# Checklist on Your Program Plan:

**Group Dynamics:** In your group of leaders:

How are you going to set up your program so that it sets the tone of how the day is going to be like? (E.g. for your cooking activity, are you going to have stations with partners? Groups of 3? 4? The entire group?)

Who is going to have the role of observing who works well with who? All leaders? One leader?

**Boundaries of Confidentiality and Effective Communication**:

(What are some things you need to be aware of when asking your child participants for information? Sensitive information?) ***Imagine a scenario where you are leading a group and you say to them “Oh you have to eat healthy. You have to eat dragon fruit because it has Vitamin G in it. “ and all of a sudden a child responds but we don’t have enough money to buy dragon fruit to eat every day and starts crying.”***

What are some things we need to include in our plan to avoid situations like the one above?

Review the different ways on how to effectively communicate with people on our E.A.T. website.

**Risk Management**:

|  |  |
| --- | --- |
| Assessing | What do we need to look out for before we consider the activity? Before we start the activity? During the activity? |
| Preparing | Rules? Boundaries? Safety measures taken? |
| Resolving Injury | Know what to do in cases of minor and major injuries. |

**Child Development**: Are your activities age appropriate? (Check the chart on the abilities of what each age range can do). How do you let a child know that you care for them?

Review Sessions 4 and 5 notes on website.

**Timing:**  Is your timing for your activities appropriate? In your group of leaders, who’s keeping track?  
**Materials:** Do you have a complete list of materials you need for that day? Who’s bringing them? **Objectives:** Are your objectives clear? Can you achieve those objectives/I.e. do you have too much?  
**Rationale**: Why are you even doing these activities with the children today? (Make this answer CLEAR).   
  
Finally: Do you have a back up plan if you finish early?