them according to the color of the basket.
- They will make grade level lines
- Walk the line to their hallway areas, one staff leading line, one at the end and some in middle

### **8:50-9:00 (Clean-Up)**

- During this time, you will write any notes that you have for the morning (always write something) in the notebook.
  - o When you write in the notebook, whoever taught a lesson for that day should write what they did so the person who does it the following morning knows.
- You should make sure that all materials are picked up and put away in the appropriate location.

- Take the doorbell down and put it back in the front of the binder. Once everyone is finished with the use of the binder, the last person needs to take it and the phone to Gina's office and lay them on the side table. If she is gone, put them back in the storage room.
- Walk around the gym or outside with the 4/5th graders interacting and giving reminders when needed
- Leave for the morning!

**7:45-8:15 (On Thursdays-Current Events)**

- Thursdays instead of doing the KidzLit we do current events. The staff will need to work together and decide what they want to do.
- Do this as one large group in the gym.

**7:45-8:15 (On Fridays-Free Choice)**

- Fridays are free choice days. The kids can choose anything they want to play with in the gym. If balls are brought out, please make sure that kids are not kicking them in the gym so no one gets hurt.