



### MEETING WITH THE CLASSROOM TEACHER

It is nice to make sure that everyone involved in ELF is clear about roles and responsibilities BEFORE your first in-class workshop. Over the years, ELF volunteers have compiled this list of things to review ahead of time with the classroom teacher. We've also included a form for scheduling in-class presentations with your teacher so you both have the same dates on your calendars!

- Discuss classroom norms and school rules.
  - How do you get the children's attention? Hold up a hand? Flick the lights? Clap?
  - What are classroom expectations and consequences and who is responsible for managing this – classroom teacher or ELF volunteer?
- Are there any confidentiality issues you should be aware of in this classroom?
- What is the protocol for fire drills from this classroom?
- Discuss class management ideas or issues: are there certain children who should not be partnered up? Will the classroom teacher assist in creating small groups as needed?
- Are there any allergies or other health concerns to be aware of?
- Discuss what materials and resources are available in the classroom: scissors, crayons, paper, etc.
- Clarify if the teacher will help with small group activities.
- Clarify if the teacher will be accompanying the class outside.
- Find out if you may send a child inside if he/she is not cooperating. Is so, specifically where should the child be sent, and is an escort needed?
- What is the protocol if a student gets injured in any way – a cut, scrape or sting?
- Is the classroom teacher interested in follow-up activities for ELF units? Share ideas (and materials, if possible) with classroom teacher.
- Confirm the year's in-class workshop schedule.

Your ELF volunteers are: \_\_\_\_\_ phone: \_\_\_\_\_  
phone: \_\_\_\_\_

We will present ELF on the: \_\_\_\_\_ from \_\_\_\_\_ / \_\_\_\_\_  
*Day of month (e.g.: 1<sup>st</sup> Monday or 3<sup>rd</sup> Thursday) Start Time End Time*

#### Workshop dates and topics:

September \_\_\_\_\_ : \_\_\_\_\_

October \_\_\_\_\_ : \_\_\_\_\_

November \_\_\_\_\_ : \_\_\_\_\_

January \_\_\_\_\_ : \_\_\_\_\_

February \_\_\_\_\_ : \_\_\_\_\_

March \_\_\_\_\_ : \_\_\_\_\_

April \_\_\_\_\_ : \_\_\_\_\_

May \_\_\_\_\_ : \_\_\_\_\_