

## LiveWell Kids: Garden Docent Checklist

Check off the following tasks for the delivery of a successful LiveWell Kids school year!

### Onboarding

- Provide contact information to Lead Docent (*name, email, phone, teacher's name and grade*)
- Submit TB testing paperwork - contact your school office for form and protocol
- Meet with Lead Docent to go over any school specific information

### Beginning of the Year

- Attend LWK GARDEN Kickoff/Module 1 training (arrange childcare through *Center for Health and Fitness* if needed)
- Review the training schedule and put the dates on your calendar
- Review training guidelines, food allergy protocol and food allergy guidelines
- Visit the BCHD website to obtain additional information and resources
- Schedule 1<sup>st</sup> 3 lessons with teacher and enter dates/times on scheduling form:  
[http://bit.ly/LiveWellGarden\\_19-20](http://bit.ly/LiveWellGarden_19-20)
- Recruit help for each lesson if possible (co-docent, other class docent, class parent, etc.)
- Communicate with teacher about any class allergies BEFORE Module 1

### Lesson Trainings

- Attend docent trainings for lessons you will be teaching
- Refer to BCHD website for online training materials and resources
- Schedule last 2 lessons (Modules 4 & 5) **AFTER** Module 3 training
- Confirm each lesson date and time with teacher two weeks prior to lesson date
- Confirm parent help for the lesson
- Notify your Lead Docent of any schedule changes

## Lesson Delivery and Tracking

### **All lessons must be delivered within 7 days following training**

#### **Prior to lesson**

- Team-teach with another docent if possible
- For tasting lessons, check with teacher for any changes to the class allergy list and plan substitutions the week prior to teaching
- Connect with any lesson helpers to review lesson plan and logistics
- Check the shed one day before lesson to confirm that all needed supplies are available
- Review the supply list that docents are responsible for bringing for the lesson (if applicable)

#### **Day of lesson**

- Arrive at least 30-45 minutes prior to lesson to meet with lesson helper/s for set up
- Pick up the shed key from the office
- Gather lesson supplies and prep for the lesson
- Always wear food handling gloves to prep food tasting ingredients

#### **Post-Lesson**

- Clean all work surfaces and remove trash if applicable
- Wash all dishes belonging to the shed in soapy water and dry well before putting away
- Return supplies to shed and lock it
- Return shed key to the office if applicable
- Complete lesson tracking web form as soon as lesson is completed:  
[http://bit.ly/LiveWellGarden\\_19-20](http://bit.ly/LiveWellGarden_19-20)