



## Instructor Guidelines – Preparation For A New Class

### School info- Get to know the school

- It is important to do a couple of things before your class to make the first day of class more successful. Each school is different and may require you to do several things such as park in a certain location, pick or drop off the kids in a certain spot and or use their own attendance sheets or sign out sheets. We are aware that this can be a little confusing and is one of the reasons why you must thoroughly look at everything in your bin and do your preparation prior to the first class.
  - School Location- It is required that you at least look up the location of the school so you know where you are going your first day.
    - *(Optional) drive to the school so you can familiarize yourself with parking. It's a good idea to go at pick up time so you can make a plan for your arrival based on what you see.*
  - School Attendance Sheet/Sign Out Sheets- It is required that you take attendance. If you are provided with an attendance sheet from the school, we require you to fill out both their attendance sheet as well as ours for our records (unless you keep the school's sheets at the end of the day).
    - Remember to take a ball point pen to do your attendance
      - *Tip: You can attach a piece of ribbon to the pen and attach it to the bin handle for easy access.*



## **Basic Guidelines For First**

## **Day Of A New Club**

Prior to your first day of class you should have been provided with the school info sheet. We try to keep everything up to date, but please check with the school representative on the first day to see if anything has changed or if any info needs to be collected (at Tina's request).

### **Arrival- 15 - 30 minutes before class time**

- Arrive to the school with supplies at least 15 minutes prior to class start time.
  - If there is a required parking location remember to respect the wishes of the school and park at the designated location.
  
- Check in with the School Main Office (depending on the school they may require ID or in some case ID provided by the City)
  - Ask for the location of the On-Site-Coordinator/ After School Program Director
  
- Check in with the On-Site-Coordinator/ After School Program Director
  - Ask for attendance sheet (a sign out sheet may be given to you also)
  - Ask to show you the location to meet/pick up students for class and drop off for dismissal (if the info has not been provided by Sew Happy).
  - Ask if you are required to stay with the students at the drop off location or who you are supposed to hand them over to. (We will try to get this info ahead of time but it's not always possible.)

## **Classroom Set-Up**

Depending on the classroom you are allocated (it could sometimes be a cafeteria, gymnasium or music room), decide how many tables you are going to use taking into ~~consideration the amount of students in your group.~~\_\_\_\_\_



For a group of 12 students, 3

tables of 4 is recommended. You

may not have a choice if you are in the cafeteria, but make the best of your surroundings.

- Look around the room and if there are not enough tables and chairs or if there is any other issue, ask the On-Site-Coordinator.
- There are some cases in which there are items left behind from the class, for example, art work, so nicely move item/s off tables and chairs and put them where they won't get damaged during your class. (Remember to put them back where they were before you leave).
- You may need to move some tables and chairs around (don't spend too long as you don't want to lose valuable teaching time).
- Allocate a "Teacher Table" and use this as a base for you, your bin and supplies so you can find everything easily and efficiently.

*The ideal scenario is for the students to sit in a circle where your desk is in the center so that you have easy access and consistent access to all students. Unfortunately, we have little control over the space we are given to teach in. Whatever the layout, try to place your desk up where you have good visibility to all students and where no particular students/student appears to continually have the favorable seat.*

- Take out the items from your bin that will be used that day in class and set them up
- *On each table place:*
  - *Scissors (1 pair per two students)*
  - *1 Pincushion PER STUDENT*
  - *1 Needle Threader PER STUDENT*



## Time

## Keeping

You need to stick to the provided schedule so that the project gets completed on time and not ahead of time. Please give feedback to us if you are finding this difficult and we will advise you.

### Tips For Keeping On Schedule

- It is important to spend the designated time demonstrating and teaching how to thread a needle, tie a knot etc. After all, THIS IS THE MOST IMPORTANT PART OF OUR PROGRAM! Do NOT skip this step please.
- When explaining the lesson plan at each class, follow the instructions provided by Sew Happy and keep the steps short and simple.
- Keep everyone at the same part of the project.
  - If you have students that are fast here are some suggestions:
    - If they finish early have them work on their Practice Piece
    - Give them a more advanced stitch to do (if you have time to teach them without taking your attention away from the rest of the group)
    - Request a more complicated version (contact Kim or Tina as soon as you think you have a more advanced student and they will discuss options with you)
    - Ask them to be your helper and hand out project pieces or help other students when you are unavailable
  - Do NOT let a student go to the next step. This will create a problem.
- After they are done with each separate part make sure to have them place their items in their Ziploc bag

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## Running A Sew Happy Class



1. Start with the “Welcome Meeting” on the rug unless you are in the cafeteria or there is no rug.
2. After the “Welcome Meeting” move to the desks. This is where you will demonstrate the needle threading, tying a knot etc.

**REMEMBER:-**

- You (the instructor) should stay seated at the designated “Teacher Table”
- Allow students to come to you when they need help. In this way you will be able to see what everyone is doing instead of getting stuck with one student. The students will always know where you are. If a particular student is asking for more help than they need you can ask them to try again themselves or to wait while you help another – to keep it fair.
- Create a buddy system – each student has a buddy (the person beside them). When a student needs help they have to try 3 times to fix it themselves. If they are still having trouble they can ask their buddy to help them. If with the help of their buddy they still can't do it, then they can come to the teacher's desk and wait patiently in line until it's their turn.

**Please See The “First Class” Information In The Instructor Binder Which Has More Detailed Information About The First Class**



## **How To Deliver and Manage a Successful Class**

### **Basics**

- Kids inherently want to please.
- Kids thrive on routine and structure.
- Kids feed on chaos! You want a calm and chaos free classroom!
- They are more likely to meet their goals of making their project if they are clear on what is happening, your expectations and their expectations.

### **Goal Setting**

#### Sew Happy Goals

- To teach students the life skill of sewing in a fun, safe environment. To want students to return to our programs time and time again, for schools to want us back and for you to want to continue to work for us.

#### Student Goals

- To learn or improve their sewing skills. To have had fun and feel satisfaction upon completion of their project.

#### Your Goals

- To successfully deliver our program, with students completing their projects. To have felt empowered to do so in a well-managed and calm classroom.



## **Set Goals**

- **Preparation For a Successful Class Prior to the Program Starting**

A positive attitude and a clear head will allow you to be 100% focused on the students and the project.

- Get as much information from Sew Happy as you can and ask questions if you need more information.
- Know the school location, drive by and check out parking/one way systems etc.
- Review the project, have the sample made and make sure you understand the instructions
- Be clear about the weekly goals
- Have your supplies organized, separated by student and ready to use

- **Greeting Students**

- Take time to greet your students before you do anything else. IF POSSIBLE DO THIS INDIVIDUALLY AT THE DOOR AS THEY ENTER. If you meet your students in the cafeteria or other meeting point, take them to the classroom and once you are in the room with the door closed, get the students' attention and say "Welcome to the Sew Happy Class...."
- Use their names if you can. Learn their names and use them as much as possible.

*Knowing their names and addressing them with their names makes it personal and establishes a valued relationship.*

*Greeting students at the door (or in the classroom) sets the tone for the class. It tells each student that you know and care about them. It creates a 'start' to the class and an 'end' to whatever it was they were doing previously. Doing this with a positive attitude and big smile affects the attitude and mood of the students.*



- **Weekly Welcome Meeting**

Every week you should have a “welcome meeting” which should take place on a rug away from the desks and without other distractions (If you do not have a rug in your classroom you will do it seated at the tables but without anything in front of the students which could distract them).

The welcome meeting is an opportunity to get the students enthusiastic about the class. Be confident, enthusiastic and welcoming.

1. After greeting the students and asking them to place their bags in a designated area and sit on the rug, play the “Pincushion Game”
  - Starting with you, say your name and tell one fun fact about you

*“Hi I’m Mrs. M. I was born in England” or “Hi I’m Mrs. M. and my favorite food is xxx” (Make it a different topic each week)*

- Pass the pincushion around to each child and only the person holding the pincushion should be speaking.

2. Remind them of the goals – use the word ‘goal’:

- Overall goal – Remind them of the overall project they are making, show them again the sample and say some positive things about it  
*“Does everyone remember this super cool tote bag we’re making? It has a pocket on the back and I’m going to use mine for carrying my books”*
- Remind them of what they did last week and the goal for this week. Make sure it is specific, clear and positive.  
*“Last week you did a great job with the stitches on the practice piece. Today’s GOAL is to sew the 2 handles onto your bags. Look at the top, this is where they will go and we will need to use small neat stitches so that our bag is strong. I know you’re all going to do a great job and I’m excited to see your stitched handles”.....*

*Be excited! Kids pick up on your energy!*





### 3. Create Classroom Rules & Consequences

- In the first week collaborate with your students to create the classroom rules and consequences. We will provide you with a list of non-negotiable rules and other suggested ones, but it is important that the students come up with the rules so write theirs down first (on a large sheet of paper provided by Sew Happy). If the students missed any of our non-negotiable rules, add them at the end. This sheet will be displayed each subsequent week as a reminder.
- For each rule suggested by a student, ask them why it's important. Ask them to suggest examples of how that rule might be broken.
- Keep the rules simple and easy to understand. The rule sheet should be a living document that rules can be added to or adjusted as needed.
- Because the students come up with the rules they will be more likely to abide by them. By displaying the "Classroom Rules & Consequences" each week, it makes it easier to enforce the rules and the students are more likely to remember them. Refer back to the rules throughout the lesson where necessary.



## **After School Clubs**

### **Classroom Rules**

All Sew Happy Students Will:

- Be Respectful, Patient, Kind
- Bring No Food
- Not Use Cell Phones
- Try Your Best
- Not Interrupt Teacher Or Other Students

### **Non-negotiable Safety Rules**

- Keep pins and needles in pin cushion
- Keep your hands to yourself
- Walking only, no running

## **Sewing Machine Classes & Camps**

### **Classroom Rules**

- Be Respectful, Patient, Kind
- Eat No Food (If there are food breaks (such as at camps), it must only be consumed at the designated lunch or snack times and in the designated lunch or snack locations)
- Bring No NUTS or foods containing nut ingredients are allowed under ANY circumstances
- Not Use Cell Phones
- Try Your Best
- Not Interrupt Teacher Or Other Students

### **Non-negotiable Safety Rules**

- No cell phones
- Walking only, no running
- Wear long hair tied back if using sewing machines
- No walking behind table where electrical cables are plugged in
- Keep pins and needles in pin cushion
- Keep your hands to yourself



## **Consequences for undesirable or dangerous behavior**

1. Consequences must be consistent.
2. When you have a student acting out for any reason ASSESS if it is because they are deliberately misbehaving or if they are struggling with the project. DO NOT ASSUME that they are misbehaving.
3. If they are deliberately misbehaving (for example, being disruptive, being the class clown by burping, singing or other unacceptable behavior:-
  - Get up from your teacher table
  - Walk over to the student
  - Make eye contact
  - Say to the student “You are obviously having trouble keeping your hands to yourself/following the classroom rules etc. This is your first warning. After 3 warnings you will be asked to leave the class”.
  - If the student continues to misbehave, do the same again but this time say “ This is your second warning, please come and sit by me to see if you can keep your hands to yourself/follow the classroom rules etc. If I give you a third warning I will call the After School Coordinator and you will be asked to leave the class.”
  - If the student still continues you MUST follow through and call the After School Coordinator.
- If any warnings have been given please fill out an “Incident Report Form” found in the back of your Instructor Binder



4. A student who may not be able to stay focused is not necessarily misbehaving. A student who is unable to complete the project may not be able to do so due to coordination, dexterity or interest. Try to be aware of each student's limitations. In a case like this do not give them a "warning" but try other things that may encourage them:

- Get up from your teacher table
- Walk over to the student
- Make eye contact
- Say to the student "I see you are having trouble keeping your hands to yourself, do you need to go for a walk to the back of the room and back"
- If an initial warning doesn't help, then move them to the seat beside you at the teacher's table and say "It looks like you need to have my help with your project so come sit by me"
  
- If the first 2 steps do not work, you should tell them you'll have to contact the school coordinator "We are having trouble working together today and you are having difficulty following the class rules, so now we need to call the school coordinator"



## Tips for Keeping Your Students Happy and Your Class Successful

### 1. YOU can make all the difference!

- Your mood, your tone and your overall presence is the most important factor in running a successful class. The way you introduce a task will be reflected in their reaction. Kids feed on chaos. Being organized, knowing what you are doing and having your supplies ready and prepared is ESSENTIAL!
- Model the behavior you want to see. Talk about what YOU are doing:
  - “ I’m putting my pin in my pincushion so it doesn’t drop on the floor’
- Make eye contact and LISTEN. Listen to their responses or answers. Ask open ended questions in an effort to get them to explain what is it they need or are curious about.

### 2. Give clear instructions

- Make it clear and precise
  - “Please stand up and push your chairs under the desks”
  - “Please place your pins into your pin cushions and place them into your Ziploc bags”

### 3. Give praise

You cannot praise enough! Ensure you praise everyone, even if it’s difficult. Sometimes praise is about not doing something wrong as much as about doing something right! Praise is a tool you have, to build relationships and get the students to really want to please you. It works!

- Praise the specific not the general
- Specific praise leads to a repeat of that behavior as it’s easily understood



- General praise is vague and hard to know exactly how to repeat
  - Instead of 'you're so good' say 'your stitches around the foxes eyes are so neat'
  - Instead of 'you've been well behaved' say 'I'm proud of how you've stayed in your seat today'
- Seek out the students who need the praise, they probably won't be the ones finding the project or the class easy.

#### 4. Validate their feelings

Validate the students' feelings (both spoken and unspoken). It's important and it works! It means SAYING back to them what they said or how they might feel. It leads to them feeling heard and understood. It builds relationships:

- Example - a student says "I'm tired, I don't want to sew"
  - I'm Sorry you're tired, it's hard when we're tired. Sometimes when we do something it can take our mind off being tired. Why don't you start and see how you feel.
- Example - you notice a child becoming frustrated
  - It looks like you're finding that hard, it's so frustrating when we can't do something. I like the way you're still trying. Let me help.

Keep it positive – focus on the positive and try to avoid point out the negative as kids inherently want to succeed. They will repeat the positive.

#### 5. Getting and keeping their attention

It's hard to get the attention of the full class especially if they are chatting and distracted but it's important you have a tool that

- The students understand and has been explained to them
- That is consistent and used regularly



We recommend using  
ME”, “One, Two, I See  
clap back on their 1 and 2. Make it fun – make them repeat if it’s not done  
loud enough.

the “One, Two, Three, EYES ON  
You” (you clap on 1, 2, 3 and they

To get their attention do not shout. It doesn’t work! Use the above or use the  
hand in the air and finger on the lips.

- If you can’t get the attention of one student, go up to them and talk quietly  
to them as this makes them listen! It’s counterintuitive but it works!
- Praise them when they stop to listen to you.

### Shaking Out The Day

If the class seems particularly fidgety or are struggling to stop and start your  
class it might be a good idea to ask them to do 10 jumping jacks or something  
else to just release that energy.

If a child won’t stop singing, it’s okay to stop the class for a very quick one chorus  
of a song – get all the kids to stand and join in then sit down and move on.



## **Clean Up**

- Put away projects
- Show students how to place needles onto the projects by inserting needle 1/4 of the way in the fabric and then bringing it up so the needle is secured onto the fabric
- Tell students to place all of the items they have been working on inside of their Ziploc.

## **Distributing jobs**

- Have one student collecting all of the Ziploc bags
- Hand the Magnetic wand to one student to collect spare pins and needles on and around the tables
  - Have one student collect the scissors
  - Have one student collect the pincushions
  - Have one student collect needle threaders
- Have the rest of the student clean threads and scraps from on and around the tables
  - If stacking chairs is required have students help stack chairs

## **Leave the room the way you found it!**





## **Dismissal**

- Have the students gather all their belongings and line up at the door (Do NOT let any student take their project home before it is complete)
  - If parents/guardians pick up from classroom have them sit on the rug while waiting

OR

- Dismiss students as required by On-Site-Coordinator/ After School Program Director
  - If the school requires you to have parent/guardian sign students out make sure to follow their instructions
  - If you have any students not picked up 10 minutes after class is over hand students over to assigned person and make sure to use Dismissal forms provided by us
    - NEVER LEAVE STUDENTS UNLESS AN AUTHORIZED SCHOOL REPRESENTATIVE HAS SIGNED THE DISMISSAL FORM. (If the authorized School Representative refuses to sign but takes responsibility for the remaining student/s please inform us as soon as possible so we can follow up with the school.)