

# Teen Planning Meeting Checklist

## 1. Program Paperwork

- Agency Agreement
  - To be signed by teacher or principal and returned to NPS 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 the teacher to distribute the EFNEP Photo Consent form to students to be completed by their parents (or emancipated students) and returned at 1<sup>st</sup> lesson.
- PA Liability
  - Confirm all of our activities are covered under school's liability.
  - If not, ask if the teacher can distribute the PA Consent form to students to be completed by their parents (or emancipated students) and returned at 1<sup>st</sup> lesson.

## 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? Are there behavior management strategies/techniques the teacher would like us to role model?

## 3. Class Scheduling

- Share *Eating Smart • Being Active for Teens Lesson Overview Chart*
  - 8 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.)
- Confirm selected lesson dates on *Educator Calendar* (check for conflicts with training, 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 #)

Blue items in the meeting outline indicate materials from checklist to be used during the designated talking point.

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### 4. EFNEP Lesson Activities

- Set-up & Clean-up
  - Educator will arrive 15-20 minutes before class start time, can they enter room early or should they wait in the hall until the class period ends?
  - 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 teachers' lounge or other area the educator can have access to for washing food preparation materials between classes or before leaving the school?
  
- What should the students call the EFNEP Educator? (Ms. First name or Ms. Last name)
  
- Classroom visuals
  - Determine where the display 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 the classroom 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 the teacher survey the students and provide this information to us prior to 1<sup>st</sup> lesson?
  - Review food preparation activities/recipes for each lesson ([ESBA for Teens Lesson Overview Chart](#) and [ESBA Cookbook](#)) and discuss concerns teacher has in regard to the following:
    - In lesson 1, we will provide an overview of kitchen and knife safety, which includes demonstration and students practicing using a knife.
    - We will encourage all students to volunteer for different aspects of the recipe preparation each week – chopping, dicing or mincing, measuring ingredients, mixing, serving, and clean-up.
    - For safety reasons, we'd appreciate the teacher's assistance during food preparation activities.
  
- Physical Activities
  - Review PA for each lesson ([ESBA for Teens Lesson Overview Chart](#)).
    - Warm-Up – deep breathing and 2-3 minutes marching in place to music
    - Static Stretch of 1 major muscle group
    - 2-3 sets of simple muscle-strengthening or bone-strengthening exercises
    - Cool down – deep breathing
  - Are there students with physical disabilities?
    - Each class educator will recommend students join in activities at a level that is comfortable and advisable for them (following their health care providers recommendations for activity). Discuss additional accommodations.

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