

## 3<sup>rd</sup> Grade Class Planning Meeting Checklist

### 1. Program Paperwork

- Agency Agreement
  - To be signed by teacher or principal and returned prior to 1<sup>st</sup> lesson.
- EFNEP Volunteer Form
- EFNEP Youth Registration Form
- Class Roster (first and last names of those enrolled)
  - To aid educator in learning the student's names and ensure correct spelling of student's names for graduation certificates.
- Photo Consent
  - Does the school already have a photo release on file for each student?
  - If not, ask if the teacher is willing to send the EFNEP Photo Consent form to parents and returned prior to or at 1<sup>st</sup> lesson.
- PA Consent
  - Share Physical Activities included in each lesson.
  - Explain [MyActivity log](#) and determine if teacher will track student's daily/weekly PA?

### 2. Program Requirements

- EFNEP paraprofessional educators are not licensed teachers and therefore, cannot be left alone with students. Confirm that classroom teacher will be present at all times.
- Classroom teacher will be responsible for classroom management – EFNEP educators are well trained on lesson content but limited experience with youth behavior management.
  - What are the current classroom rules? We will review with students in lesson 1.
  - Can we add a few of our behavior expectations and post in the classroom?
  - Are there behavior management strategies/techniques she would like us to role model?

### 3. Class Scheduling

- Share [3<sup>rd</sup> Grade Show me Nutrition Lesson Overview Chart](#)
  - 8 or 9 lesson series
    - Frequency – how many lessons per week?
    - Class length – how many minutes is the class period?
- Review [School Calendar](#) (holidays, early dismissal days, field trips, etc.)
- Review and add lesson dates to [Educator Calendar](#) (current classes, annual leave, etc.)
- Determine protocol for inclement weather/snow days, educator illness, etc.
  - Hold additional date for make-up lesson?
  - Exchange contact information (school and classroom teacher's cell phone #)

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### 4. EFNEP Lesson Activities

- Set/up & Clean/up
  - Educator will arrive 15-20 minutes before class start time, can the enter room early or wait in the hall until you have finished your class period?
  - How quickly do they need to be out of the classroom? Should they end 2-3 minutes before the bell to clean up.
  - Is there a teacher's lounge or other area the educator can have access to for washing tasting/food preparation materials before leaving the school?
  
- What should the student's call the EFNEP Educator? (Ms. First name or Ms. Last name)
  
- Classroom visuals
  - Determine where board will be set up each week.
    - Is an additional table needed? If so, will the teacher set that up each week prior to the educator's arrival?
  - Can we use her chalkboard or white board? If not, we will utilize flip chart easel and paper.
  
- Food Activities
  - Are there any school rules regarding outside foods we need to be aware of?
  - Is there a sink in the classroom for handwashing? If not, we will use hand sanitizer before preparing or sampling any foods.
  - Do any of the students have food allergies, food intolerances or religious dietary restrictions?
    - If unknown, can a form be sent home to parents and returned to us prior to 1<sup>st</sup> lesson?
  - Review food tasting/recipes per lesson (Curriculum Overview Chart).
    - Students will be encouraged to be open to new foods however can choose not to try the foods provided.
    - No nuts
  - Majority of foods will be prepacked in individual snack sized bags by the educator the day before
    - Will need the teacher's assistance with distribution of foods during the lessons.
  - [Show Me Nutrition Recipes](#) (English and Spanish) are available for the parents.
    - How will these be distributed? (In class directly to students or parent packet sent home by teacher)
  
- Physical Activities
  - Review PA per lesson (Curriculum Overview Chart).
    - 3-10 minutes of light to moderate aerobic activity or calisthenics.
  
- Parent Engagement
  - Weekly [Show Me Nutrition newsletters](#) (curriculum Overview Chart)
    - How will these be distributed? (In class directly to students or parent packet sent home by teacher)