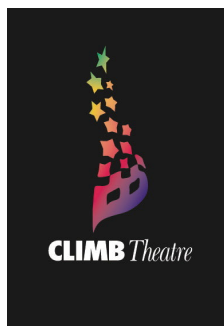


## SAMPLE CLIMB TEACHING COMPANY SCHEDULING FORM

Below you will find a sample schedule for use as an example only, followed by the blank form to be filled out with your schedule. Please return to us **ONLY** the scheduling form containing your school's schedule.



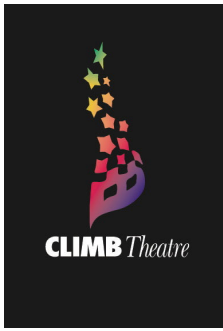
School: Sample Elementary

Date(s) of Residency: 5/11

CLIMB's 40-Minute classes are conducted in individual classrooms to give an interactive experience. The topic for the students will be \_\_\_\_\_ (Example: Bullying Prevention)

Please take the time to write your **name, room number, grade, number of students per class**, and information on **students with special needs** in the time slot that will work best for you. We request that, if possible, you fill in slots consecutively during the day so that our actors do not have large gaps of time between classes. If you have multiple teams of actors coming to your school in one day, please fill out one form per team. Thank you for your assistance.

<u>Time</u>	<u>Teacher Name</u>	<u>Rm.</u>	<u>Gr.</u>	<u># Students</u>	<u>Notes on Students w/ Special Needs</u>
<u>9:00-9:40</u>	<u>Hays</u>	<u>123</u>	<u>K</u>	<u>24</u>	<u>N/A</u>
<u>9:45-10:25</u>	<u>Johnson</u>	<u>124</u>	<u>2</u>	<u>30</u>	<u>1 student uses a wheelchair</u>
<u>10:30-11:10</u>	<u>Rone</u>	<u>143</u>	<u>4</u>	<u>32</u>	<u>1 hearing impaired, has interpreter</u>
<u>11:15-11:55</u>	<u>Schneider</u>	<u>204</u>	<u>6</u>	<u>28</u>	<u>N/A</u>
<u>12:00-12:40</u>	<b><u>LUNCH</u></b>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>12:45-1:25</u>	<u>Janus</u>	<u>210</u>	<u>1</u>	<u>22</u>	<u>3Eng. language learners w/ translator</u>
<u>1:30-2:10</u>	<u>Hart</u>	<u>180</u>	<u>3</u>	<u>34</u>	<u>4 students with ADD/ADHD</u>
<u>2:15-2:55</u>	<u>Sedlachek</u>	<u>170</u>	<u>5</u>	<u>28</u>	<u>2 students w/ autism, have aides</u>



## CLIMB TEACHING COMPANY SCHEDULING FORM

School: \_\_\_\_\_

Date(s) of Residency: \_\_\_\_\_

CLIMB's 40-Minute classes are conducted in individual classrooms to give an interactive experience. The topic for the students will be \_\_\_\_\_.

Please take the time to write your **name, room number, grade, number of students per class**, and information on **students with special needs** in the time slot that will work best for you. We request that, if possible, you fill in slots consecutively during the day so that our actors do not have large gaps of time between classes. If you have multiple teams of actors coming to your school in one day, please fill out one form per team. Thank you for your assistance.

<u>Time</u>	<u>Teacher Name</u>	<u>Rm.</u>	<u>Gr.</u>	<u># Students</u>	<u>Notes on Students w/ Special Needs</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Restrictions:**

- **Classes must be 40 minutes (Please allow 5 minutes between classes for passing time)**
- **No more than 4 classes should be scheduled before a lunch break**
- **Please allow at least 40 minutes for a lunch break**
- **A teacher MUST be present in classroom at all times**
- **A maximum of 7 classes per day, NO MORE than 35 students per class (up to 40 in a multi-purpose room)**

\* CLIMB understands that some schools are very small and do not use room numbers. Please indicate if that is the case, and include a map of the school so our actors can be as prepared as possible.