

# LIFEWISE ACADEMY



## ESTABLISHING SCHOOL PROCEDURES

### Questions to Ask

1. How will the exchange between teachers and LifeWise volunteers take place? For example, do volunteers need to pick up students from the classroom or will the teachers bring them to the exterior doors?
2. If LifeWise volunteers will enter the school building to pick up the LifeWise students, what are the sign-in procedures?
3. Will students have the opportunity to use the restroom before attending LifeWise?
4. How will students return to class? Will the classroom teacher meet them at the exterior doors or will volunteers walk them back to the classroom door?
5. What is the protocol for students with IEPs or personal aides? Will aides come to LifeWise class in unique situations?
6. Will LifeWise be given an opportunity to have a booth/table during the school open house?
7. Do you have school assembly, testing and field trip schedules yet?
8. Will the school distribute LifeWise permission forms to all students? Will the school keep additional permission forms available in the school office for students who request them?
9. Will the school likely allow you to send materials back to school with students (Invite a Friend flyers, etc.)?
10. Some students have shared parent/guardianship. In these cases, will both guardians be required to sign the permission form?
11. Some students will fill out the registration/permission form online. Would the school like copies of individual registration forms, or just a list of registrants?
12. In case of an emergency, evacuation, weather incident etc. during the LifeWise class time, will LifeWise staff have a direct line to the school office? Will LifeWise be notified of emergency drills ahead of time?