

'Check-In'

Having a 'Check-In' system set-up to establish and maintain regular contact with students can be very helpful in providing support and intervention in a preventive manner.

- This support can be provided by any staff member in the school.
- The key is in identifying which students require this support and to assign an adult to provide this regular *Check-In* support.
- Some students require check-ins on a daily basis, at certain times of the day, others on a weekly basis or when they have a substitute teacher in their room.
- If the assigned adult is absent, a back-up person is required. Preventive, scheduled check-ins can greatly reduce struggles and conflicts within the day.

Key elements for the adults to keep in mind:

- This is a time of warm connection meant to welcome the student within the school environment and to get a pulse on how he/she is feeling and anticipating their day.
- Within the discussion – inquire about how the start-up morning routine went at home, the travel to school, arrival at school. Inquire if they ate breakfast, have snacks and a lunch. This provides an opportunity for the child to express his/her emotions, be heard, feel supported and transition into the classroom.
- Review the child's morning routine and the group's schedule in order to help them follow through on upcoming adult requests. Ensure that the student has the required school materials and intervention tools that he/she needs. If something is missing, please provide generously.
- Provide encouragement and support for the day in manageable pieces. Convey that they can return to see you during the day if needed.
- Let them know the next time you will connect with them.
- Check communication between home and school to be aware of incoming information that may have an impact on how their day will unfold. Relay pertinent information to the adults who are involved with the student.

Items to prepare your 'Check-In':

1. Speak with your school team members to determine which students would benefit from scheduled *'Check-In'* moments with an adult.
2. Prepare your tracking sheet with the following information
 - a. Students to be visited at the start of the day
 - b. Students to be visited before/after recess
 - c. Students to be visited during lunch time
 - d. Students to be visited after lunch
 - e. Students to be visited during the afternoon
 - f. Students to be visited prior to the end of day
3. Inform the student of 'when' and with 'who' the *'Check-In'* moments will take place.
4. Please ensure that if the staff person assigned to do 'Check-Ins' is absent, that a replacement is decided in advance. It is key that this intervention continue to take place even if a staff member is absent. It is also important to inform the students that if the assigned person is absent, who may be replacing them. Reassure them someone (A or B) will come to 'Check-In' with them.

Daily 'Check-In' Tracking Sheet

Date: _____

	Student name:	Grade	Class #	Start of day	Before/ after recess	During lunch	After lunch	During afternoon	End of day	Notes:
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

15										
	Student name:	Grade	Class #	Start of day	Before/ after recess	During lunch	After lunch	During afternoon	End of day	Notes:
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

WEEKLY 'Check-In' Tracking Sheet

WEEK OF: _____ to _____

	Student name: (Teacher's name)	Grade	Class #	Day of the Week					Start of day	Before/after recess	During lunch	After lunch	During after noon	End of day	Notes:
				Mon	Tues	Wed	Thurs	Fri							
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															

	Student name: (Teacher's name)	Grade	Class #	Day of the Week					Start of day	Before/ after recess	During lunch	After lunch	During after noon	End of day	Notes:
				Mon	Tues	Wed	Thurs	Fri							
15.															
16.															
17.															
18.															
19.															
20.															
21.															
22.															
23.															
24.															
25.															
26.															
27.															
28.															

SUBSTITUTE TEACHER *'Check-In'* Tracking Sheet

Date: _____

	Student name:	Grade	Class #	Start of day	Before/ after recess	During lunch	After lunch	During afternoon	End of day	Notes:
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

15										
	Student name:	Grade	Class #	Start of day	Before/ after recess	During lunch	After lunch	During afternoon	End of day	Notes:
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										