

Site Set-Up 101

Setting up your site before the first day of the program:

Creating a positive learning environment is essential for an effective program. Environments influence how children behave.

Attractive, comfortable, well-organized environments help children feel at home and become productively engaged in program activities and experiences. How a space looks and feels matters to both children and adults.

ALPHABEST CABINETS

Each site should have a designated team member cabinet for site phone, medication box, office supplies, binders, etc. Another cabinet/area for student games, art, and curriculum supplies.

- ☑ **Items should be clearly labeled to ease rotation transitions.**
Dedicate 1-2 shelves to organize your Expedition into “grab-and-go” boxes.
- ☑ **Keep supplies organized and update inventory throughout the year.**
- ☑ **Organize materials into categories:**
 - Office Supplies
 - Student Supplies
 - Expedition Supplies
- ☑ **Print and post inside the team member cabinet:**
 - Student Allergy List
 - Medication List
 - No Photography List
 - Print and post at the designated spot the ADP QR code for punching in/out.
- ☑ **Ensure all staff (including the Site Director’s iPad) have a passcode. Please note: Passcodes should not be written on the device.**
- ☑ **Ensure you have downloaded AB Studio app on the staff iPads for the Expeditions.**
- ☑ **Set up Google School Drive and Gmail.**
- ☑ **Set up KangarooTime: Website KT + create group lists for Group Leaders.**
- ☑ **Set up the printer and test printing from the Chromebook.**
- ☑ **If you have access to the school’s Wifi, please connect staff iPads to that to save on data charges.**



Extra Supplies?

After each quarter, please ensure that any extra supplies left over from Expeditions are organized in the art cabinet for use in other projects!

Setting Up Your Site (cont.)

TECHNOLOGY

Providing tech equipment for AlphaBEST staff enhances their ability to plan and deliver effective programs that meet the needs and interests of the students. Technology also plays a vital role in ensuring the safety of students and staff in our programs.

- ☑ **Use walkie-talkies to communicate with one another when in separate spaces.**
- ☑ **Hang doorbell at the parent drop off/pick up door along the doorbell sign.**
- ☑ **Monitors are used for expeditions with facilitated learning videos.**
- ☑ **All iPads should be stored, charged and locked in tech tubs at the end of the day.**
- ☑ **Be sure your site phone is charged, your voicemail password is set up, and you check your voicemails.**



PLEASE REMEMBER:

IT Support Tickets are for help with the staff + student iPads, site phones, and site printers.

If you need help with **Sphero**, **Bloxels**, or any tech-related curriculum, please get in touch with your Area Manager and the Curriculum Team. If you need a new doorbell or walkie-talkies, please get in touch with your Area Manager. Please contact **payroll@alphabest.org** if the ADP QR Code for punching in/out is not working properly—not IT.

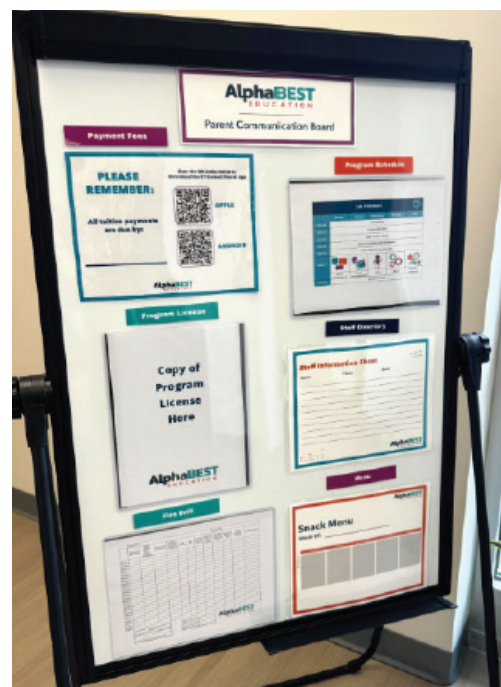
Setting Up Your Site (cont.)

PARENT BOARDS

At AlphaBEST, the parent board serves as a communication tool and should be set up daily, right outside or inside the parent drop-off/pick-up door, where parents can clearly see it. Please see the Reference Materials section for more information on Parent Boards and Site Set-Up.

Use magnetic dots to attach all necessary items to your parent board; please do not use any kind of tape or putty on the parent boards. The clear, acrylic frames are for the fire drill log, your license, and site schedule. All signs on the parent board should be laminated or placed in the acrylic frame.

- ✓ **Site Schedule**
- ✓ **Tuition Reminder/KangarooTime QR Code**
- ✓ **Snack Menu**
- ✓ **Staff Info Sheet:**
 - The team member's name.
 - The site phone number and email address.
 - *Do not add personal contact information.*
- ✓ **Fire Drill Log**
- ✓ **Copy of your Site's License (if applicable)**



Parent Boards should match the visual shown below. If your local licensing requirements require additional postings, please include them as well.

SIGNAGE & POSTINGS

Signage at AlphaBEST is essential for clear communication, helping parents locate programs, contact Site Directors, and identify first aid stations. It also supports students by providing a daily schedule and expectations, creating a well-organized and engaging environment.

- ✓ **Post signs on the door to inform parents of the location, phone number for the program and to ring the doorbell.**
- ✓ **A daily schedule with times and activities is to be posted for everyone in the program to easily reference.**
- ✓ **Post rules and expectations for the students to refer to during program time.**
- ✓ **Sign to indicate the location for the first aid kit and emergency numbers. Place these two signs on the outside of the Team Member's cabinet where they are visible to all team members.**

LOOKING FOR A SIGN?

You should post only AlphaBEST-approved signage at your site, unless it is a licensing posting. All approved signage can be found on the Drive, in the Folder: AB Program Support.



Site Set Up: Prep (cont.)

MATERIALS ORGANIZATION

- ☑ **Print or download (to your Drive or computer) weekly documents on the first day of the week:**
 - Child allergy report (must be printed)
 - Contact list
 - Weekly roster
 - ☑ **Set up a Site Director table:**
 - Laptop
 - Site Phone
 - Walkie-talkies
 - First-aid Kit
 - ☑ **Take out “grab-and-go” boxes for the day’s Expedition.**
 - ☑ **Set up the Parent Board outside or inside the parent pick up door.**
 - ☑ **Ensure snack is available for when students arrive to program.**
 - ☑ **Set up an activity for students to participate in as they arrive to the program.**
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SAFETY AND PREPAREDNESS

- ☑ **Verify that the Medication Lock Box is functional and stocked.**
- ☑ **Refill first aid kit and ensure it is easily accessible during program hours.**
- ☑ **Allergy and medication lists are clearly posted for staff with a cover sheet to protect privacy.**
- ☑ **Inspect physical spaces:**
 - Gym
 - Bathrooms Cafeteria
 - Playground
 - Outside doors
 - All other licensed spaces

Report any issues to the site administrator

- ☑ **Emergency numbers are saved in the site phone.**
 - ☑ **Check with the front office for any student absences.**
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TIMECARDS

- ☑ **Time cards are to be approved daily. Team members must accurately punch their own time in/out rather than make edits. Excessive edits will be flagged and investigated for time fraud. Sites/individuals having problems with punching in/out should contact payroll.**

Communication & Documentation

At AlphaBEST, effective communication is key to maintaining a safe and supportive environment for staff and families.

Additionally, proper documentation of accidents and incidents helps maintain safety, ensures accountability, and provides a reference for future situations, keeping everything transparent and compliant.

COMMUNICATIONS TOOLS

- ☑ **Site phone should always be with you.**
- ☑ **Use the Parent Square App for communication, checking for attendance, and sending updates to parents.**
- ☑ **Respond to emails, texts and phone calls within 24 hours.**

DOCUMENTATION & COMPLIANCE

- ☑ **Licensing binder should be accessible to the Site Director at all times and include all required documents, including state-specific requirements.**
- ☑ **Staff who are directly involved, or witnessed an accident or incident should fill out the appropriate JotForm.**
- ☑ **Site Director will contact student's parent/guardian in the event of an accident/incident.**

SCHEDULE A MESSAGE!



ParentSquare is a great way to connect with your parents and families quickly. Using the schedule option for messages you need to send allows for stress-free communication!

Daily Site Operations

At AlphaBEST, a well-organized site setup is key to running a successful program. Setting up the site creates a welcoming environment for students and families and ensures all materials and equipment are ready for daily activities. It also provides staff have everything they need to effectively manage the program and meet licensing requirements BEFORE students arrive.

SET-UP

- ☑ **Turn on technology:**
 - Chromebook/Laptop
 - iPads
 - Apple TV remotes
 - Site Phone
 - Walkie-talkies
- ☑ **All walkie-talkies are turned on, make sure everyone has one, and is on the same channel.**
- ☑ **Check emails, site phone texts, and voicemails before students arrive.**
- ☑ **Outdoor checks for safety must be documented, including outdoor playground safety.**
- ☑ **Hang up doorbell and doorbell sign at parent pick up location. Plug in doorbell ringer where staff can easily hear.**
- ☑ **Set up your monitor and ensure that the Apple TV is working and connects to a staff iPad.**
- ☑ **Ensure every team member has a KT log and is logged in.**
- ☑ **Put out your parent board by the parent pick-up door.**
- ☑ **Put out baskets for students' belongings.**
- ☑ **Expeditions for the day/week.**

SITE INFORMATION:

WIFI: _____

SITE PHONE:

IPAD PASSCODE:

SITE PHONE PASSCODE:

OTHER: _____

Daily Site Operations (cont.)

CHECK IN:

- ☑ Check in students as they arrive to the program.
 - ☑ All students present should be checked in on KT.
 - ☑ Follow protocol for all students who cannot be checked in.
 - ☑ For any students who should be present, but are not, follow the protocol.
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- 1) **Student Check-in/out:** Should be done **BY PARENTS** at drop off for Before school, Schools Out, Summer, and check out should be completed by AB Site staff when releasing them to school. For after-school, check-in should be completed by AB site staff when they accept students into the program. Check out should be done **BY PARENTS**.
 - 2) **Marking staff present:** Once an SD or GL is clocked in, they must double-tap their photo icon on the Point of Care app and mark "present, while also moving their Icon to the appropriate program.

HEALTH AND SAFETY

- ☑ Perform student headcounts every 30 minutes and during transitions.
- ☑ Daily health checks should be completed and documented (visual checks, conversations).
- ☑ Ensure proper handwashing protocols are followed by staff + students.
- ☑ Team members should not eat in front of students due to student allergies, and it can distract students from their focus. Eat before/after your shift, or on break, away from the students.

TIPS & TRICKS

When welcoming students to the program, greet them by name. This will help you learn names faster, help with attendance and building a rapport with the students!

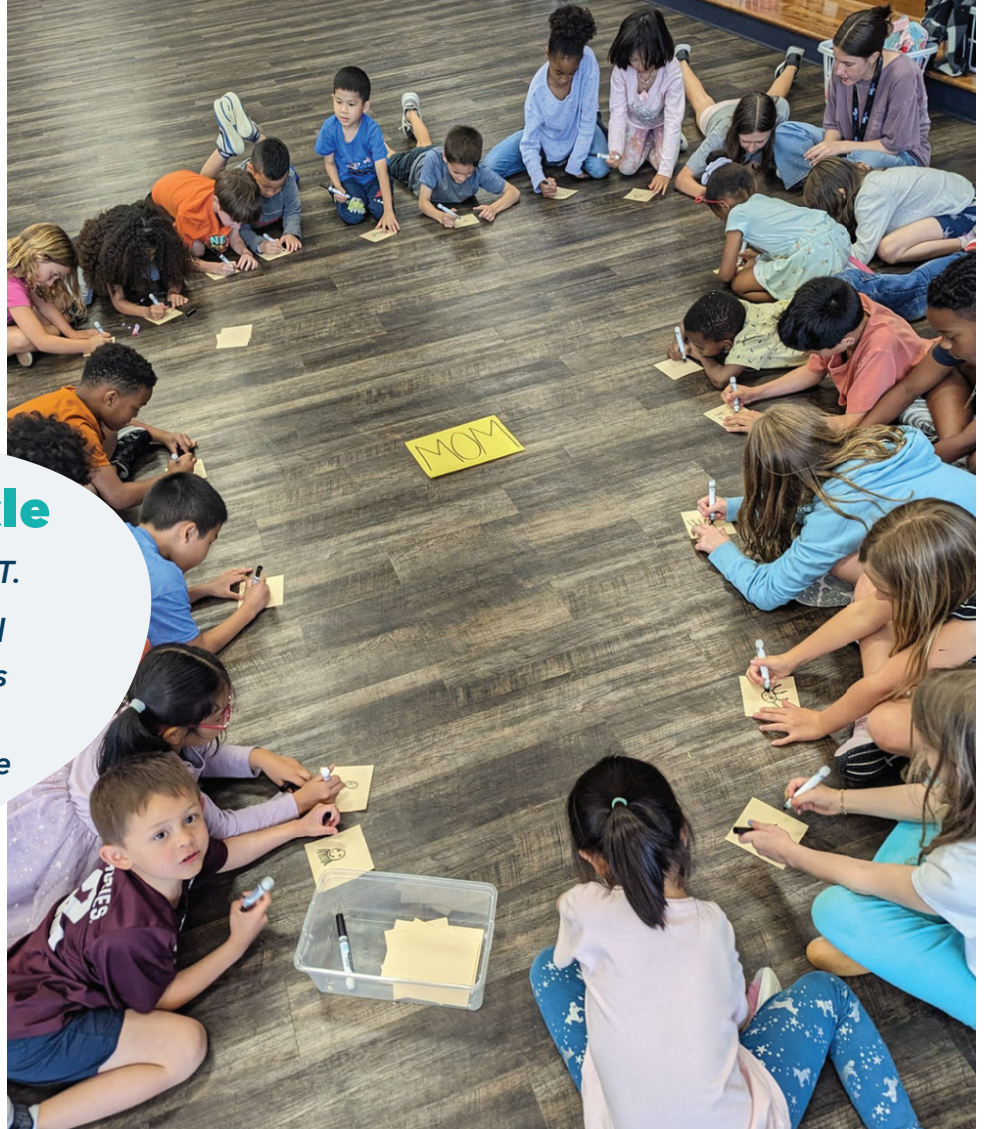
Community Circle

Community Circle is a focused, daily meeting with your students to enhance **Social Emotional Learning (SEL)** and **communication skills**. We include SEL in our programs because it helps children manage emotions, solve problems, and show empathy. What you learn and teach within Community Circle are some things you take with you throughout the entire program time.

Community Circle

is a DAILY REQUIREMENT.

Each group leader should facilitate their own group's community circle and its activities Community Circle should be done at the beginning of the afternoon program.



COMMUNITY CIRCLE

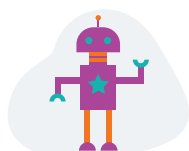
- ☑ Each quarter, 9 weeks of lessons will be pushed out directly to the Staff iPads.
- ☑ Community Circle should be done daily, in order, starting with Week 1 Day 1.
- ☑ If you miss a day, just start back up on the day you left off.

Expeditions

AlphaBEST's emphasis on experiential learning is what makes us stand out in the world of after school care providers. Through our innovative content, we enable kids to tap into their innate sense of wonder and curiosity to connect with what interests them most. AlphaBEST has partnered with Kids Included Together (KIT) to support staff training on accommodations.

As this is a selling point for many of our families, IT IS A DAILY REQUIREMENT to provide exactly what we advertise: top tier, high-interest activities that build wonder and community! Site Directors are responsible for ensuring Expeditions are implemented daily at their site by setting expectations, monitoring delivery, and providing support when needed. While they may occasionally step in to help facilitate an Expedition, Group Leaders are responsible for leading them. Site Directors ensure accountability and consistency in implementation.

Quarterly Expedition Overviews will be held virtually before each quarter to go over all of the activities and specific needs. Every week, students will participate in a rotation of activities focusing on the **5 main curriculum categories**:



STEM



WORLD LANGUAGES
& CULTURES



FITNESS &
WELLNESS



ARTS &
ENTERTAINMENT



MAKER

EXPEDITIONS

- ✓ **When you receive an Expedition kit, either leave the materials that are specific to that Expedition kit in the box until it's time to use them or organize them by subject in the cabinets.**
- ✓ **Organize the print for each lesson (you can have students help you with this task too).**
- ✓ **All materials are to be prepped and ready for the day's activities BEFORE students arrive at the program.**
- ✓ **Ensure all Group Leaders are following the activity plans and actively engaging with students.**
- ✓ **Activities should be done in the order listed in the app.**

QUESTIONS ABOUT EXPEDITIONS?

Please reach out for internal support so we can document this process.

TIPS & TRICKS

- Pre-watch all Facilitated Learning videos ahead of time.
- Ensure that the monitor is set up and can connect to the iPad.
- Make samples to show students and to find out where students may need more guidance.

