



ROLL OUT PLAN

After signing into the trainer HUB, getting the Principal's support, and finding your support squad, use this simple checklist to prepare for your program launch. If you have any questions along the way, we're here for you! Reach out to Active Kids & Minds for support at any point by emailing info@activekidsorg

SCHOOL/COMMUNITY SUPPORT

Your principal is your biggest fan! He/she has already approved you starting Active Kids & Minds, but make sure he/she knows about your rollout plan. It's also always great to have your school staff on board. In addition to your principal, key contacts include physical education teachers, school nurses, and any other health or wellness coordinators. To gain community support, consider meeting with or presenting to the PTO/PTA.

GENERAL PROGRAM LOGISTICS

How will your program look? Be sure to enter your session information into the Trainer Hub. This is not a requirement, but if we have your program information, we'll be able to support you with reminders and advice at key points throughout the year!

Curriculum: Determine what curriculum you will use. Refer to the Program Offerings Document for a full explanation of the curricula offered.

Space: Assess the school facilities and identify adequate indoor and outdoor (if available) space - Active Kids & Minds doesn't need a large area. You can get creative and utilize classrooms, hallways, and multipurpose rooms, but be sure to receive approval from school administration (note: some school/districts require building usage forms).

Time/Days of Week: Elementary School Programs typically run 40-45 minutes 3 days/week and Middle School Programs for 30 mins 2 days/week. Figure out what works best for your school (tip: be sure to consider the school breakfast schedule).

Transportation: Establish how the students will arrive to your program and where they should be dropped off.

Start Date: Give yourself adequate time to gather your Active Kids & Minds Training Team, create awareness, and establish your registration process (detailed below), then set a start date for your program.



PROGRAM MATERIALS

Active Kids & Minds is 100% free, offering curriculum, virtual resources, and personalized support, and our lesson plans use minimal equipment, such as cones, balls, and hula hoops. While not required, some schools choose to purchase kids Active Kids & Minds t-shirts or equipment (links below).

T-shirts: Check out the swag shop tab on www.activekids.org

For funding to purchase the above items, consider reaching out to local health centers, your PTA/PTO, corporate sponsors, or research local grant opportunities.

RECRUITMENT AND REGISTRATION

RECRUITMENT: How will you make sure your community knows about Active Kids & Minds? We recommend that you check with your school to determine their standard protocol/process for distributing forms. Typically, it's the best way to get your Active Kids & Minds info out, too. Here are some common distribution methods:

- Send informational letters to families via students' backpacks or email
- Distribute materials at a community event, back-to-school night, or PTO/PTA meeting – also all great opportunities to recruit additional parent volunteers

REGISTRATION

What students will participate in your Active Kids & Minds program?

Active Kids & Minds provides resources on the Trainer Hub to help with the registration process such as template registration forms and welcome letters.

We recommend trainers define a clear registration period and process. The application period should have a clear deadline, and a method should be defined for determining what students will be accepted into the program (lottery or first come first serve, whatever works best for your school). See Sample Timeline below for an average rollout process.

TRAINING TEAM

Active Kids & Minds recommends a 1:20 trainer-to-student ratio, however, start small and work with a program size you and your training team are comfortable with. Remember, you can build your training team with anyone who is passionate about getting kids moving—parents, teachers, or community members. Active Kids & Minds Training is highly recommended for all trainers and volunteers. Check the Active Kids & Minds website for an up-to-date list of trainings. If you're not able to attend in person, videos are available on the Trainer Hub.

**Things to consider:**

Background Checks: Does your school require any form of background checks for volunteers?

Safety: Are any of your trainers CPR certified? Is there a school nurse on site? Active Kids & Minds recommends at least one trainer present at all times be CPR/AED certified.

FIRST DAY FINAL PREPARATION

After entering your session information, you will receive support emails from Active Kids & Minds HQ before your first day. Here are some things to start thinking about to make your first day as smooth as possible.

Equipment: What equipment will you be using and where will you store it?

Metrics: Do you want to assess your Active Kids & Minds students with a 400-meter run? If so, what course will you use? (Note: Be sure you test your students at week 2 or 3 and week 11 with the same route)

Drop Off: Confirm which trainer will oversee your drop-off routine.

Logistics: Locate the closest restrooms and water fountains.

Emergency Plan: Review emergency procedures and steps to implement an Emergency Action Plan (template provided on Trainer Hub). Speak with the nurse to confirm a policy for EPI-Pens, inhalers, minor and major injuries, if possible.