



## **IGP EXPECTATIONS for ADC & CC Staff**

1. Read the activity plan prior to doing the activity.
2. The schedule for leading IGP activities is as following:  
ADC leads on M, F and CC leads on T, W, & TH, unless otherwise noted on activity plans.
3. Make sure all children and seniors wear a name tag with information, i.e., all photo consent, and allergies, etc. It is important that Staff also wear their nametags.
4. When leading the activity, it is your responsibility to assemble supplies, and lead the activity per planning sheet with a back-up plan. If changes are made with this activity, please inform the IGP Coordinator.
5. The hosing team for the activity is responsible for setting up the room arrangement per planning sheet. For the safety of both seniors and children, this needs to be done before neighbors arrive.
6. When the other team leads, it is your responsibility to facilitate interactions between seniors and children.  
IGP activities have three parts: Introductions, activity & clean-up, and Closure with ONE's goodbye song and handshaking. All staff present should actively participate in all three parts of the activity.
7. When doing small groups with three tables of seniors and children sitting in alternate chairs, staff should sit at one of the tables and help supervise and facilitate interactions between seniors and children.
8. ADC and CC staff should always be with the group during an IGP activity. If you need to leave the group for an emergency, call for assistance.
9. If staffing issues create difficulties in participating in a planned activity, see your director and/or the IGP coordinator for assistance. ADC staff does not have qualifications to work with children; same for CC staff who do not have qualifications to work with seniors. Immediately intervene when a participant becomes agitated and report any inappropriate behavior to the activity leader.
10. Activities that need to be cancelled should be consulted with the IGP Coordinator first. (this is not something that should happen, we need to find a solution to make every IGP run as scheduled – unless emergency). If the IGP Coordinator is not available, please inform neighbors of cancellation.
11. Complete and submit evaluations to IGP coordinator as indicated.
12. Attend and actively participate in the IGP meetings to evaluate, problem solve, and develop new activities for the IGP manual. Check the monthly calendars for schedule details.