



# August Daily Tips

1. "Begin with the end in mind" is more than a cliché. Establish what data you will monitor from the beginning.
2. A "sense of belonging" builds social capital and good citizens.
3. A clear and powerful vision, infused with passion, will keep your work on point.
4. A site equipped is a site well kept. Does staff have copies of students' homework?
5. A successful management task is removing obstacles rather than supervising.
6. Allocate sufficient budget for staff training (remember to include ongoing training throughout the year).
7. Allow veteran staff to share their experiences with new staff.
8. An ongoing part of encouraging relationship building is making sure that everyone is connected in some ways.
9. As you develop a supportive relationship with your staff, you can expect that they will develop a supportive relationship with the students.
10. Ask the kids what they want to learn: Sometimes the key is through the most unlikely of doors.
11. Ask your staff what they need. You don't need to be "Carnack".
12. At your class, begin each day by sitting quietly in a circle and let each child speak briefly.
13. Attendance determines the budget. You don't get paid for an empty seat.
14. Attendance record keeping is critical. It is how you will be paid.
15. Balanced and diversified program funding ensures long-term sustainability.
16. Be sure that students understand the rules, then hold them accountable.
17. Be sure to have an emergency card on file for ALL students. You never know when you'll need the contact information (even if it is to check to see why the student is still there after the program is closed).
18. Build both competency and capacity through staff development.
19. Building relationships definitely has a trickle down effect.
20. Celebrate a diverse community. Help kids celebrate their roots.
21. Change is inevitable. Embrace it and use it as a force to maintain quality, sustainable programs.
22. Children have values, they understand respect and trust, staff just need to practice them on its application.
23. Choice is important. Offer variety and let students choose.
24. Classroom connections forms are additional supports of communication but do not replace ongoing dialogue with classroom teachers and school staff.
25. Coach by asking questions, explore their thinking.
26. Coaching occurs in the vast territory between modeling and "flying solo".
27. Communicate! Communicate! Communicate! Develop a system so people are not left out of the loop.
28. Communicate! Communicate! Communicate! When children have been absent for several days, call home.
29. Communication begins with you.
30. Community involvement is a two way street: youth working in the community, and the community volunteering to work in the program.
31. Compare and share! Principals and school day teachers as well as you would like to know what's going on with children's progress.