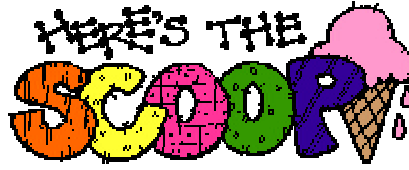



Program Night/Meet The Teacher Checklist



Are you ready for “Program/Meet The Teacher” Night? Below, you will find tips to assist you in preparing for the big occasion!

<p style="text-align: center;">Preparation Tips</p> 	<p style="text-align: center;">Notes</p>
<p>Plan ahead with your team members (will you present individually or collaborate as a team?);</p>	
<p>Prepare your classroom/presentation area so that it is inviting and reflects the goals for the evening, personality of the class, etc. (ie. decorate with student work, display curriculum documents, technology equipment set up);</p>	
<p>Write your agenda or outline for the evening on chart paper/whiteboard/computer projection so that it is easily viewed by visitors to the classroom or presentation area;</p>	
<p>Display your timetable or a general outline of a timetable (optional);</p>	
<p>Prepare Information Package. (Welcome Letter, Curriculum Plan for First Term, any other handouts that you feel are appropriate);</p>	
<p>Prepare acetates should there be an overhead presentation;</p>	
<p>Organize a slideshow presentation of what you want to communicate, should you decide to go that route;</p>	
<p>Display curriculum documents, samples of textbooks, etc.</p>	
<p>Parent Volunteer Sign-up List.</p>	

Agenda/Outline	
Welcome/Introductions;	
Homework, Agendas & Home/School Communication;	
Behavior Expectations: Classroom/School/Yard;	
Assignments, Tests, Quizzes/Provincial Expectations;	
Social Skills Program (many are school-based);	
Special Programs (e.g V.I.P., Family Life, sacraments, multiculturalism, split grades);	
Physical Education Routines;	
Library Routines/Book Orders;	
Specific Classroom Events (e.g. fieldtrips, celebrations, visitors, religious celebrations, involvement with other classes);	
Co-curricular activities (sports and volunteer);	
Ontario Curriculum Update (include an outline of themes your class will study during the First Term or school year);	
Anaphylaxis/allergies;	
Parent Volunteers.	