

# Instructor Program/Programme Wrap-Up

This checklist will guide you through the program/programme wrap-up process and contains a lot of important information so please take the time to read carefully.

## **Part I: Theme 9: Goodbye and Good Wishes**

Plan for the following items that will be presented during Theme 9: Family Visit.

- ☐ Photo Album
- ☐ Wishing Tree (created in the Pre-Family Visit)
- ☐ Baby/Family Certificate
- ☐ Classroom treat (please discuss with your teacher in advance)
- ☐ Speeches (Who will present the gifts above to the Roots of Empathy baby/family.)
- ☐ If teaching Kindergarten, decide if the Classroom Big Book should stay in the class or school library.
- ☐ Discuss with the teacher what is to be done with items on the Bulletin Board and students' artwork/writing (see pg.2, part IV).

## **Part II: Feedback Forms**

**IMPORTANT TO NOTE:** All adult and student (Gr. 3-8) forms have been revised and the current feedback forms should be completed by all program/programme participants. **Do not use** feedback forms or links from previous years.

### **Adult Forms:**

All adult feedback forms listed below are **ONLY** available online and can be completed using a computer, phone, tablet or other mobile devices. Online feedback links are available from your Instructor Dashboard on the Program/Programme Wrap Up page.

- ☐ Teacher Feedback Form
- ☐ Instructor Feedback Form
- ☐ Volunteer Parent Feedback Form

NOTE: If a Volunteer Parent does not have access to the technology needed (a computer, phone, tablet, or other mobile device with internet) to fill out their online form, Instructors can contact their Mentor.

### **Student Forms:**

Student feedback forms must be completed using a hard copy. These feedback forms are available to download or access from your Instructor Dashboard on the Program/Programme Wrap up page. If you have any questions, please reach out to your Mentor or Senior Mentor.

- ☐ Student Kindergarten Feedback Form (Artwork)
- ☐ Student (Gr. 1-2) Feedback Form (Artwork)
- ☐ Student (Gr. 3-8) Feedback Form (Survey)
  - ☐ On the Student (Gr. 3-8) Feedback Form, fill out the top section of the form and make photocopies with the completed information before distributing them to students
- ☐ Have students complete their Feedback Forms during the Theme 9 Post-Family Visit

**IMPORTANT:** Please submit completed forms **within two weeks** of the completion of your program/programme.

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## **Part III: How to submit all materials – Student hardcopy feedback forms, permission forms, photos/videos, and artwork**

If you have already submitted some of these materials, you do not need to resubmit them. If you need any support, please contact your Mentor.

- ☐ Student Hardcopy Grade 3-8 Feedback Forms (Survey)
- ☐ Permission Forms
- ☐ Roots of Empathy Baby Photos
- ☐ Children's artwork/writing from previous themes

**NOTE:** please scan artwork rather than taking a photo of it. If possible, scan artwork in colour and high resolution. Please email all artwork to [communications@rootsofempathy.org](mailto:communications@rootsofempathy.org). We would be grateful if you submitted artwork from the following themes: Kindergarten (Theme 8, Theme 9), Primary (Theme 2, Theme 4, Theme 9), Junior (Theme 4, Theme 9), Senior (Theme 9).

Please email all hardcopy feedback forms to [feedback@rootsofempathy.org](mailto:feedback@rootsofempathy.org)

Please upload permission forms and photos/videos using this link: [https://rootsofempathy.canto.com/u/u-86dcb1364d8d4ef98eabc753eb848c2c\\_918f894c38b844a292aea95aa8991bfd](https://rootsofempathy.canto.com/u/u-86dcb1364d8d4ef98eabc753eb848c2c_918f894c38b844a292aea95aa8991bfd)

## **Part IV: Certificates**

Download and print the most up-to-date Certificates from your Instructor Dashboard (New Instructors: please inform you Mentor you have successfully downloaded these certificates).

- ☐ Roots of Empathy Student Certificate
- ☐ Roots of Empathy Teacher Certificate
- ☐ Roots of Empathy Principal Certificate
- ☐ Roots of Empathy Vice Principal Certificate
- ☐ Roots of Empathy Education Assistant Certificate
- ☐ Roots of Empathy Early Childhood Educator Certificate
- ☐ Roots of Empathy Baby/Family Certificate
- ☐ Complete the Roots of Empathy Certificates
- ☐ Present the Roots of Empathy Baby/Family Certificate at the Theme 9 Family Visit
- ☐ Present the Roots of Empathy Student, Teacher, Principal, Vice Principal, Education Assistant and Early Childhood Educator Certificate at the Theme 9 Post-Family Visit

## **Part V: Next Roots of Empathy Year – Instructor Status**

- ☐ Please advise the Roots of Empathy organization if you **are** continuing to teach the Roots of Empathy program/programme next year and keep materials (i.e. books, doll, video and manuals) and the Family Visit kit until the start of program/programme next year.
- ☐ Please advise the Roots of Empathy organization if you **are not** continuing to teach the Roots of Empathy program/programme next year and return **all** materials (i.e. Family Visit kit (toys, blanket, infant roll), doll, books, Roots of Empathy Video, all curriculum and training/resource manuals) in Roots of Empathy nylon bag to your KPP as soon as possible.

## **Part VI: One More Thing!**

- ☐ Have fun and enjoy Theme 9!