

PARENT OF THE DAY

1. POD Squad (Parent of the Day) is a great "term" to use.
2. Each participant's parent (mom or dad) is expected to give one half day to the program as a Parent of the day. Put this in a policy statement somewhere and distribute. Non-member parents are also expected to participate. This gets them involved.
3. POD is very instrumental to the program! It adds that extra hand for the instructors, helps with discipline problems, helps with safety, and provides immediate feedback about the program.
4. Equipment needed for daily POD: badge or visor for identification, hand held radio, first aid kit, sunscreen, copy of medical forms for kids, POD form, pencil, Start Sailing Right book, printer POD duties, medical problem "cheat sheet" for the kids, written emergency procedures, any other pertinent info. Suggest put all in a canvas carry-all bag that is known to be the POD Squad Bag.
5. Design a form (example enclosed) to be filled out by each POD at the end of each half day duty. This is immediate feedback to instructors/ program organizers on how the daily program is going! Make sure you read these often and follow up on problems before they become major. Let instructors read each day. Keep copies.
6. POD should report at a certain time (usually 30 min prior to class) and stay until class is dismissed. POD's will be the supervision at lunch. AM POD stays through lunch period and PM POD comes early to be present at beginning of lunch period. Specifically state times expected to be "on duty".
 7. Duties of POD (add whatever you need!)
 - a. Stay with the class group at all times
 - b. If class is on water, they should be around the dock at all times.
 - c. Help push boats off the dock and catch them when they come in.
 - d. Observe and help in discipline situations (work out specifics with instructors.)
 - e. Deal with minor first aid and contact the parent if a problem.
 - f. Oversee kids with discipline problems/ first aid while instructor continues to teach class. Takes kids to "bathroom" if it takes the kid far from class group.
 - g. If you have hand held radios, POD will be land contact for instructors while on water.(ie: emergency problems, kids comes in to fix something on boat, basic communication!)
 - h. Help instructor if needed.
8. Things to be careful of: Little league parent syndrome. Instructors are the teachers, not the POD. POD is an observer/ helper. They do not need to know how to sail.
9. Instructors should meet w/ POD prior to class and talk about what and where they are going in class. POD should be introduced to kids in class.
10. Schedule POD assignments prior to sessions starting. Write up a schedule and distribute it. If a parent can not make it on assigned day, they must make their own substitutions and report that to POD Chairman. Instructors need to be aware of changes as they come to rely on POD.
11. POD Chairman should send out reminder postcard (or phone) to each POD 3-7 days prior to their duty.
12. Try to be firm with each parent to participate! They usually love it and learn a lot. If planned ahead, they can reschedule work obligations. It also gives the parents a chance to watch as it is suggested they do not hang around on a daily basis.
13. Some instructors do not like the POD Program as they are usually not mature/ organized/ prepared to teach. If an instructor really complains, try to find out why.

JONI M. PALMER

SAMPLE PARENT OF THE DAY REPORT

Date:

Class:

Time:

Please Note any problems or positive things in the following areas:

Boat Yard: _____

Docks: _____

Snack Bar: _____

Juniors (problems or helpers): _____

Instructors: _____

Classroom/ Junior Room: _____

Other Comments: _____

Parent of the Day Name: _____

Telephone Number: _____

THANK YOU FOR YOUR TIME!