

We are so excited for your upcoming Recess Reboot! As we prepare for a fun week ahead, please review and complete the following to ensure a successful and meaningful experience for all.

Full schedule built and confirmed with Trainer prior to implementation week

- Recess 101 teachers and time slots confirmed
- JC training confirmed
- All Staff Orientation confirmed
- Action Planning date, time, and attendees confirmed
- Recess Staff training confirmed (incl. teachers on duty) *if applicable
- Recess Staff daily check-ins and debriefs confirmed *if applicable

Identified Recess Manager (point person for the week)

- Available for participation and support during Reboot week
- Direct contact shared with Playworks Trainer (i.e: phone or email)

Junior Coach Program logistics

- JC's selected and confirmed
- Schedule finalized and shared with teachers and Playworks Trainer
- JC training location and time confirmed
- Staff member identified to attend and support JC training

Staff time & participation

- Allow ample action planning time with Recess Staff, Recess Manager and/or Admin
- Allot the necessary minutes for Recess Staff PD **this may fall outside normal work hours and could require additional minutes & compensation for the week*

Communication to Staff & School community

- Talk to staff about *why* this is happening prior to Playworks' arrival
- A list of Recess Staff direct emails sent to Trainer
- Communicate expectations of teacher participation and support in Recess 101

Open mindset

- Be ready to try new things, take different approaches, and work collaboratively!
- Wear comfortable clothes and shoes to participate in and facilitate play
- Stay engaged and committed to the **process**. Great things take time!