

Classroom Training Reminders for Drop Off/Pick-up Times

***In the Mornings during Drop off Time between 7am – 9am & Afternoons 3:30-6pm
The “DOs”***

Be sure to have the students engaged in the following and do rotations to maintain GOOD classroom management:

- 2 small groups at two tables (i.e. 4-6 children at one table with activities such as legos, etc, 4-6 children at another table with a different activities such as playdough)
- 2-3 kids (max at carpet) i.e. playing with Large Blocks at carpet
- 2-3 kids (active engaged learning – dramatic play, free play at station etc.)
- Rotate groups every 10-15 minutes
- Use your energy and time to greet students and parents
- Have your back always facing the wall and your front facing the class/group of students. Never have your back to the class because your organizing, on the computer, writing etc. This prevents you from observing the classroom, interacting and being proactive against injuries, etc.)
- Group activities can only be done if the Teacher or TA has their full attention and can effectively manage the classroom. Ideas for Group activities include Circle Time Instruction with all students, Reading a story at the carpet, Puppet Show or simply telling a story with a puppet, Duck Duck Goose Game or can you find me, Monkey in the Middle Dance Game, Music & Movement
- **Remember Classroom Exercises** also help get the wiggles out if the students are very energetic in am or pm. Play music & have them do 20 jumping jacks, hop on one leg/alternate (10-20x), touch toes, turn in circle, Stretch etc. Great for Gross Motor Skills, listening skills, and it is also helpful for getting wiggles out before group instruction (i.e Story time) to help them then focus.

***Be Sure NOT to do any of the following in the morning:
The “DO NOTs”***

- **No** Curriculum Planning
- **No** Making copies or leaving the classroom for curriculum planning
- **No** Writing in Curriculum Book
- **No** Using Computer for teacher purposes or with child(ren) - (*puts your back facing the rest of class which should be facing the group and interacting all students.*)
- **No** having all toys scattered around floor
- **No** having more than 2-3 children on the carpet playing with large blocks.
- Reminder small toys are for the table and BIG Toys/Big Blocks are for the carpet
- Small legos are for TABLE play – not for Carpet
- Do Not Allow students to throw small toys all around the floor. Be sure to Pick up all scattered toys because it's a safety hazard and makes the classroom look messy and disorganized which is a poor reflection (*due to poor classroom management*) of the teacher or TA on duty.
- The **Do NOTs** listed above limit your ability to interact with students and parents. You will want to do table activities to engage a GROUP of students at the same time.

Thank you.

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