

Program Start Up Checklist for Roots of Empathy Instructors

This checklist was designed to help Instructors prepare for program start up. Please review prior to the phone call with your Mentor:

Program Start Up:	Yes	No
Have you received all materials to teach the Roots of Empathy program (Family Visit kit – toys, blanket, roll, doll, books, information booklets for parents/schools etc.)? If no, please contact your KPP.		
If you are teaching kindergarten, have you received the new Kindergarten curriculum? If no, please contact your KPP.		
Have you received the online link to the Classroom Information Form (CIF) ? If no, please contact your KPP.		
Will your Roots of Empathy baby* be 2-4 months at the first Family Visit? <i>*Reminder: The Roots of Empathy program does not use twins please see the FAQ section of the Program Information for Parents booklet for more details.</i>		
Do you have any questions concerning the Roots of Empathy child abuse protocol?		
Review the Meeting the Family Checklist in the Getting Ready section of the Curriculum Manual.		
Review the Meeting the Principal and Teacher Checklist in the Getting Ready section of the Curriculum Manual.		

Overview of 'Meeting the Family' visit:

- Give a brief description of the program and then show the video to the parent(s)
- Review the **Roots of Empathy Program Information for Parents** booklet
- Discuss the Family Visit and show the items from the Family Visit kit
- Discuss Roots of Empathy Never Shake a Baby leaflet and SIDS brochure
- Describe the class
- Show Volume 1 of the Roots of Empathy curriculum
- Have the parent read through and complete the **Photo Release Form**
- Collect the information needed to complete the parent(s) and baby section of the **Classroom Information Form** (e.g. parent email address, baby's date of birth etc.)

Overview of 'Meeting the Principal/Teacher' visit:

- Give a brief description of the program and show the video
- Review the **Roots of Empathy Program Information for Schools** booklet
- Show Volume 1 of the Roots of Empathy curriculum
- Explain the Roots of Empathy philosophy regarding creating an inclusive learning environment for children (refer to the **Freeing up Children to Learn** document in the Getting Ready section)
- Show the principal and teacher the **Sample Letter for School Newsletter** and **Photo/Video and Artwork/Writing Release Form**

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Overview of 'Meeting the Principal/Teacher' visit (cont'd):

- Explain to the classroom teacher that we recommend rescheduling the Roots of Empathy class if the teacher is going to be absent
- Provide information about the Roots of Empathy Family and discuss how students will address you and the parent and ask for a classroom list and class photo, if available, to help you learn students' names
- Establish with the teacher the best way to communicate and review Roots of Empathy lessons
- Discuss the schedule for the delivery of the Roots of Empathy program (day of the week, time), the grade level and classroom management strategies
- Explain that the classroom teacher must be present and participate during each Roots of Empathy lesson
- Explain that the power of Roots of Empathy is strengthened by the classroom teacher's willingness to integrate the learnings from the Roots of Empathy classes into the regular classroom work
- Explain that Roots of Empathy encourages classroom teacher extensions between visits
- Review non-negotiables: no combining classes and a classroom teacher cannot teach Roots of Empathy in their own class (see FAQ section of the *Program Information for Schools* booklet for more details)
- Collect the information needed to complete the school section of the **Classroom Information Form** (school address, teacher and principal email address)

If applicable discuss the following:

- Is the classroom a split grade (e.g. 3/4)? If yes, decide which curriculum level will be taught
- Is the classroom a designated special needs class? Are you comfortable instructing this type of class? If yes, decide which curriculum level would be most appropriate. What assistance will you need?
- The Roots of Empathy early literacy tools, which are part of the new Kindergarten Curriculum (i.e. classroom baby Big Book, ROE bulletin board, the interactive learning boards)

Note: if you have any questions and/or concerns about the 'Meeting the Family' visit or the 'Meeting the Principal/Teacher' visit, please discuss them with your Mentor during your phone call