



Let Go Your Mind

Summer 2025 Staff Orientation

Schedule

9:00am: PPT Slides- Classroom Setup

9:20am: Set Up Classrooms- All Staff

9:40am: PPT Slides- Classroom Management

10:15am: Breakout Groups

11:45am: PPT Slides- Lunch

12:00pm: Staff lunch

12:25pm: Home Base/Schedule

1:00pm: Stop Motion/Clean Up & Ages 4-5 breakout group

1:00pm: Program Directors First Aid

1:45pm: PPT Slides- Student Code of Conduct

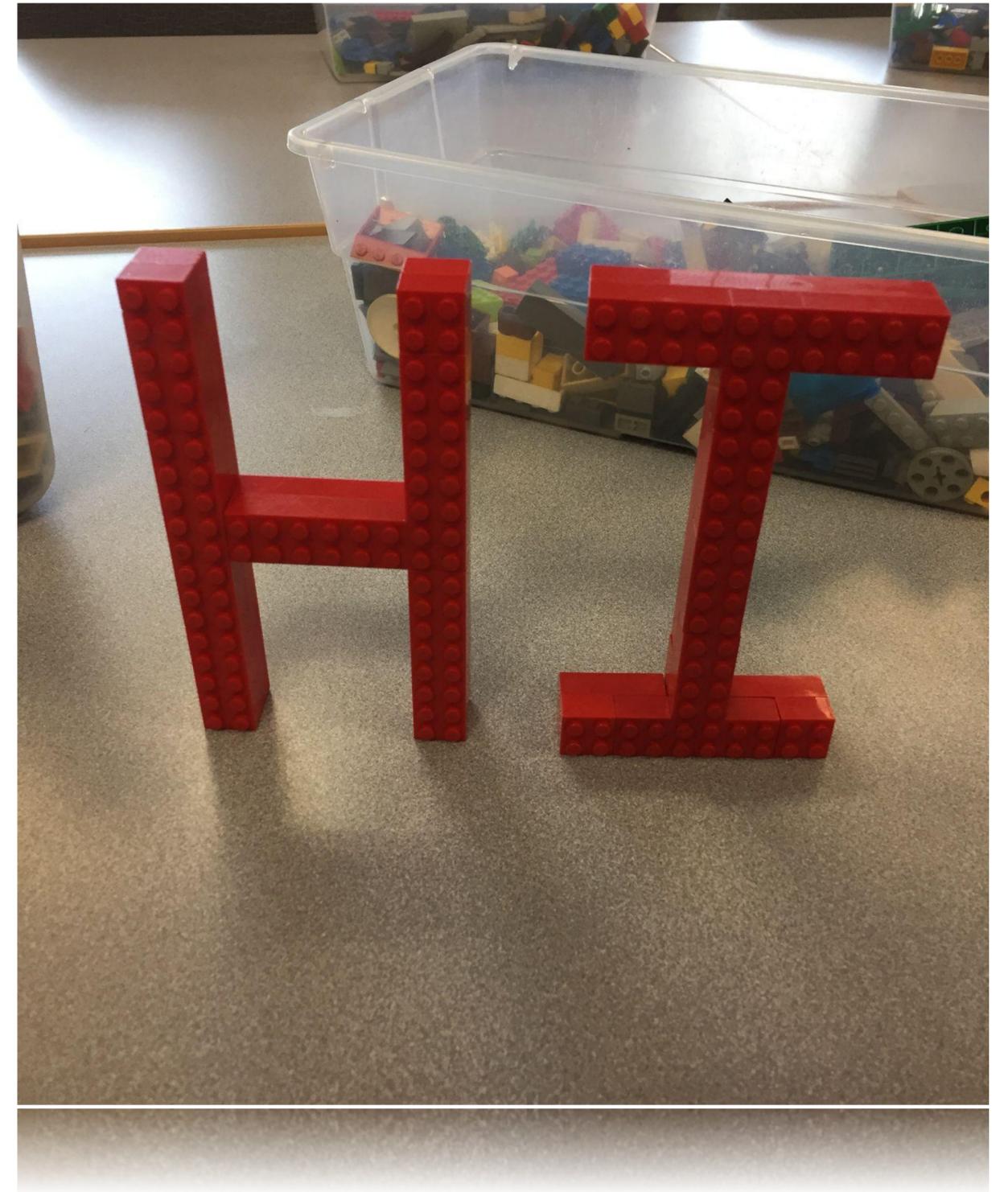
2:00pm: Scenarios (breakout groups)

2:30pm: Review

2:45pm: Shirts and Staff Picture

Monday Morning

- **Monday Morning arrival time is 7:30am**
- **Find program director and other staff, introduce yourself and your role**
- **Time in with program director**
- **Help separate and move materials to classroom**
- **Setup classroom**



Classroom Setup

We need space for:

1. Work stations
2. Kit pieces and builds
3. Stop motion sets and free build
4. Share square

HAVE ROOM TO WALK AND HAVE ACTIVITIES INSIDE IF THE WEATHER DOES NOT ALLOW FOR OUTSIDE PLAY!!!

TAKE A PICTURE OF THE ROOM BEFORE YOU SET UP SO YOU CAN LEAVE IT THE WAY YOU FOUND IT!



Work Stations

Work stations are where students will build and work on their stop motion animations

1. Rearrange the tables against the walls
2. Enough space for children to work freely
3. Have chargers and cords out of the way



Kit pieces: Ages 6-8 & 9-13

A LEGO Master always knows where their pieces are

- Have a separate table for kit pieces
- Keep table centrally located
- Alternate partners, partner A views the slide, gets the piece and puts it on, then switch. Partner B's turn
- Pick up kit pieces immediately if they fall on the floor
- **KEEP KIT PIECES SEPARATE FROM FREE BUILD PIECES (please)**



Stop motion & free build

- Separate table for stop motion sets and free build
- Separate free build into clear bins
- Free build in the morning
- **KEEP FREE BUILD SEPARATE FROM KIT PIECES (please)**
- Throughout the week go through free build and check for kit pieces



Share Square

Because sharing is caring

- Create a share square with blue tape (about 10ftX10ft)
- Create a smaller square within the first square (about 5ftX5ft)
- Use the smaller square to keep children's builds when reviewing



Set Up The Camp

Staff will now set up the camp materials, including:

- 1. Work stations (rearrange tables against wall)**
- 2. Kit pieces table (centrally located)**
- 3. Stop motion and free build table (free build in clear bins)**
- 4. Share square**

Communicating with Parents

All Staff

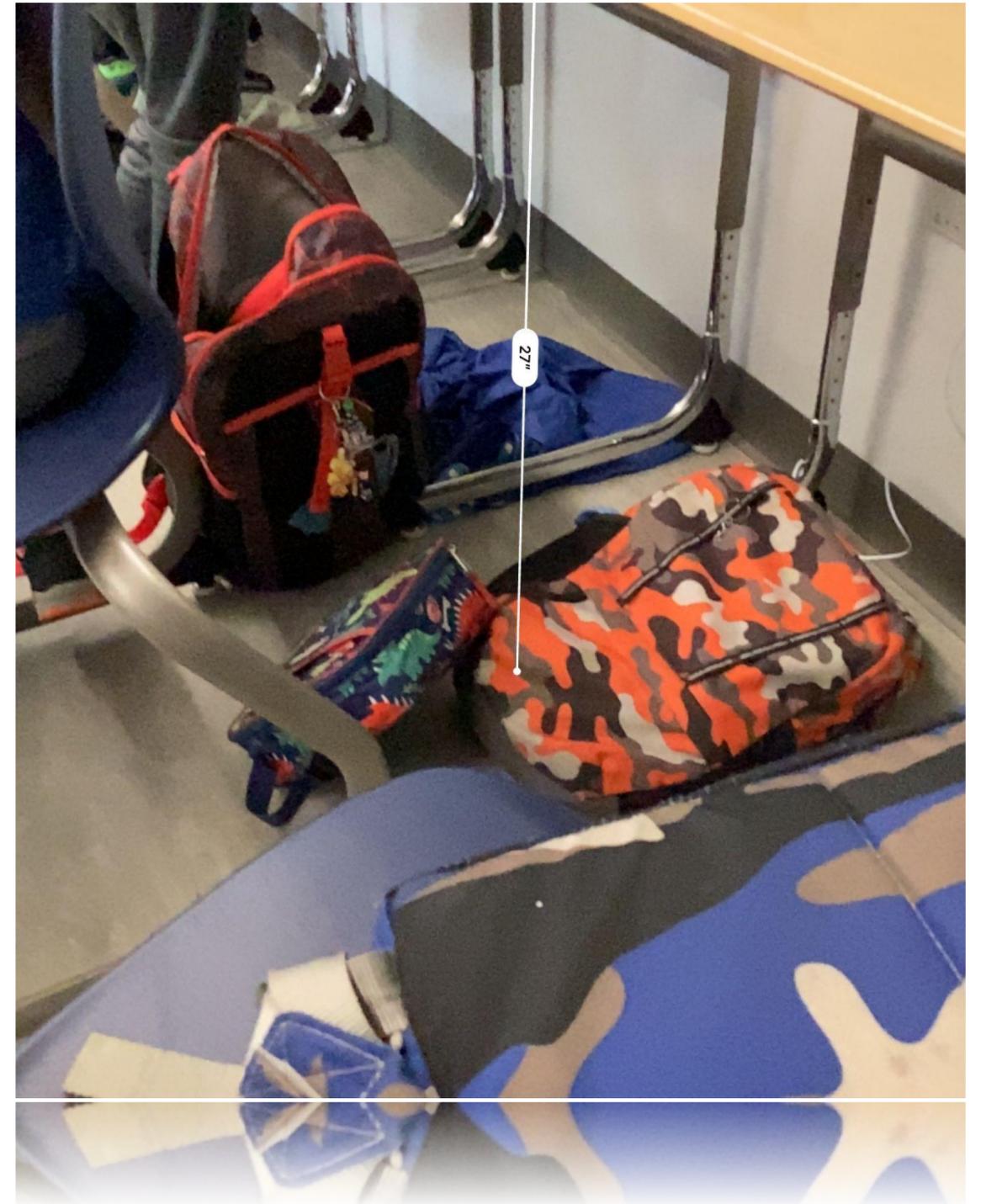
- Greet parents as they come into the classrooms
- Tell them something positive about their child's day
- Keep it positive!



Backpacks & Water Bottles

Hydration Station

- Have children leave their backpacks and lunchboxes outside the classroom against the wall and **out of the way**
- First thing Monday morning when kids walk in “You can put your backpack and water bottle right over there and start free building until all of our LEGO friends are here!”
- **No water bottles near the chargers or outlets**



The First Share Square

“We’ll get started once all our LEGO friends are here”

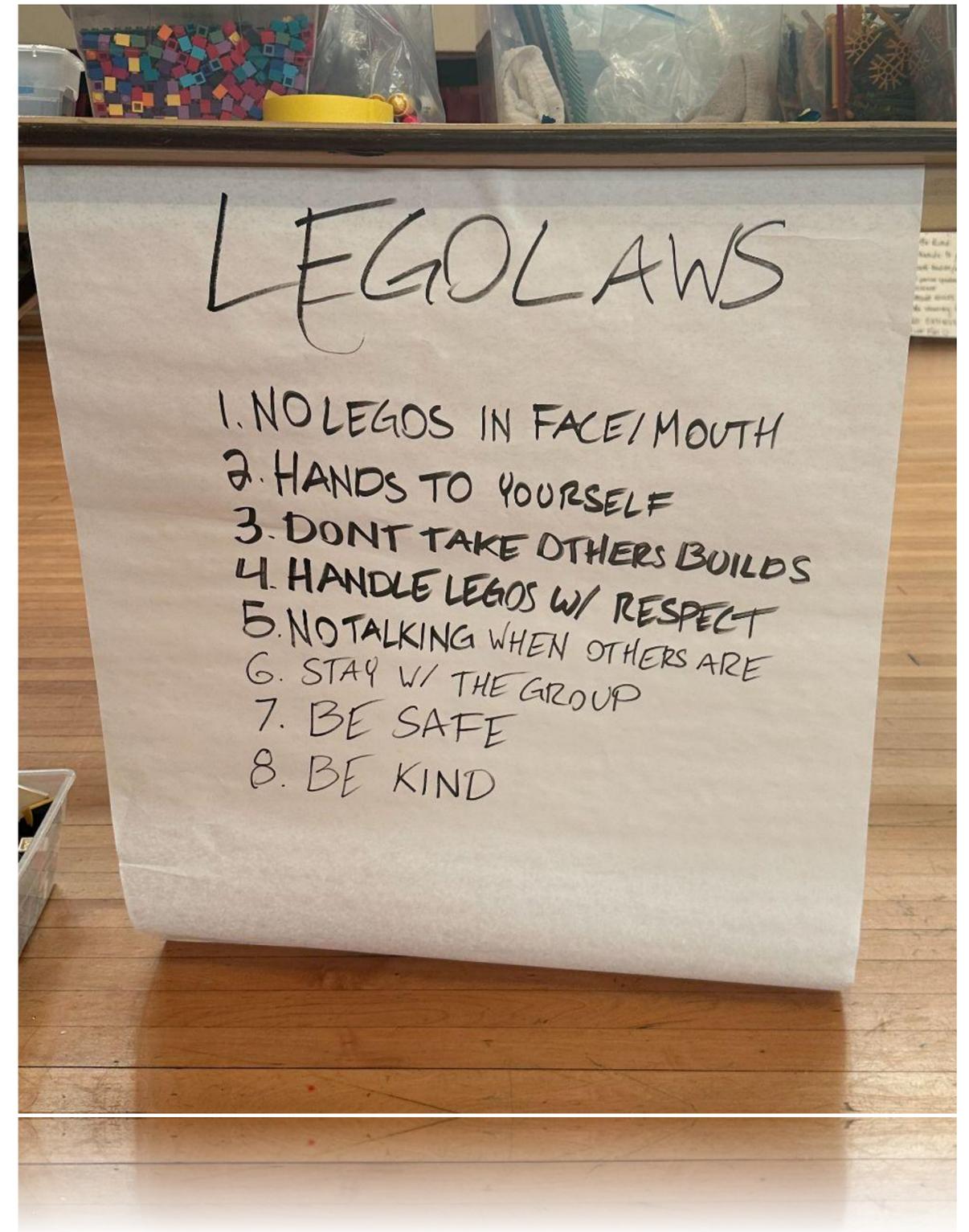
- Monday morning, once all students are checked in, square em’ up
- Sit with the kids
- Introduce yourself and welcome them to the camp
- Have students introduce themselves and a fun fact about them



Rules

Have kids raise their hand and help you come up with rules

- Be safe
- Tell adult when going to the bathroom (Rule of 3)
- Bubble Space
- Take turns
- Walking feet
- No throwing LEGOS
- No LEGOS in mouth
- Once food is touched, kids need to wash their hands or use hand sanitizer
- No sharing food
- HAVE FUN



Sample Schedule

Create a new schedule everyday for the children

- 9:00am: Check in/free build
- 9:30am: Activity #1
- 10:25am: Snack
- 11:15am: Activity #2
- 12:15pm: Lunch/recess
- 1:00pm: Activity #3
- 2:00pm: Activity #4
- 3:00: Parent pick up

LET GO YOUR MIND
schedule

9:00_{AM} free build

9:20_{AM} 1st build

10:15_{AM} snack

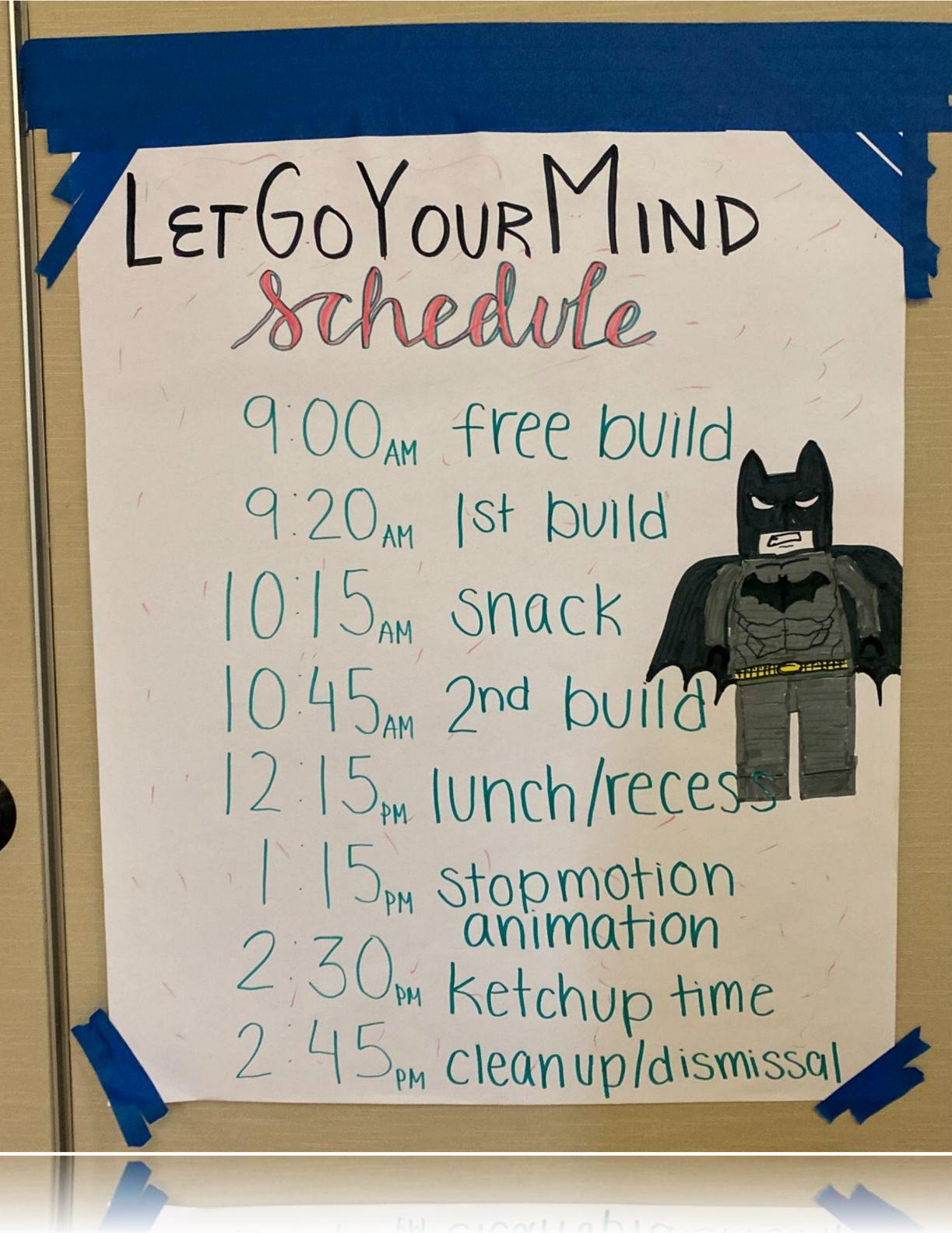
10:45_{AM} 2nd build

12:15_{PM} lunch/recess

1:15_{PM} stop motion
animation

2:30_{PM} ketchup time

2:45_{PM} cleanup/dismissal



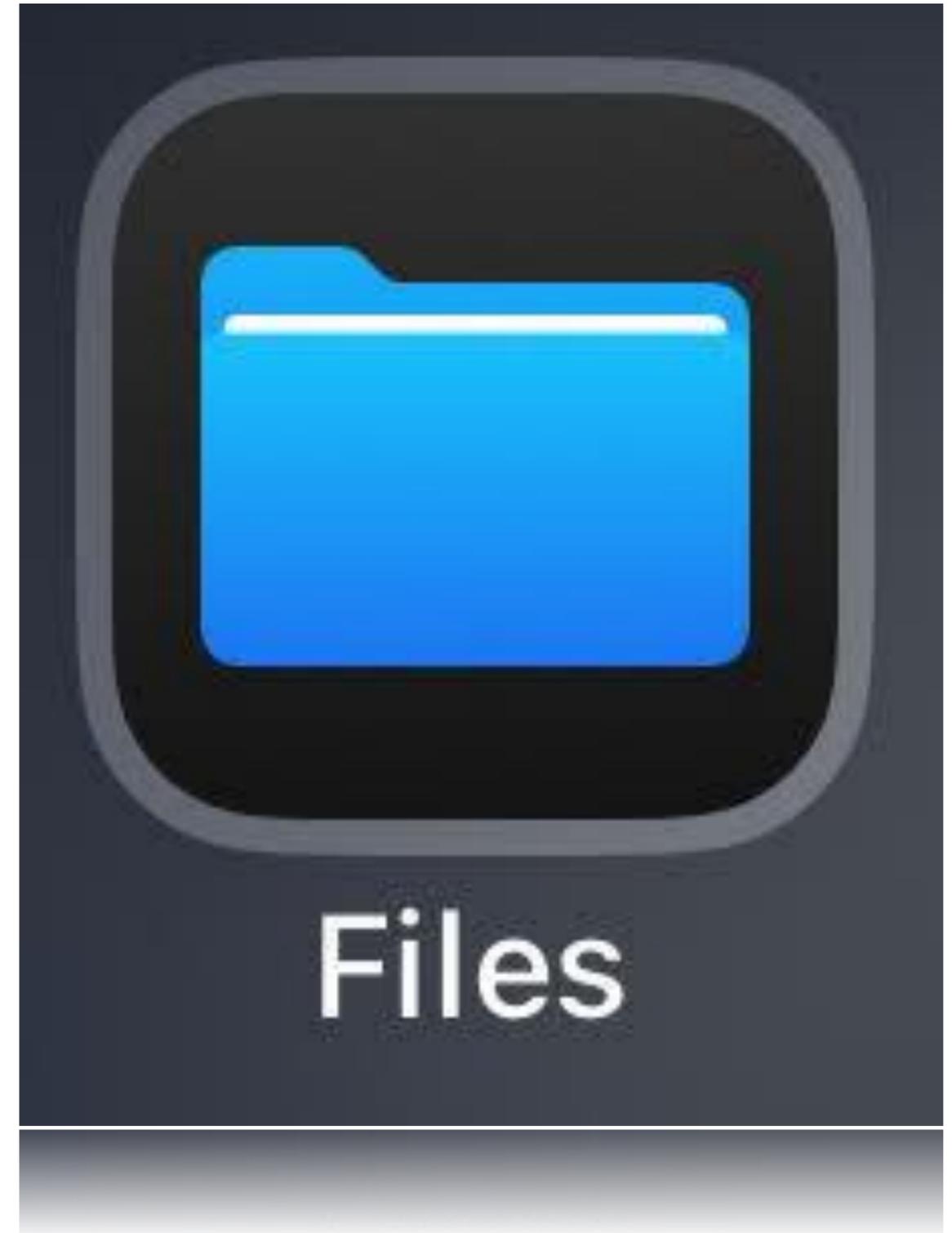
Science Lesson & Story

- Follow the lesson plans and story in the 6-8 and 9-13 binder
- Understand each lesson and how it applies to the build
- Have a sample build
- Repeat the main concept



Files

- All builds will be on the Files app



Structure

“I didn’t say go yet...?”

- Set the **expectations for behavior** at the beginning of the week
- Have a set guideline to follow
- For example: “When I say GO, you will walk back to your workstation and start your build”
- ...so its not a mad dash



Transitions

Teamwork makes the dreamwork

Before you start an activity:

- **Think ahead-** What's coming next?
- Are workstations cleared?
- Are powerpoints pulled up?
- Are the correct materials out?
- Have a game plan



Support Each Other

1. **Teachers** implement
2. **Counselors and CITs** support in implementing
3. **Program Directors** oversee the implementation process



Get the Group's Attention

Examples:

- “Clap once if you can hear me. Clap twice if you can hear me.”
- Countdown: “Everyone meet me in the share square in 10... 9...8....”
- “Everyone freeze like a statue, eyes and listening ears on” (they may need to shut their motors off)
- Dim lights

REMEMBER TO GIVE 5-10 MINUTE WARNINGS BEFORE TRANSITIONS TO AVOID ISSUES!

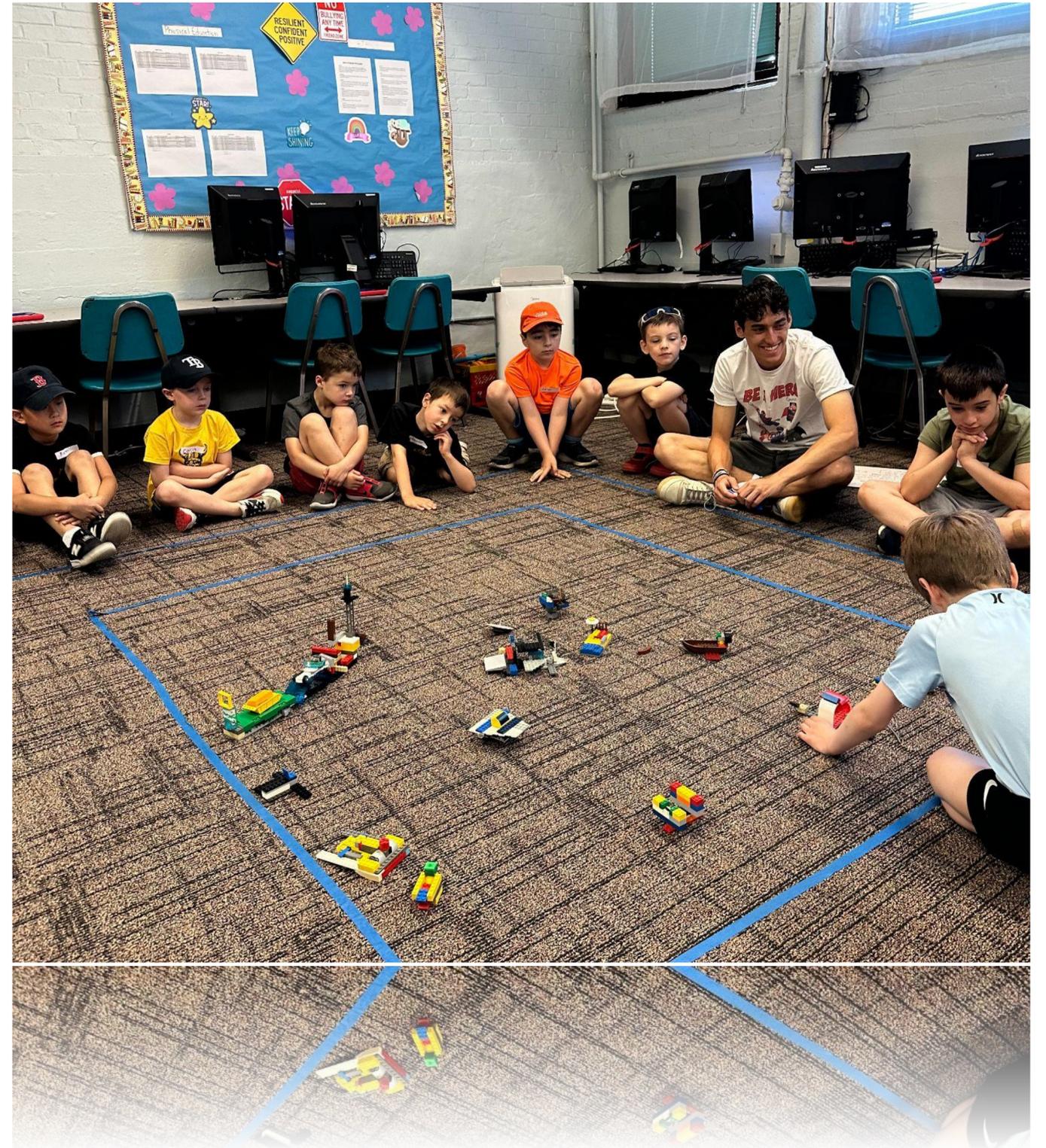


Tone of Voice

“No thank you”

- Keep things **positive** and **informative**
- No sarcasm
- Confident and loud- **“Teacher Voice”** - *find yours!*
- Command the room when needed to regain control
(changing your voice gets attention)

We use a ***calm assertive*** approach to discipline and do not tolerate any yelling, belittling, publicly embarrassing, or any other types of abusive treatment toward students by ANY of our staff.



Handle with Care

- Remind students to be careful with the materials
- The motors, robots, and smarthubs are expensive
- Be careful of “the dangling” or the swinging of the motors
- Wrap cords appropriately
- Treat ipads with respect
- Always put away materials **NEATLY** at the end of each activity in the correct bin



It's all about the children

- Be engaged
- Make it fun for the students
- Ask open ended questions
- Ask how they modified their build



Split into Groups

Ages 6-8 and Ages 9-13

Review Binders

Introductions

Story/Materials

Build

Science Lesson

Label/ Put away

Dots Challenge

Snack, Lunch, and Recess

“Are you SURE, you don’t have to use the bathroom?”

- Always know who is allergic to food and what kind
- Know who has an epi pen
- Always do a headcount
- Use hand sanitizer- before, during, and after
- Separate time for eating and a separate time for playing

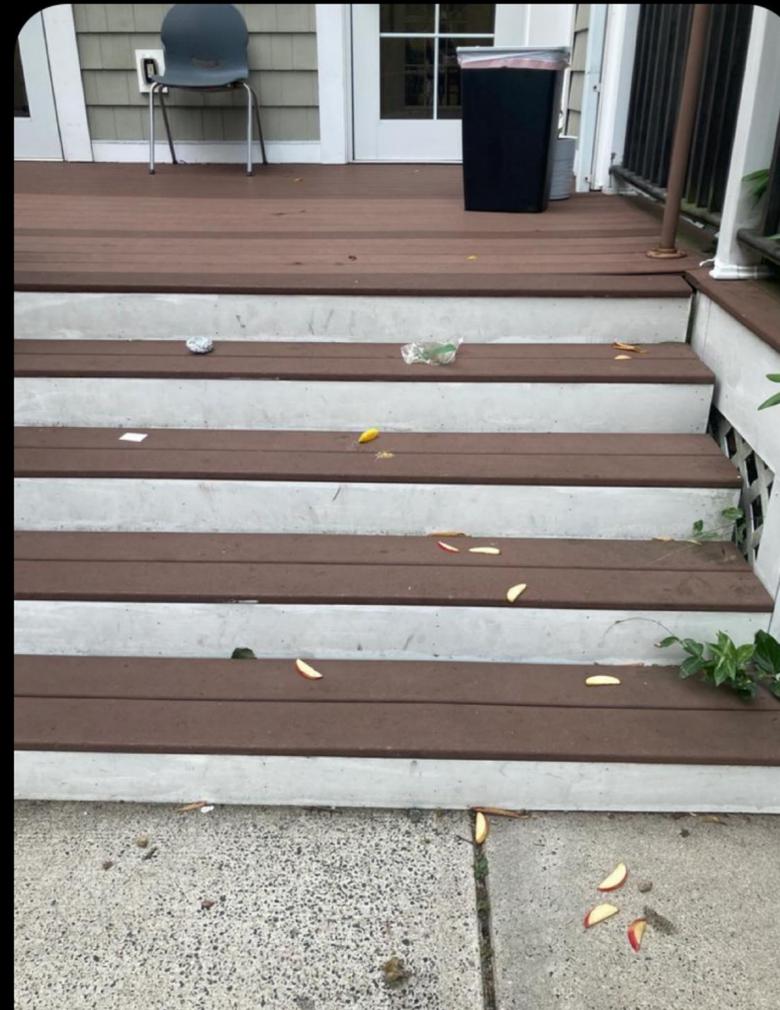


Snack, Lunch, and Recess

“Why didn’t you go when I asked?”

- Have children in an area where you can see everyone
- Spread out between children at different parts of the playground or outside
- Be courteous of the location and make sure all trash is picked up before returning inside. Bring a trash outside with you. Make sure no items are left behind before going back inside.

Hi **Kevin**. Sorry to bother you. I just went out back and saw this mess. Would you mind communicating with the group here to make sure all the food gets into the trash



Bathroom Breaks

- Three to four students in bathroom at a time
- One comes out, one goes in
- One counselor stands at bathroom door with line that needs to go
- Other counselor further down the hall with line of students that already went



No Phones

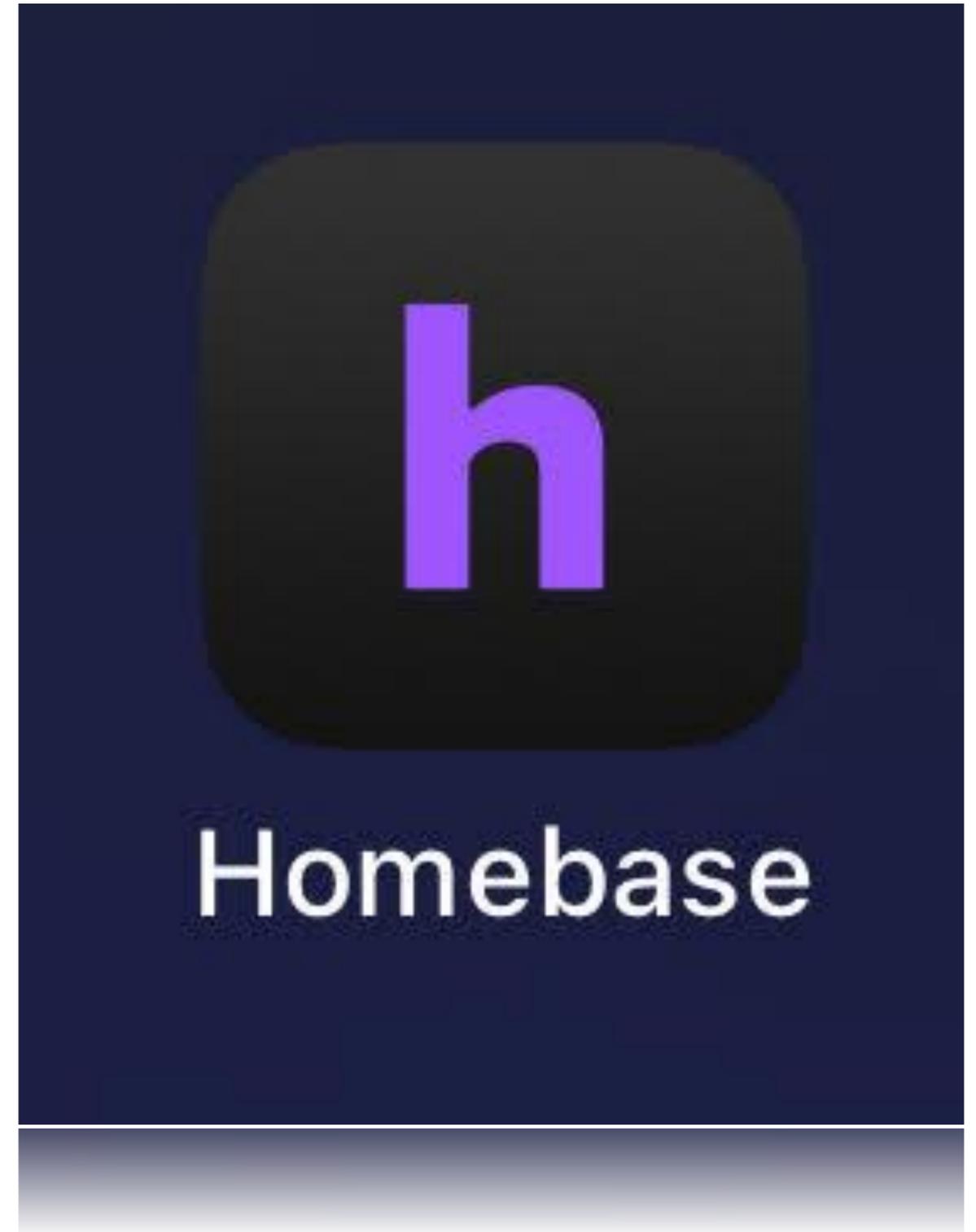
DND

- No phones- attention should be focused on the children
- No pictures of children on your phone
- Step away from the class to use your phone
- Use walkie talkies to communicate with staff



Homebase

- Download the Homebase app
- Use Homebase to view your schedule
- Currently sending out invitations
- Once you receive invitation, create an account



Google Sheets

- Use Google sheets to view your schedule

The screenshot shows a Google Sheet titled "2025 Summer Schedule" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Ext) and a toolbar with search, navigation, and formatting icons. The active cell is A1:A3, containing the text "Burlington". The spreadsheet is divided into two columns, A and B, and rows 1 through 15. Rows 1-3 are highlighted in green. Row 4 contains church addresses. Row 5 contains curriculum titles. Rows 7-11 list staff members and their roles. Row 13 contains the title "Assistant Director".

	A	B
1		
2	Burlington	Wakefield
3	June 23-27	June 23-27
4	<i>Saint Mark's Church: 10 Saint Mark's Rd, Burlington, MA 01803</i>	<i>St Joseph's School: 15 Gould St, Wakefield, MA 01880</i>
5	WEEK ONE CURRICULUM	WEEK TWO CURRICULUM
6		
7	Regional Director	Regional Director
8	Ida	Ida
9		
10	Program Director	Program Director
11	Tiffanie Walters	Kevin Harvey off 6/27
12		
13	Assistant Director	Assistant Director
14		
15		

Pack Up

Pay close attention to:

- Kit pieces (cleaned and organized)
- iPads (powered down)
- Cords (wrapped properly)
- Free build (back in original bin)
- Double check all materials
- Rearrange classroom to original set up



Split into Groups

Ages 6-8 and Ages 9-13

Take Apart Build

Stop Motion Animation

Clean Up

Student Code of Conduct

Children are expected to:

- **Treat everyone with respect.**
 - **Follow program rules.**
- **Participate positively in activities.**

Failure to follow the code may result in disciplinary action.

Unacceptable Behavior Includes:

- **Physical harm or aggression.**
- **Destruction of property or equipment.**
- **Bullying or violence.**
- **Any action that jeopardizes the safety of others.**
- **Causing other students emotional distress.**
- **Interference with educational opportunities.**
- **Creating a hostile or disruptive environment.**

Progressive Steps to Address Behavioral Issues:

First Offense:

- **The child is separated from the group and is asked to take a break and reflect on their actions.**

Second Offense:

- **A written record is kept.**
- **Additional breaks may be required.**

Third Offense:

- **Suspension: Minimum of one day; parents are advised.**
- **Expulsion: If behavior remains unacceptable, the child may be removed from the program.**

Partners

“You can worry about partners later”

- If there is a group of 3 friends but an even # of children, split them up.
- Have one friend work with the other student, then friends can switch for next activity.
- Pick up on the fact if Joe is building more than Jimmy, or if they seem to not be getting along.
- Parent request



Handling Student Conflict

- No conflict is too small
- If tensions are high, separate children
- Listen to all sides of the story
- Discuss solutions together
- Sit with the group and facilitate sharing and taking turns (if needed)
- Or, discuss alternative solutions (changing partners, working alone, taking a break to color or free build)



Handling Disruptive Student In a Group Setting

1. Use your *calm assertive* teacher voice.
2. Remind them of the rule(s) they aren't following and give them a verbal warning to stop what they are doing or
 - a. they will have to sit out to think about their choices
 - b. the director will have to call home and tell your parents/guardians about their behavior
3. Switch their seat in the circle
4. If the child isn't leaving or doing what he/she is told, ask a counselor to get the Program Director and continue the lesson.
5. When the child returns to the group, welcome them back with positive affirmations and reinforcement.

Handling Defiant or Disruptive Children

- Keep Program Director informed of any conflicts as soon as they arise
- Everyone's safety is always our number one concern
- We follow a very strict **NO HANDS ON** policy



Scenarios

We will now break into small groups

What did you learn?

What was your most important takeaway?