

Arrival



Eye-Catching Agenda Board

Here's a colorful way to let students know the daily schedule as they enter the classroom. Use colored chalk to draw a picture on the chalkboard that correlates with the current month or unit of study. Near the drawing, write the day's schedule along with any other important information, such as student birthdays or assignment due dates. Your students will no longer need to ask, "What are we going to do today?"

Rita Mohr
South Whitley Elementary
South Whitley, IN

A Show of Lights

Students waiting for the first school bell often become concerned when their teacher cannot be seen through a classroom window or door. To avoid these concerns, establish a signal for informing students that you are at school and just momentarily away from the classroom. For a simple and energy-efficient signal, burn only the center row of lights in your classroom. When students see this signal, they know that you are somewhere in the school.

Diane Scott, South Godwin Elementary, Grand Rapids, MI

Daily Schedule

Keep your youngsters abreast of each day's events by posting your daily schedule on a pocket chart. Write the numerals 1 through 12 on index cards; then position the cards in sequential order on the chart. Next, cut a supply of sentence strips in half and label each strip with the name of a different subject, class, or event that takes place on a recurring basis. To program the chart, position the labeled strips on the pocket chart in the order that they will occur. Store any unused strips nearby. At the end of each day, reprogram the chart to show the next day's schedule of events.

Tricia Peña, Acacia Elementary, Vail, AZ

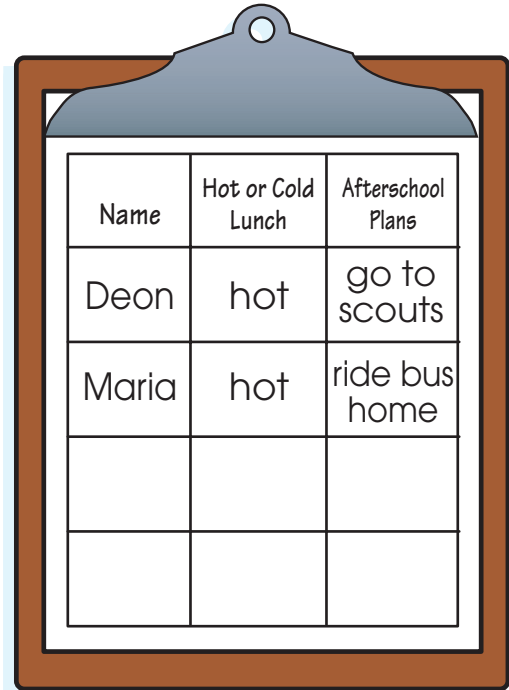
Daily Schedule			
1	Opening	9	Lunch
2	Spelling	10	Math
3	Reading	11	Presentations
4	Group	12	Science
5	Art		
6	Recess		
7	Story		
8	P.E.		

Centers
Reports
Games

Sign In, Please

Instantly put your youngsters' writing and thinking skills into gear with this morning routine. Attach a supply of charts such as the one shown to each of several clipboards. (You will need one clipboard per row, group, or table.) Before the youngsters arrive each morning, place each group's clipboard in a designated location. The first child to arrive in each group writes his name, his lunch plans, and his afterschool plans on the chart. He passes the chart to another student in his group. The completed charts are then passed to the teacher who calculates the daily lunch and attendance counts. The task of writing the daily information on a chart helps reinforces a student's thinking process, and it provides the teacher with valuable information.

Diane Bodnar, Jefferson Elementary, Bettendorf, IA



Name	Hot or Cold Lunch	Afterschool Plans
Deon	hot	go to scouts
Maria	hot	ride bus home

Papers for the Teacher

This timesaving tip helps the school day start smoothly! Rather than gathering assorted paperwork from students as you greet them each morning, ask youngsters to place the papers they have for you in a designated basket. Or go a step further and have them sort the paperwork into individual baskets labeled with specific categories, such as "Notes From Parents," "Homework," and "Permission Slips." Then, as time allows, address the paperwork in order of importance.

Barby Punzone, Public School 205, Brooklyn, NY

Good Morning!

Each morning do you find yourself reminding students to complete the same four or five tasks in order to prepare for the school day? Creating a class set of "Good Morning" cards may be just what you need! Design a card like the one shown that includes a good-morning message, a list of tasks, and a colorful sticker. Make a class set of cards; then use clear Con-Tact covering to attach one card to each child's desktop. These nifty reminders will help students get off to a great start each morning!

Nancy Lyde, Kiker Elementary School, Austin, TX



Good Morning and Welcome to a Great New Day!

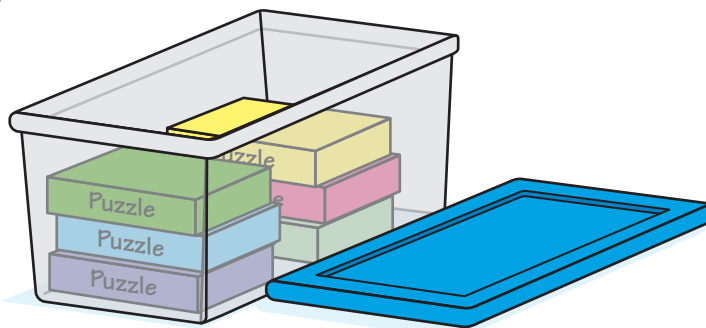
Is your...

1. pencil sharpened?
2. homework ready to check?
3. snack at your desk?
4. heading on your paper?
5. warm-up paper ready?

Arrival

Early Bird Tubs

Keep your early arrivals busy with these activity tubs. Gather several large storage tubs with lids. Put several of one type of item in each tub. For instance, put a variety of books in one tub and puzzles in another. Place each tub in a designated area of the room. As children arrive, invite them to play with the items in the tubs. To clean up, simply have children put the items back in the tubs and replace the lids. Periodically change the items in the tubs.



Dianne Giggey
Episcopal Day School, Pensacola, FL

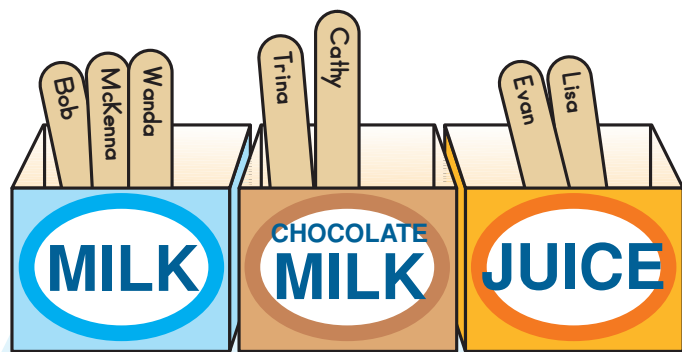
Early Morning Management

End early morning confusion with this management system. Label each of three boxes with a different illustration to represent notes, papers, and lunch money. As youngsters enter the classroom each morning, they deposit their notes, papers, and labeled envelopes containing money in the appropriate boxes. With this system, you are free to greet youngsters first thing each morning and can take care of money and paperwork after youngsters are settled.

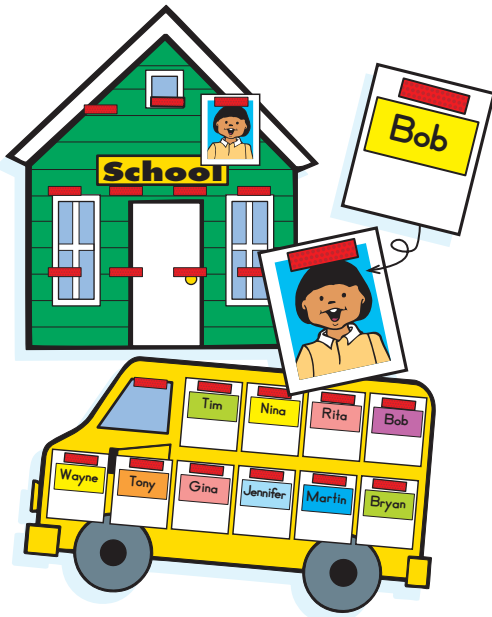
Sara Fakoury, Camden Elementary School, Camden, SC

Milk or Juice?

If your students get to choose a beverage for snacktime, try this idea to help make selections run like a charm. In advance, collect one clean half-pint carton for each of the following: white milk, chocolate milk, and juice. Cut the top off each carton. Mount each carton on a wall at students' eye level. Program each child's name on an individual craft stick, and place the sticks on a nearby shelf or table. Every morning as each child comes into the room, have him find his stick and place it in the beverage container of his choice. Using this timesaver, you'll be able to see at a glance your students' drink choices.



Brenda Wells And Donna Cook
Roseland Park Elementary, Picayune, MS



Name Recognition

Use this picture-perfect idea to take attendance and help your students recognize their names. Laminate a large school bus and school building tagboard cutout. Take a photograph of each child. Write his name on a photo-size piece of tagboard. Tape each child's name card to the back of his photo. Laminate the photos. Attach the hook side of a Velcro strip to the top of each side of the card. Then, for each photo, attach the loop side of a Velcro strip to the bus and the school cutout. To use, attach each photo to the bus cutout so that the name faces up. During group time, encourage each child to find his name and have him peek at the photo to check for correctness. Then have him remove the card and attach his photo to the school.

Lisa Lieb
Brooklyn Blue Feather Early Learning Center, New York, NY

Who's Not Here Today?

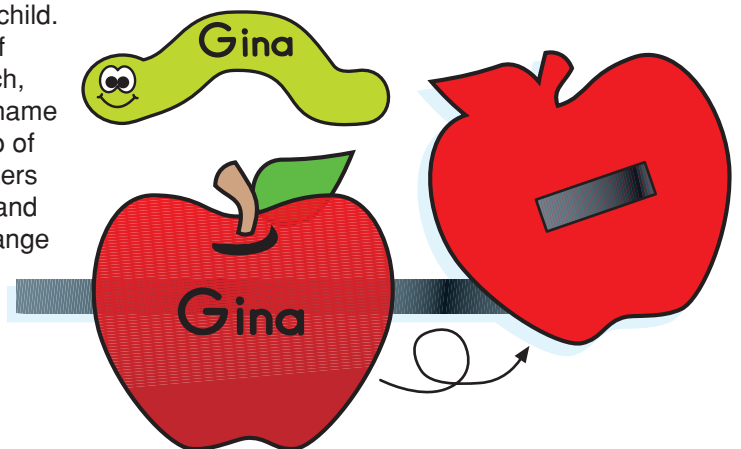
Here's a quick and simple way to take attendance each day. Write the word *girls* on one sentence strip and the word *boys* on another. Attach the strips to the side of a filing cabinet. Write each child's name on one side of a sentence strip. Attach pieces of magnetic tape to both sides of the sentence strip. Place each child's strip (name showing) on the cabinet under the appropriate heading. Request that each child turn his strip over each day as he arrives. You'll have a real-life math lesson each day as the class answers questions such as "How many boys are absent today?" and "Are there more girls or boys absent?"

Nancy Barad, Bet Yeladim Preschool, Columbia, MD

Taking Roll

To make taking attendance a simple matter and help youngsters practice name recognition, try this management aid. Personalize an apple cutout for each child. Attach a small piece of magnetic tape to the back of each cutout. On a wall, within your youngsters' reach, mount a strip of magnetic tape. Write each child's name on a small worm cutout and mount it above the strip of magnetic tape. Each morning, as each little one enters your room, have her locate her name on the worm and mount her apple on the magnetic tape below it. Change the cutouts to pumpkins and vines for October and turkeys and cornucopias for November. This quick and easy method will tell you at a glance which children are absent.

adapted from an idea by Becky Gibson
Ladonia Elementary, Auburn, AL

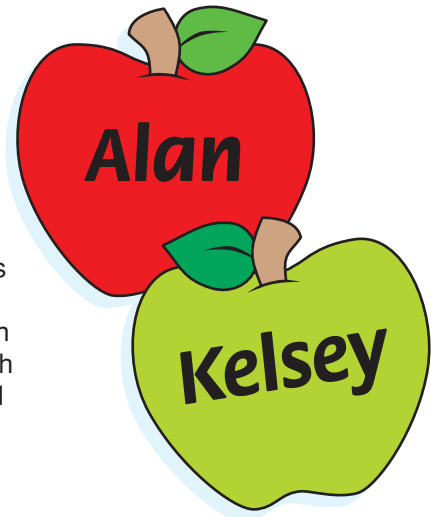


Attendance

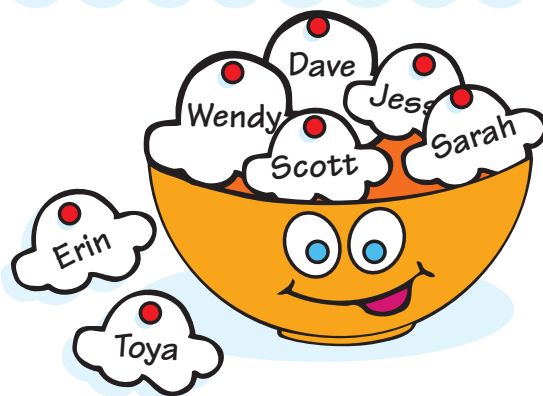
Seasonal Nametags

To make taking attendance a simple matter and help youngsters practice name recognition, create durable seasonal nametags. For each child, personalize a laminated seasonal cutout such as a leaf, an apple, or a pumpkin. Attach a piece of magnetic tape to the back of each cutout. Then place these nametags on a table. Draw an illustration on the board to correspond with the nametags. For example, if the nametag is an apple cutout, draw a tree outline on the blackboard. Each morning, as each student enters your room, have him locate his nametag and mount it on the blackboard illustration. Change the nametags and the illustration monthly or seasonally. With this procedure you can see at a glance which children are absent, and youngsters will soon recognize their names and their classmates' names.

T. M. Hanak, Linden Little Rascals, Linden, MI



Look Who Popped In!



Look Who Popped In!

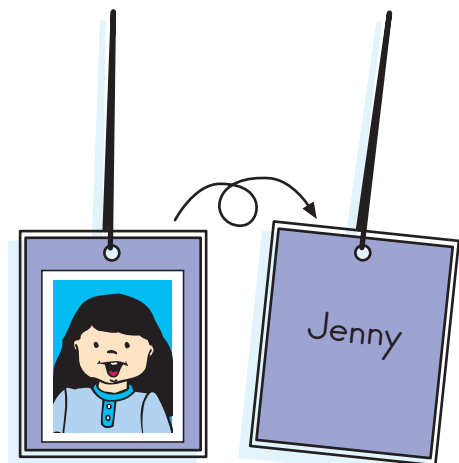
Attendance taking has new appeal with this "pop-ular" display. To begin, mount the title and a large bowl cutout on a board. Have each child cut out a large piece of construction paper popcorn and then write his name on it. Use pushpins to attach each popcorn piece to the board. As each child arrives, have him pin his popcorn piece above the bowl. With just a glance, you'll be able to tell who hasn't popped in for the day. If desired, provide some microwave popcorn and invite each child to have a few pieces after he records his attendance.

Lisa Cohen, Laurel Plains Elementary, New City, NY





















Taking Attendance

To make taking roll a simple task, make an attendance display. To make this display, mount each child's photo on a construction paper rectangle and label the back with the child's name. Laminate it and then punch a hole at the top of each rectangle and attach a length of string. Attach the string to a bulletin board. Turn each rectangle to reveal the side showing the child's name. As each child arrives at school, have him locate his name and turn his picture over. Names still showing on the bulletin board will indicate at a glance who's not present.

Debbie Miller, Rockingham County Headstart, Eden, NC



Attendance

Jared	Adriana	Jace	Gina	Jordan
				
Cecilia	Nicholas	Matthew	Cohen	Thomas
				
Gregory	Stephanie	Alexander	Amelia	Sonya
				
Patrick	Tyler	Austin		
				

All Smiles

Taking attendance is a snap with this cheery chart! Visually divide a sheet of poster board to suit your needs and make a supply of happy face cutouts. Laminate the chart and cutouts. For easy reprogramming, tape name cards in place. Attach Velcro dots to the chart and to the backs of the cutouts. Display the chart and then store the cutouts in a container nearby. Each morning, a student adds a happy face to the chart to show that she's present. Each day before dismissal, a volunteer returns the cutouts to the container. If desired, supply special cutouts for students to use when they leave the room for bathroom breaks or special classes.

Kathleen Gillin, Cold Spring School, Doylestown, PA

Roll Call Responses

Add a little zip to your daily roll call! Instead of having youngsters respond with the usual, "Here," have them answer with words or phrases associated with the skills or themes they are studying. For example, during a dinosaur unit, students could respond with names of dinosaurs. Or, when youngsters are learning their personal information, they could respond with their phone numbers or addresses. Roll call is sure to take on a whole new meaning.

Patricia Montgomery, Fishburn Park Elementary, Roanoke, VA

Check-In

End early morning confusion with this easy management system. Personalize a library card pocket for each child and mount each pocket on a bulletin board. To make attendance cards, cut a supply of 3" x 5" construction paper cards from two contrasting colors. Pair contrasting cards, and glue them back-to-back. Label and simply illustrate one side of each card with the word "home" and the other side with "school." Insert a card in each pocket with the home side showing. As youngsters enter the classroom each morning, they check in by turning their cards to the school side. To check out in the afternoon, they turn their cards to the home side. With this system you can see at a glance who is absent.

Ann Rowe
Western Hills, Omaha Public Schools, Omaha, NE

