

1ST DAY/WEEK SCHEDULE CONSIDERATIONS

By Heather from A Love for Special Learning

Prep for Student Success

- Identify students who need to know the schedule & preferred format
- Identify how students will know what is there and where to go (verbal and/or visual throughout the entire day)
- Outline expected behaviors for all environments
- Follow through with family's suggestions for success (ask when you introduce yourself)
- Focus on 'easy wins' (repeating someone's name, following through, etc)

Create 'Expected Routines'

- Explain classroom (and building) layout
- Introduce (and repeat 2-3 times the first day) staff names
- Start off with a skeleton of your morning, lunch, and end of day routines
 - Attendance, cleaning up, storing personal materials, where to sit, using the bathroom, etc

Cover the 1st week

- Meet related service, nurse, secretary staff
- Safety drills
- ID cards
- Set student schedule alarms in their phone
- Device charging
- Work polo/Uniform
- Work site tour

Logistics

- Give and review schedule and talk through each class
- Be one day ahead (so going over schedule with 1 activity doesn't destroy the whole week)
- Communicate plan with support staff via email or picture text and review
- Tour frequently visited environments (community, kitchen, bus to practice load/unload, sensory room, etc)
- Have a system to distribute and review technology (label, charge, log in, etc)
- How/When will you gather baseline skills

Leave Space for Fun and Quiet

- Show them you care, not the syllabus
- Enjoy ice cream, game, or time to explore the building on their own or a park for a relaxed, less structured get-to-know you time