

## HEAD COUNTS

- Following attendance, establish your HEAD COUNT
- Make sure you conduct HEAD COUNTS every 15 minutes (or after each segment)
- Share the number with co-workers to make sure everyone is on the same page

## BATHROOM AND WATER BREAKS

(INSIDE AND OUTSIDE PROCEDURES)

- When first working at a school, establish the appropriate water fountain and bathroom for the programming area
- Make sure in announcements to the kids at the start of the class, you identify the ONLY water fountain or bathroom students can use
- When applicable (if there are enough instructors) walk students to bathroom or water fountain
- Make every effort to limit bathroom and water breaks to a specific time during the class for the entire group at once

**\*If class is inside, and you are not doing a group bathroom/water break, students must go in the buddy system (if there are not enough instructors to walk students)**

**\*If class is outside, you must walk students inside to bathroom or water fountain. No exceptions.**

- You must provide students with a time limit on water breaks and bathroom breaks
- As soon as the time limit has expired, you must go retrieve the students