

Dear Assistant,

Congratulations on your selection as a Bright Lights Class Assistant!

Our Class Assistants are important ambassadors for Bright Lights. As a role model your enthusiasm and attitude will help inspire students 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 Class Assistant.

Orientation Meeting (for first- and second-year assistants)

Holmes Elementary, 5230 Sumner St. Attend one: Saturday, May 18 (9:30 – 11:00 AM), Wednesday, May 29 (4:00 - 5:30 PM).

Lux Middle School, 7800 High St. Date and Time TBD. ***This is only for CAs assigned to International Week, June 17-21.***

Class Assistant Responsibilities – Top 6

1. Attend Orientation if you are a first- or second-year assistant.
2. Help on Set-Up Day the Friday before your class week (AM) 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, available at BrightLights.org/programs, includes location information.

Week 1 (June 3 – 7) Half-day classes 9 AM to noon and 1–4 PM at Holmes Elementary; Day camp at Holmes.

Week 2 – (June 10 – 14) Half-day classes, 9 AM to noon only (all offsite); Day camps at Holmes.

Week 3 – (June 17 – 21) International Program at Lux Middle School 9 AM to noon.

Week 4 – (June 24 – 28) Half-day classes at Holmes and offsite in the AM and PM; Hogwarts Day camp at Lincoln Southwest High School.

Week 5 – (July 15 – 19) Half-day classes at Holmes and offsite; Day camp 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: May 31, June 7, 14, 21, and July 12, between 8 AM and noon. (Hogwarts prefects will have Set-up Day on the Sunday prior to camp). You and your teacher will receive contact information via e-mail at least two weeks prior to class to arrange exact times.

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.***

Obtain the permission forms for GOPO hours from your high school teacher before school is out. Bring form 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, and decide who will make student name tags.

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

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 (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 in the large parking lot to the east of the school. Do not park in the small lot in front of 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 not approved by Bright Lights staff on your phone.