



Classroom Organization and Team Relationships

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Where do I start???????



- What would make things easier for you?
- It can't be done in one day!
- Remember the first time is not always right.
- It's ok to change things





What was the easiest thing for me?

Organizing the classroom...
The Physical environment.

*We had a plan at the end of last year



This is our space



By keeping ourselves and our spaces organized we help our students stay organized.







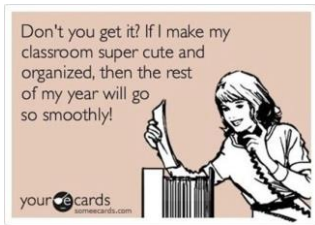


Clear and defined spaces help our students understand what is expected of them in that particular space.

Use furniture and visual aids to support defined spaces.



Organizing your materials



Schedules



Monday Schedule	
Time	Preschool Staff
7:45-8:00	Arrival and Sign-in
8:00-8:15	Circle Time
8:15-8:30	Story Time
8:30-8:45	Free Play
8:45-9:00	Snack Time
9:00-9:15	Transition
9:15-9:30	Group Activity
9:30-9:45	Free Play
9:45-10:00	Transition
10:00-10:15	Group Activity
10:15-10:30	Free Play
10:30-10:45	Transition
10:45-11:00	Group Activity
11:00-11:15	Free Play
11:15-11:30	Transition
11:30-11:45	Group Activity
11:45-12:00	Free Play
12:00-12:15	Transition
12:15-12:30	Group Activity
12:30-12:45	Free Play
12:45-1:00	Transition
1:00-1:15	Group Activity
1:15-1:30	Free Play
1:30-1:45	Transition
1:45-2:00	Group Activity
2:00-2:15	Free Play
2:15-2:30	Transition
2:30-2:45	Group Activity
2:45-3:00	Free Play
3:00-3:15	Transition
3:15-3:30	Group Activity
3:30-3:45	Free Play
3:45-4:00	Transition
4:00-4:15	Group Activity
4:15-4:30	Free Play
4:30-4:45	Transition
4:45-5:00	Group Activity
5:00-5:15	Free Play
5:15-5:30	Transition
5:30-5:45	Group Activity
5:45-6:00	Free Play
6:00-6:15	Transition
6:15-6:30	Group Activity
6:30-6:45	Free Play
6:45-7:00	Transition
7:00-7:15	Group Activity
7:15-7:30	Free Play
7:30-7:45	Transition
7:45-8:00	Group Activity



Our Schedules



*Object Schedules



Helpful baskets





Time to eat!









Organizing the staff



We all work together. We are a team. This is how we make it happen.



Our Morning List

- What do you need to carry during the day to avoid searching your room for tools?



Staff Schedule Board



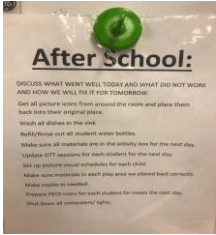
Staff Mini Schedules





Visuals staff carry

Our Afterschool List



There is always something to do!

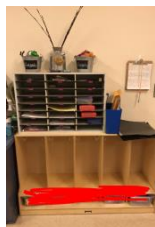


Our favorite word.....
DATA,
DATA, DATA



How do I start?

- Baby Steps
- Functional Routines
- Handwashing/Arrival Departure



Bathroom Data Sheets

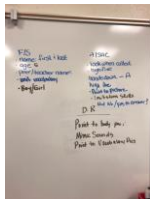


Data for you
Data for parents
Great data to potty training





Circle time data for DTT
Sit with hands down to attend
Identify familiar pictures of people
Requests activities using 2-3 words
Match own name to picture
Imitate multiple step actions
Answer questions about story
Rote count to 20





Our IEP data
Early Learning Guidelines



Keep your data in a place where you know you will use it





D.T.T.



Materials for DTT



ABLLS
STARS



Early Learning Guidelines





Get the entire school to help
Picture Maintenance is a must



Building Relationships



In the beginning.....

- *What brought us here?
- *Respect
- *General interest in each others lives
- *The PAST!!!!!!



Maintaining the relationship

Remain approachable

Everyone is included in everything

Don't take things personally

Mini schedule helps with relationships by telling you who you are in charge of, who is changing diapers and who is taking data at the time.



How do Mini schedules build



- Building the relationship between staff and students
- Transitions and Responsibilities (data/diapers) start small not all at once
- Communication (Do I need a break, fidget, vest, don't take it personal)
 - End of day



Weekly/Daily Staff Meeting

Date: _____

_____	_____
_____	_____
_____	_____

What went well this week/today: _____

What did we need to work on today/this week? _____

Goals for this week:

Goal	Staff Name
Support from teacher	_____
Support from _____	_____

Staff Name

Goal	Staff Name
Support from teacher	_____
Support from _____	_____

