

Dear Assistant,

Congratulations on your selection as a Bright Lights Classroom Assistant!

Our Classroom Assistants are important ambassadors for Bright Lights. As a role model your enthusiasm and attitude will help inspire the children to make learning a life-long adventure. The most important job of an assistant is to make every child feel comfortable and to facilitate fun! Our goal is to ensure all children feel successful, that they learn, make new friends and want to return. At the same time, we want you to have a great experience.

Following is some key information you will need to be successful as a Classroom Assistant.

Orientation Meeting

Holmes Elementary, 5230 Sumner St. Attend one: Saturday, May 19 (9:30 - 11 AM) or Wednesday, May 30 (4:00 - 5:30 PM). Meeting is for first- and second-year assistants.

Classroom Assistant Responsibilities – Top 6

1. Attend Orientation if you are a first- or second-year assistant.
2. Help on Set-Up Day and every day all week.
3. Wear your name tag and official Bright Lights T-shirt every day.
4. Attend pizza luncheon for assistants on Wednesday (Holmes).
5. Complete the assistant evaluation online at the end of the week. You will receive an e-mail with the link and it will be available at BrightLights.org.
6. Choose a “special” student (or two) to help and encourage throughout the week.

Before Bright Lights Begins

Verify the class week, name and number, times and location. Main site: Holmes Elementary, 5230 Sumner St. The Class Schedule is available at BrightLights.org/programs. Community sites will be listed online if your class is not at Holmes.

Week 1 (June 4 – 8). Half-day classes 9 AM to noon and 1–4 PM at Holmes Elementary only, full-day camp offsite.

Week 2 – (June 11 – 15). Half-day classes, 9 AM to noon only (all offsite) and a full-day camp at Holmes.

Week 3 – (June 18 – 22). Programming at Lux Middle School, half-day AM Japanese International Program classes; additional half-day classes in the PM.

Week 4 – (June 25 – 29). Hogwarts Day camp at Lincoln Southwest High School; half-day classes at Holmes and other sites.

Week 5 – (July 9 – 13). Full-day camps offsite and half-day classes at Holmes and offsite.

Arrange by phone or e-mail with your teacher when you will meet him/her for classroom set-up. This is typically on the Friday before class begins. Dates: June 1, 8, 15, 22 and July 6, approximately 8 AM – noon. You and your teacher will receive contact information via e-mail at least two weeks prior to class.

Attend one of the orientations. If you can't attend one of the May orientations, make arrangements to attend a make-up orientation, held at 9 AM on Set-up Days at Holmes Elementary only.

Obtain the permission forms for GOPO hours from your high school teacher before school is out. If you are completing your volunteer hours, this is your responsibility. Bring forms to class for your Bright Lights teacher to sign.

On Class Set-up Day

Help prepare the classroom.

Get your name tag from your instructor.

Exchange titles you and the teacher will go by during the week.

Decide who will make class nametags.

Discuss how the class will run (stations, field trips, projects, Book Fair visit, etc.).

Go over lesson plans (get a copy from your teacher), and discuss class discipline.

Get assignments for the week (which assistant will do what – i.e. meet students in gym, help with daily set-up, take attendance, etc.).

Discuss arrival and clean-up. (Be prepared to arrive 20 minutes prior to class to help set up and stay up to 15 minutes afterward to clean up.)

Ask about any student medical needs you should be aware of to help you work with students.

Helpful Hints

Sign in every day, and wear your name tag and green Bright Lights T-shirt. First- and second-year assistants receive their T-shirt at orientation. Everyone else can get theirs on Set-up Day.

Remember your role is to assist the teacher. Talk to your teacher if you have helpful input.

Look for ways to help without always being asked, working with a small group, helping students make friends, being a buddy to a student, cleaning up or running errands (supplies, student to health office).

Let an orange shirt staff member know if you need assistance with a student or if you have an issue you have not been able to resolve with the teacher.

Plan to park on the street near Holmes Elementary or the large parking lot to the east of the school. Do not park in the small lot next to the school. Offsite Classroom Assistants will receive separate parking instructions.

Keep your phone put away unless asked to use it for Bright Lights purposes. Please do not show students apps or photos on your phone.