**Coach Jacob's Guide**

Please text me if you need anything or if you have any questions!

**Daily Schedule & Responsibilities:**

### **Regular Day Schedule**

1. **Check-in & Attendance**

**2:30 KNDR DISMISSAL**

**2:55 REG DISMiSSAL**

* + Scan with coach Miguel, check all attendance and confirm that all participants are present.
  + Remind all coaches to send any student that hasn't scanned or forgot
  + If a student is missing, check with Karla or Walki for student
  + Check audit and confirm any missing scans

1. **Homework & Supper**

**Regular Day**

* + 3:00 - 3:30 PM: Homework for 4th 5th 6th

Supper for K 1sr 2nd 3rr

* + 3:30 - 4:00 PM: Supper time for 4th, 5th, 6th

Homework for K 1st 2nd 3rd or WOTW

* + 4:00 - 4:30 PM: Homework time for 1st, 2nd, and 3rd or WOTW in the classroom. When finished students can do a academic support or read while they move on to the next activity or transition
  + CHECK ON ALL COACHES IF THEY NEED ANYTHING OR WALK AND DO ROUNDS TO SUPPORT PLEASE (:

Note: parents sometimes do show up a little earlier; they are welcome to wait and sign for students if you have any questions on pick please feel free to ask karla.

1. **Enrichment / Activity / Early Release** 
   * 4:00 - 4:30 PM: Outside gametime or unit 6 week 5 activity
   * 4:25 PM: CALL ALL EARLY RELEASE STUDENTS and parents present for pick up
   * 4:30 - 5:00 PM: continuing SEL enrichment or SEL outside game of the week
2. **EOD Check Out and Dismissal** 
   * 5:00 - 5:30 PM: Optimistic closure, mindful moment, highs and lows.
   * 5:30 - 6:00 PM: Room refresh.
   * 6:00 PM: dismissal / regular dismissal.

**Additional Notes:**

* **All students should arrive no later than 7:45 AM for the morning program.**
* Keep an eye on student interactions and address any concerns early.
* Communicate with coaches to make you know of any incidents involving students so that you are aware and can handle parent communication effectively

RESPONSIBILITIES FOR COACHES

* Have activity prepared whether they know they have the time or not better to be prepared and have something to do than not
* Please provide a model for students to have a visual for
* ALL coaches can help with supper prepare BEFORE students arrive
* Always stay supportive of other coaches and helo to step in to show support.

Thanks for covering, Coach Jacob! Let me know if you need anything clarified.