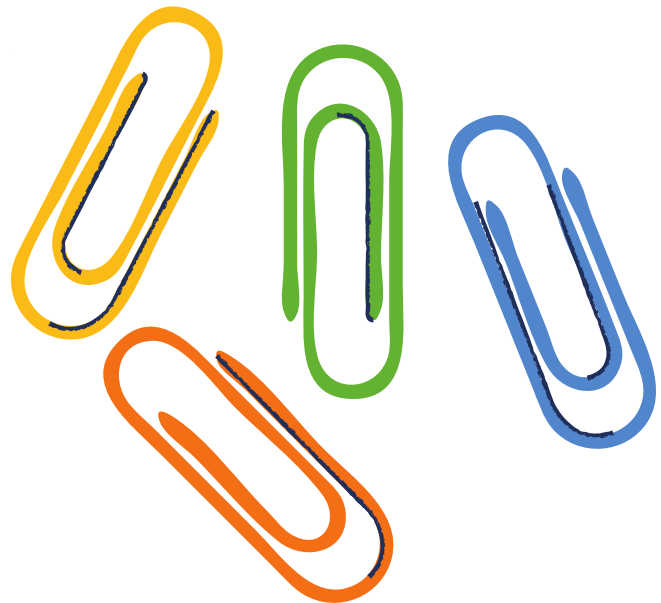
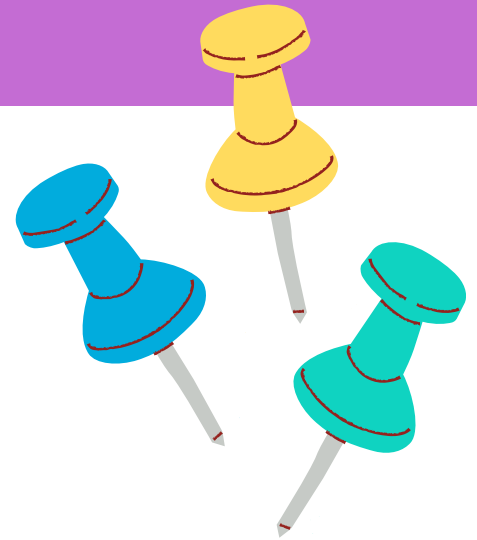




EDUCATOR'S GUIDE



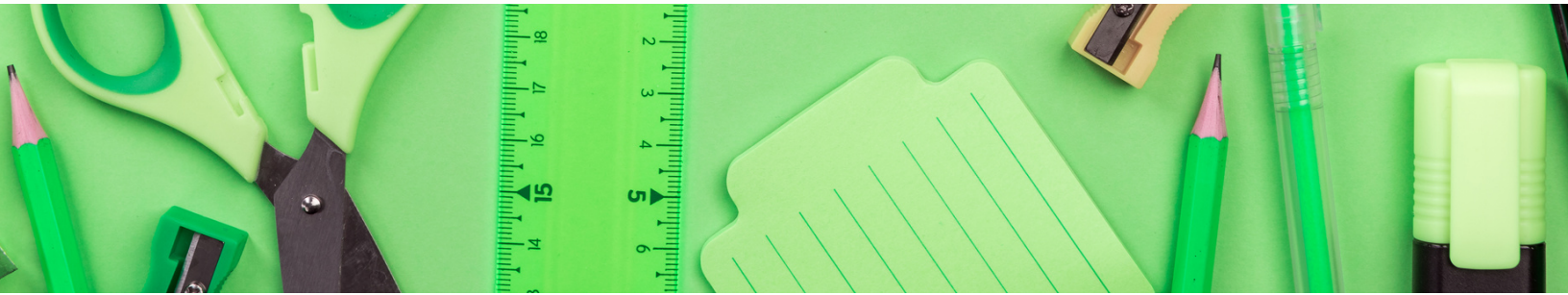


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EDUCATOR'S PORTAL



CLASS CHECKLIST

- Arrive at least 15 minutes before the class
- Take attendance immediately as kids arrive
- Never bring anything containing or contaminated by nuts
- Review roster for other allergies and medical conditions
- Students who are not registered should not attend the class
- Follow class structure (see below)
- Never leave children without adult supervision
- If parents are late, wait with the child or dismiss to school authorities
- Clean up:
 - Clean up AFTER dismissal
 - Leave classroom the same way as you found it
 - Store clean and dry supplies neatly in the bin
- Call us or email with any questions or concerns



CLASS STRUCTURE

1. Students wash hands
2. Take attendance
3. Review class rules
4. Follow the lesson plan
5. Class summary & assessment
6. Students clean their stations
7. Line up for dismissal
8. Parents sign off for pick up

REMEMBER

Keep
Discipline



Keep it FUN



EXPANDED CLASS CHECKLIST

PREPARATION

- Make sure you have everything you need for the class the night before
- When you are shopping for ingredients, read the labels to make sure to NEVER bring to the schools items containing NUTS or processed in facilities with nuts
- If you cannot find a safe ingredient or are unsure of how to accommodate an allergy - reach out to your Program Coordinator.



ARRIVAL

- Check traffic conditions and travel time ahead of time in order to allocate enough time for travel and parking
- Arrive at the school and sign in at the main office at least 15 minutes before the class.
- We will email you information about the school and the class, including rosters and allergy information. However, be sure to confirm information with the main office if you have any questions
- On the first day of class, arrive at least 20-30 minutes before the class begins to familiarize yourself with the new school and get set up.

LATE ENROLLMENTS

- We process registration ahead of time, but occasionally there might be a child who is added last minute. If you are unsure, you can call or email your Coordinator to confirm.
- The biggest risk of late enrollment is a child being exposed to foods they are allergic to. If a child comes to the class and he/she is not on the roster and you have not received child's information from us, call us and we will advise what to do.

ATTENDANCE

- You MUST take attendance at the beginning of each class and make sure all students are accounted for at all times.
- We will provide you with a roster and attendance sheet via email. The school may also provide a hard copy of the roster.

SAFETY

- Always keep sharp or hot objects away from kids and never leave any hot or sharp objects in the areas that are easily accessible for students
- Plug in blender and oven away from kids and remind students to not go near these items and keep discipline.
- Never be alone in a classroom with a single child
- Never leave children without adult supervision

BATHROOM BREAKS

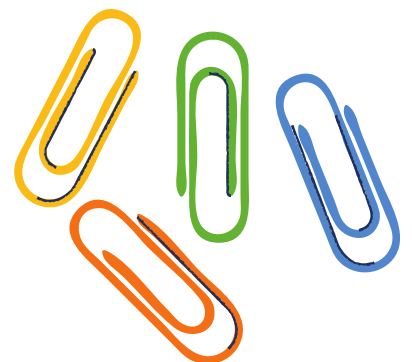
- When a student asks to use the bathroom, send the student with another student "buddy" to use the restroom. Do not go alone with the child and leave the rest of the class unattended.

RULES

- Before each class, remind students about the rules they must follow. Once they are familiar with the rules, ask them to remind you of the rules. Make it a fun game! Each curriculum has a set of rules for the class.

DISMISSAL

- Don't release students to unauthorized adults. If parents are late, wait with kids and contact your Coordinator. If the school requires parent's sign off, make sure all signatures are collected at the dismissal.



HOW TO KEEP DISCIPLINE

CLASSROOM MANAGEMENT TIPS

GENERAL GUIDELINES

- ✔ Come prepared, have all your supplies, keep an eye on the clock
- ✔ Learn students' names as soon as possible. Use name tags, if needed
- ✔ Establish clear expectations and classroom rules early and reinforce them consistently
- ✔ Don't just give orders - explain the logic of your instructions
- ✔ Always be alert. Be on the look out for potential problems and be ready to respond accordingly
- ✔ Use positive language. Instead of "Don't run", say "Walk slowly"
- ✔ Positive reinforcement - give feedback for good behavior. This will motivate others to do well.

DEALING WITH DIFFICULT STUDENTS

- ✔ Use proximity and eye contact. If student is not listening, walk over to them. Your presence will alter their behavior
- ✔ Use directness. Ask a student a direct question using their first name
- ✔ One on one. If misbehavior continues, pull a student aside and have a positive conversation
- ✔ Exhaust all positive options before responding to disciplinary actions

INSTRUCTING MULTIPLE AGES OR GRADE LEVELS

When you are teaching a class that includes different ages and experience levels, use these techniques:

- ✔ Peer to peer teaching: have students with more experience help out younger students or those who need more assistance.
- ✔ Ask questions of different level of difficulty, so all can participate.
- ✔ Personalize. When you walk around the class, provide more assistance to those who need and share more advanced methods with experienced students.

KEEP IT FUN

Usually students are misbehaving or not listening when they are bored.

- ✔ Include everyone in your activities, Some kids will be naturally outgoing, others - shy. Learn your students and find ways to engage everyone at the level they are comfortable with.
- ✔ Delegate. Involve students in all the tasks (that are safe!) as much as you can.
- ✔ Have fun! You are setting the mood for the class - bring positive energy and enjoy your time with kids

CLASSROOM MANAGEMENT

Use these techniques to engage the kids and prevent behavioral issues

CLASSROOM RULES

Remind students of the rules throughout the lesson. Use rules as a preventative measure, rather than punishment.

LESSON PLAN

Use questions from the lesson plan to engage kids during the class and ensure they are paying attention. Select those students who get the question right to be your helper. Remind they have to raise their hand for the answer to be accepted.

FLEXIBLE SEATING

If students are having trouble staying focused, you may want to move them to a new seat or ask them to come up to the front to help.

KEEP IT COOL

When students get too loud, you don't have to match the volume of the room to grab their attention. Try the opposite. Lower your voice, so in order to hear the instructions the students will have to lower their voices too. Or stop all together and wait for them to stop talking.

DESIGNATED TALK TIME

You can also designate a specific time during the class when students can socialize (washing hands, break in the middle during cleaning etc). Let them know exactly when it's ok to talk and when it's not.

ME-YOU-US

Use "Me, you, us" method of step by step demonstration. Show the technique you are teaching or the step of the recipe first yourself ("Me"). Then, invite one of the student chefs to demonstrate with you ("You"). Finally, have all the students practice the step ("Us")

DELEGATE

Delegate as many tasks to students as possible and make sure everyone gets a turn to participate.

MAKE IT INTERACTIVE

Make sure to cover all the information from the lesson plan! Make it fun – kids love answering questions and sharing their experiences so make sure you talk with them, not lecture them.

HOW TO KEEP IT FUN

Suggestions for games and attention getters!

Use these techniques to engage the kids and prevent behavioral issues. Choose 2-3 of these and use them consistently in the class when appropriate.

TIP: Many schools have designated attention getters that all students know. Ask students during the firsts class what they do at their school, and incorporate that technique into the iCook classroom.



CLAPPING

Clap a rhythm and have students repeat that rhythm

1-2-3



Say "One, two, three eyes on me" to the class, students should respond "One, two, eyes on you"

COUNTDOWN

Tell students what task you would like completed and how many counts they have to finish it. Count all together

GIVE ME 5

Explain to students when you say "Give me five" students have to have your eyes on you, mouth closed, hands on the lap, feet on the floor and ears ready to listen

WATERFALL

Have students raise their hands and make the sound of a waterfall as their hands fall down—effectively shushing themselves

HAND SIGNAL

Some schools have a hand signal for getting student's attention. Ask students if their school has a similar signal, if not, create your own and use it consistently

SHAKE IT OFF

Have students stand up and shake their arms and legs for 10 seconds to shake all extra energy off



SECRET WORD

Choose a word that is used frequently in the lesson plan, like banana. Instruct students to listen for the word throughout the lesson and when they hear the word they need touch their nose. This promotes listening.



PUNCTUALITY

POLICY AND PROCEDURES

Being on time for every class is critically important. It ensures the smooth functioning of our program and prioritizes the safety and well-being of our students. To maintain a high standard of punctuality, we have established the following policy:

ARRIVAL TIME

1. All instructors must arrive at the school and sign in with the main office at least 15 minutes before the scheduled start time of the class.
2. This 15-minute buffer allows for proper set up and ensures students' safety.
3. If an instructor arrives at the school less than 15 minutes before a class, they will be considered late for that class.

EMERGENCY SITUATIONS

1. In the case of an emergency preventing you from arriving 15 minutes before the class, please immediately notify program coordinator via call and/or text

TIME-OFF REQUESTS

1. Any time-off needs must be requested in advance.
2. A minimum notice of 48 business hours is required to request time off.
3. This allows us to arrange for suitable coverage and ensures the smooth continuity of classes.

REPORTING ABSENCE

1. If an instructor is unable to attend a class due to illness, they must contact our office directly as early as possible, but no later than 10:00 am on the day of the class.
2. Both a phone call and an email are required to inform us about the absence.

CONSEQUENCES

1. Failure to adhere to these procedures or repeated tardiness may result in the termination of your contract.

CLEANLINESS GUIDELINES

CUTTING BOARDS AND KNIVES

1. Wash cutting boards and knives with warm soapy water after each use.
2. Store cutting boards only when completely dry to prevent bacterial growth.

PRODUCE AND TOOLS

1. Wash all produce prior to the class with cold water to remove any dirt or contaminants.

KITCHEN SPONGE

1. Store the kitchen sponge on top of a zip lock bag to allow it to air dry.
2. Replace the sponge every four weeks to maintain cleanliness and prevent bacterial buildup.

DISH TOWELS

1. Wash dish towels frequently in the hot cycle of your washing machine to eliminate germs and bacteria.

TABLE SANITIZATION

1. Sanitize all tables with disinfecting wipes once finished using them.

CLEANUP

1. Leave the classroom in the same condition as you found it.
2. Ensure no food is left behind and check the sink for any residue.

HYGIENE

1. Always wash hands with warm water and soap for 20-30 seconds before and after handling food.
2. Remember that hand sanitizer is not a substitute for hand washing.
3. Avoid touching your phone, face, or other objects when handling food to minimize the risk of contamination.
4. Keep long hair tied back to prevent it from coming into contact with food.
5. Keep nails short and clean

ALLERGENS



PEANUTS



TREE NUTS



SHELLFISH



FISH



SESAME



EGGS



DAIRY



SOY



WHEAT

1. The 9 common allergens are shown above
2. Our recipes do not use peanuts, tree nuts, sesame shellfish, fish or raw eggs.
3. To ensure kids are not exposed to anything they are allergic to, you must check the roster for allergies and check all ingredients you are bringing to the class.
4. If child's allergy can be accommodated with a simple substitute of ingredients - make sure to do that. If you unsure how to handle an allergy - contact us. We are happy to provide an alternative recipe for class if needed.



FOOD SAFETY

FOOD HANDLING

1. Refrigerate all perishable food within 30 minutes after purchase.
2. Maintain proper storage temperatures: 40°F or below for the refrigerator and 0°F for the freezer.
3. To prevent cross-contamination, store fresh produce above meats and ensure that produce does not come into direct contact with raw meats.
4. Regularly inspect food items for signs of mold, rot, or expiration dates. If ingredients are not fresh or have expired, do not use them in the class.
5. Discard cans that are dented, rusted, or swollen, as they may indicate spoilage or contamination.
6. Before opening cans, clean the lids to remove any potential contaminants.
7. Discard any foods that become contaminated with bodily fluids such as saliva.
8. Make sure all foods are cooked thoroughly. Do not serve raw flour or raw, baked goods



NUT FREE

ALLERGY PROCEDURE

We have a strict policy of being a peanut, tree nut-free and sesame free program. Please refrain from bringing any ingredients to the school that contain peanuts, tree nuts, sesame traces of nuts, or have been processed on shared equipment.

INGREDIENT LABELING

1. Before bringing any ingredients to the school, carefully read and check the labels to ensure they are peanut, nut and sesame-free.

ROSTER REVIEW

1. Before each class, review the roster to identify any students with allergies.
2. Confirm the allergies of these students before they attend the class.
3. If you are unable to verify allergies, please contact us for assistance.

CLEANLINESS AND SANITATION

1. Clean and sanitize all surfaces before and after each class to prevent cross-contamination.

ALLERGIC REACTION

MILD ALLERGIC REACTION SYMPTOMS

- Stomach pain, redness of skin and itchiness around mouth and eyes, vomiting, diarrhea, hives and more. It can occur immediately or a few hours later.

ANAPHYLAXIS SYMPTOMS

- Difficulty breathing or wheezing, tightness of throat, airways closing, trouble speaking, swollen lips, tongue, throat, turning blue in color, nausea, vomiting, fast heartbeat, dizziness or loss of consciousness

If a child is having an allergic reaction stay calm, ensure safety of other students, and assess the child's condition and symptoms:

- If mild reaction - inform parents and school and administer antihistamine or inhaler, if instructed by parents or nurse
- **If Anaphylaxis - call 911 immediately.**
 - Stay in contact with emergency personnel until they arrive and follow their instruction
 - Notify school, on duty nurse, parents & us

Sesame and Nut Allergies

Sesame

Sesame is a major allergen that is typically in the form of oil or seeds that are added to food products.

Sesame is considered a seed, but is one of the 9 major allergens.



Nuts

Tree nuts, such as peanuts, are considered a major allergen.

Nuts are used in many food products and may be processed in facilities with other foods.



Both Allergens

May be processed in the same facilities, or may be cross-contaminated through shared equipment and utensils.

Both are two of the 9 major allergens.

Many of the same food products contain or may contain sesame and/or nuts

Foods with Sesame

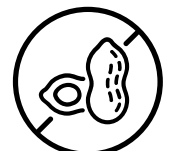
- Tahini - used to make hummus and dressings
- Middle Eastern and Asian cuisine - sesame oil and seeds are commonly used in these cuisines (ex. falafel, sushi, stir-fry)
- Bread and baked goods - crust of bread or baked goods, like hamburger buns
- Snack foods - sesame may be used in granola bars, crackers, chips, or trail mix.
- Sauces, dressings, or dips
- Desserts - Halva which is a sesame-based Middle Eastern dessert
- Vegetable oil (may contain sesame oil)
- Spices or seasonings

Foods with Tree Nuts

- Nut Butters - peanut butter, almond butter, cashew butter
- Bread and baked goods - may be in cookies, bread, pastries, and other baked goods
- Snack foods - granola bars, trail mix, chocolate bars, cereals
- Sauces, dressings, or dips
- Peanut oil
- Sandwiches
- Desserts - Baklava uses peanuts as a filling
- Asian and Indian Cuisine - Peanuts are commonly used in these cuisines (ex. salads, stir-fry's, desserts)

Allergy Prevention

- ✓ Always check labels for foods that contain or may contain sesame or tree nuts including oils. **Avoid all products that say "contain" or "may contain" sesame or nuts.**
- ✓ Ensure that foods are not processed in the same facility as sesame or tree nuts.
- ✓ Other seeds may be used in place of sesame or nuts such as flaxseeds, pumpkin seeds, or sunflower seeds (if so, ensure they are processed in a nut and sesame free facility)
- ✓ Cross-contamination of sesame or nuts may occur when facilities share equipment or cooking utensils.



CHILD ABUSE PREVENTION POLICY

RESPECTFUL AND PROFESSIONAL BEHAVIOR

All staff members, volunteers, and participants are expected to treat each other with respect, kindness, and professionalism at all times. This includes using appropriate language, demonstrating patience, and showing consideration for others.

PHYSICAL CONTACT

Physical contact with students is prohibited unless the contact is necessary to prevent physical harm (e.g. a child slipping on a stairway, or attempting to run into a busy street), or fits into the conduct below. Any such contact must use the minimum contact required to ensure safety. Report instances where contact was necessary and report any unsafe condition in your class immediately

MAINTAINING VISIBILITY

Never conduct your class in a room that is not visible from the outside. Under no circumstances you can be in a room with a child one on one. Under no circumstances you are to use student bathrooms whether students are present or not, find staff bathroom, if necessary

INAPPROPRIATE LANGUAGE

Language in the classroom must be free from all profanity and inappropriate humor. This applies to both teacher and students. If children are the source of the behavior, you must let them know that this is unacceptable.

PROHIBITION OF ABUSE

We strictly prohibit any form of physical, emotional, or verbal abuse towards children. This includes any act that may cause harm, discomfort, distress, harassment, bullying, or exploitation.

REPORTING

All concerns, incidents, or suspicions of abuse must be reported promptly to iCook office, direct supervisor, program manager or office staff.

CHILD SAFEGUARDING RESPONSIBILITY

Every staff member and volunteer has a responsibility to ensure the safety and well-being of children in the program.

NO CONTACT OUTSIDE OF CLASS

You are not allowed to contact child or the family outside of the class for any reason.



PERMISSABLE CONTACT

- Verbal praise
- Handshake
- "High-Five"
- Short pat on the shoulder
- Sitting beside small children
- Holding hands while walking with small children (only if necessary)



CONDUCT NOT ALLOWED

- Inappropriate or lengthy embraces
- Kisses
- Letting kids sit on the lap
- Touching when unnecessary
- Touching, other than a quick tap on the shoulder
- Staying one-on-one with the child or children in isolated areas such as bathroom, closets, staff-only areas or other private rooms
- Wrestling or tickling minors
- Piggyback rides
- Any type of massage given by minor to adult, or by adult to minor
- Any form of unwanted affection
- Compliments that relate to physique or body development

COMPLIANCE WITH LAWS AND REGULATIONS

All staff members must adhere to applicable local, state, and federal laws and regulations related to child protection including mandated reporting requirements

LAW ENFORCEMENT

Any allegation of abuse or inappropriate conduct will be reported immediately to law enforcement for investigation. We will fully cooperate with law enforcement. Any individual under investigation will be suspended. If allegations confirmed - terminated.

DCFS HOTLINE 1-800-25-ABUSE

EMERGENCY PROCEDURE

Review this policy to be prepared to various unexpected situations that may be encountered



Emergency Contact 911



Office Phone (773)697-3115

FIRST AID

1. Use the first aid kit stored in the bin for minor cuts, scrapes, or bruises.
2. Report the incident to parents and iCook.

SEVERE INJURIES

1. If the injury is severe and requires medical attention, call 911 immediately.
2. Report the incident to the school, nurse, parents, and iCook.

ALLERGY PROCEDURE

1. Refer to the specific allergy procedure for handling allergic reactions.

HAZARDOUS SITUATIONS

In case of fire, smoke, broken glass, or other hazardous situations:

1. Ensure the safety of all students.
2. Follow primary evacuation routes.
3. Do not lock the classroom.
4. Bring the roster and take attendance.
5. Report missing students immediately to parents and iCook.

CHOKING

1. If a student is breathing and can talk, do not interfere with their attempt to remove a foreign object.
2. If a student is unable to talk, turning blue or dusky, clutching their throat, or making a high-pitched sound when breathing in:
 - Call 911 and follow the instructions of emergency staff.
 - Notify the school, nurse, parents, and iCook.

SEVERE WEATHER

If severe or harsh weather puts students in danger:

1. Monitor the emergency alert system.
2. Move students to a safe area, bring the roster, and take attendance.
3. If advised by school administrators, evacuate immediately.
4. Remain in the safe area until the warning expires or an "all-clear" signal is issued.

INTRUDER

1. An intruder is an unauthorized person who enters the classroom.
2. Politely greet the intruder and identify yourself.
3. Inform the intruder that all visitors must register at the main office.
4. Ask the purpose of their visit. If the purpose is not legitimate:
 - a. Ask them to leave and walk them to the door.
 - b. If they refuse to leave and create a dangerous environment, call 911.

EDUCATOR'S PORTAL

Use Educator's Portal to access valuable resources including:

TRAINING

The portal offers a convenient way to find training materials, including Educator's Guide, training videos and more for review or access at any time.

POLICIES AND PROCEDURE

The portal allows educators to easily review important policies, including:

- How to submit reimbursements
- Payroll Calendar
- Time off request policy and more

CURRICULUM ACCESS

Accessing the curriculum through the portal enables our teachers to efficiently plan and deliver engaging lessons. Curriculum access includes short video lesson for every class.

CONTACT INFORMATION

Find contact information for our team and your program coordinator

HOW DO I ACCESS EMPLOYEE PORTAL?

1. Go to any of our websites for example, icookafterschool.com
2. Click "For Teachers" tab
3. Enter password (updated each year; check your Welcome Email or ask your Coordinator)



GET IN TOUCH



info@icookafterschool.com



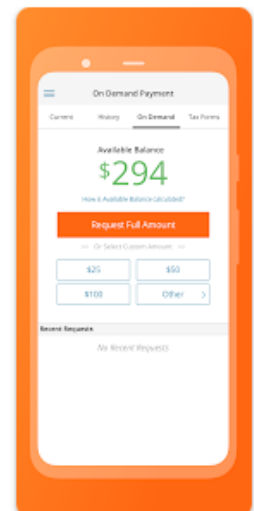
(773) 697-3115

PAYLOCITY



PAYLOCITY

1. Our HR system is called Paylocity
2. Paylocity allows you to:
 - a. Complete onboarding
 - b. Complete Educator's Training
 - c. Update your address and other information
 - d. Access Paystubs
 - e. Submit Expenses for reimbursement
 - f. Access year end forms, like 1099 or W-2





**THANK YOU FOR
BEING A PART OF THE TEAM!**

HAPPY TEACHING!

