

Dear Coaches,

As we approach the first day of classes here are some hints to help make your first day more successful! We are super excited for this school year and want to do everything we can to help make it as easy as possible for you! Please feel free to call or email us with any questions you may have!

1) Make sure you are prepared. Know what lesson you want to teach, where the school is, what equipment you need etc... The more prep you do in advance, the less you have to worry about on the first day. Please ask Blake or I any questions before that first class.

2) Plan to arrive 30 minutes early on your first day at a new school. You may have trouble finding the school or parking might be worse then you guessed. If you get there early you can just relax in the car but the worst thing is to be late on the first day. It is your first impression and if the first impression a school gets of you is that you were late, it is not good. Please do everything you can to be ready to go 15 minutes before the class is scheduled to start. Then you can focus on the kids when they get there!

3) When you get to the office, introduce yourself. Ask the school secretary if there is anything you should know. Ask if they can please make an announcement for the kids to meet you in the designated room (for example "All students in chess club today after school please go to the library!") You can also ask the office staff if any children are absent that day! A good relationship with the office staff can work wonders!

4) Please take roll on the first day and write down the name and phone numbers of any kids not on your sheet. If they give you a registration then you can just write down their name. We do not want to turn children away but we do need to know who is there so we can follow up. Please email us after your first day with how many kids were there, who gave you registrations and/or payments, and who showed up who was not on your list. Also, please note any absences. If a kid is not there you can ask the other kids if that child was at school that day and or try to send someone to BASE or other after school activity to see if they can find the child.

5) Ask all children if they have sign ups, permission slips or anything to give you. This stuff needs to get to our office so we can get the school an updated roster. You can give to Blake if you know you will see him within 48 hours. If not, please mail the registrations and payments to us within 24

hours of receiving them. Again we need an email after your first class letting us know how it went and the above info including which kids turned stuff into you. Parents will email or call us to ask if we got it and if you do not let us know then we do not know!

6) Go over your rules and consistently enforce them! This is the day when children will be testing what they can get away with in your class. It is super-important to go over the rules of the class right away and then consistently enforce them. I suggest using the teams and points as an incentive to follow the rules.

7) Make sure dismissal goes smoothly! Please make sure to follow the school's dismissal procedures. Walk kids to other after school clubs and then make sure to wait with each kids until they are picked up! Do not leave a child alone!

8) Have fun! Make sure you have a good time with the kids to get the class to a positive start!

Thanks a ton! I look forward to meeting up with you all next Friday on 9/5! Again please email or call with any questions you have!

Thanks,

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