



1. There are children who are sometimes labeled “trouble markers” when they are really just energetic or expressing a need to be independent; try giving them a position of responsibility.
2. There is a huge difference between discipline and punishment. Punishment is reactive, discipline is proactive.
3. Think of children as apprentices who would need some sort support depending on their abilities.
4. Ultimately, the support of the community will keep you in business. Help them know that they can't get along without your after-school program.
5. Unleash the power of each employee to be the best that he/she can be.
6. Upper grade students are excellent helpers for lower grade students and often times bring out the best in them.
7. Use a hiring team. When possible, have a student on the team. After all, it is the student who will be with the Program Leader for 3 hours each day.
8. Use an academic coach or instructional liaison, he/she will help bridge the gap between school and after school.
9. Use collected data to guide you strategically in targeting areas for improvement.
10. Use culturally relevant instructions that are hands-on strategies to support learning most especially among underachieving students.
11. Use data to course correct. It is your guide through murky waters.
12. Use the “buddy system” when kids go to the bathroom, or leave the supervision of the program leader for any reason.
13. Visibility! Visibility! Visibility!
14. Vision is more likely embraced when personal goals are congruent to the program's vision and mission.
15. Vision is your cornerstone: if it doesn't support the vision, then it's probably a “bird walk”.
16. Vision owned is vision accomplished.
17. Vision shared is vision embraced.
18. Vision will unite your team, connecting head and heart.
19. When staff view themselves as learners and are learning in a constant process, they model lifelong learning for students.
20. When students feel safe, they are more likely to tell staff what they are really thinking and feeling.
21. While setting class agreements on how they will treat each other, ask students to explain each agreement and why they might be important.
22. Smile often. Smiles warm the heart and make you more approachable.
23. Celebrate even the smallest of successes. We are quick to recognize the mistakes and slow to celebrate success.
24. Each day let children and youth know you are glad to be spending time with them.
25. Engage the children in “random acts of kindness”. Acknowledge youth when they are caring.
26. Spend time engaging youth in hands-on, minds-on learning. We learn first in the concrete world.
27. There is a difference between interactive and hands-on. Interactive provides a give-and-take in the conversation and the decisions made.
28. Designate youth to support others during homework. It will reduce the need for you to help every student.
29. Consider starting your lesson with the words: “Did you ever wonder about...?” Wonderment and awe are a habit of mind.
30. Give youth a chance to share with one another—teach them how to listen and how to speak.
31. Last day of the year, take a breath and reflect on the great job you've done.