



# Teacher Facilitator Checklist

## 1. Activity Set-Up

Check the room/location availability and pick up necessary equipment. All activities are designed to require minimal to no set up which can be done by students as they arrive. If you have time it may be helpful to do a small amount of set up (e.g. laying out yoga mats, placing nets on opposite ends of the field, etc.). Students can help gather the equipment as they arrive.

## 2. Lead Activity

Lead activity following the Activity Menu Guidelines.

## 3. Monitor Attendance

Remember to enter the number of students that attended the session by the end of the day. Don't forget to account for anyone who joined late or left earlier. The school Public Health Nurse will email you a link and you can submit the following information:

- Date of the activity session
- Activity that you facilitated
- Number of students that attended the activity session

This will take approximately **one minute to complete** and you can access the link on your mobile, tablet or computer. **or** Complete paper attendance sheet. Bring attendance sheet to the office to be stored (if applicable).

## 4. Safety Considerations

- Assess that the facility and/or playground is safe to use.
- Only use equipment that is safe and in proper working condition.
- Appropriate clothing must be worn (according to weather conditions).
- No long or dangling jewelry should be worn during the activity.
- Encourage participants to take water breaks as needed and remind them to drink water before, during and after the activity. Remind them to bring water bottles to the next session!
- In case of injury, emergency, or physical or verbal confrontation between students please notify a supervisor as soon as possible.