



Elementary Grade Programs Helpful Hints

Preparing for Success

- **Prepare** before you go into the classroom!
- **Sign in** at the main office each time you visit the school.
- **Be Prepared** before you go into the classroom. Ready activity plans, organize kit materials, etc.
- **Use** your “Guide for Consultants” and make activities FUN for your students.
- **Discuss** with your teacher how to adapt lessons to meet learning needs. There are different learning abilities among students.
- Secure student roster from the teacher to make certificates (for last visit).

In the Classroom

Group Activities

ALWAYS ASK the teacher to divide the class into groups for the activities. Teachers know which students work well together. Noting the “need to group students” prior to the beginning of the lesson is helpful to the teacher.

Working with Students

- Encourage all students to give answers loudly and clearly enough for everyone to hear. Rephrasing their answers, not repeating them, is helpful. Thus, the student “owns” his/her answer.
- When asking questions during a lesson, be sure to allow for reflection or “wait time” for the students to respond before moving on or answering the question yourself.
- Encourage everyone to participate. Use such phrases as “Now we are going to...” rather than “Would everyone like to...” as you begin activities.
- Emphasize at each visit how you use math, spelling, reading, and language arts at work every day.
- During your time in the classroom, please take the opportunity to demonstrate the basics of business etiquette. (Some examples include introducing others, making eye-contact, respectfully addressing others, punctuality, presentation skills, the importance of volunteering, etc.).
- When activities involve stickers, you may want to collect the empty sticker sheets quickly, before students have opportunity to stick the remnants on themselves or others.
- Ask the teacher if it is a good idea to schedule your visits after recess or a break. This will provide an opportunity to hang the banner and posters while students are out of the room.

Other Considerations

- Give the Junior Journals to the teacher to use as reinforcement between activities.
- Give teachers a heads-up prior to your class that you will need tape, magnets, or push pins to display posters during the lessons.
- Plan a graduation party at the last session. While gifts are optional, students appreciate food treats, pencils, or anything you bring. Be sure to bring the same treat for every student; choices become a headache. Ask the teacher if there are special

circumstances (allergies, diabetic, etc.). **Many schools have food restrictions. Please check with your classroom teacher before bringing in edible treats.**

- Present students with certificates upon completion of the program. Templates for printing the certificates can be found at: <http://www.jabrand.org/>.

Snacks & Treats

Most schools are “nut-free” zones, therefore we ask you to review our safe candies list before bringing in food/candy for students. Some safe candies are Skittles, Starburst fruit chews, Twizzlers, Smarties, Tootsie Rolls, Dum Dum Lollipops, and Rolos.

For a full list of safe candies, which means they do not contain any type of nuts and were not created in a factory where nut items are processed check web sites such as www.peanutfreezone.com or www.peanutallergy.com.