

OLC EMPLOYEE NEWSLETTER **MARCH 2025**

EMPLOYEE OF THE MONTH

ANDREW

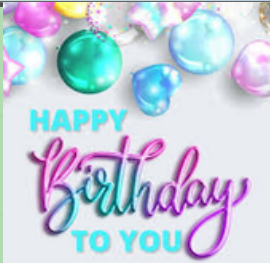
Andrew is an excellent team player who always goes above and beyond to support his colleagues and students. His positive attitude helps boost team morale, creating a welcoming and productive work environment for everyone. He's incredibly flexible and always willing to step in wherever needed- whether it's covering vans or classrooms. His dependability makes him an asset to our team, and we truly appreciate his hard work and dedication.

Thank you, Andrew, for everything you do!

Jayme

Miles

Melissa



Kieren

Juan

Monique

Shoutouts

Hello team!

- I wanted to thank you for all the hard work you put in daily. I know this has not been an easy season for our crew, but you truly have been doing an amazing job banding together and doing the best you can with what you have. Please know that it has not gone unnoticed. I greatly appreciate your presence and efforts, especially on the hardest days. We have some new staff joining us in the coming weeks so please help them to feel welcome. I am looking forward to strengthening and expanding our team with these individuals and more in the future.--Jessica Mathews
- I would like to give a special shoutout to Yareli, Ryan, and Shea for helping with the routes. Thank you for being willing to go above and beyond and work as a team!
- I would also like to give another shoutout to Mando, Taylor and Melissa W., for clocking in/out and transferring consistently for the past two weeks! There's been a lot of staff who have been forgetting to transfer and clock out. Please make sure you stay on top of that.

--Velma



MARCH

3/9 Daylight Savings Begins



**3/17 St. Patrick's Day!
Wear Green/Gold**



**3/28 Teacher prep day
(No School)**



Reminder, we are offering an increase in referral bonuses until April 30th!

- As you know, here at Odyssey Learning and Life Centers, we are always looking to grow our team with talented people, just like you! As valued employees, we trust you know just what it takes to work for our organization, which is why we are offering a recruitment bonus for qualified Instructional Aide referrals. We are excited to announce that we are temporarily increasing our referral bonus to \$2,000.00!!! Please refer to the post on Paylocity to view the qualifications of this bonus or contact HR.
- Reminder, if you need time off you must request it through Paylocity at least 2 WEEKS in advance. It's recommended you put in your request even sooner if possible.

BEHAVIOR

Hello Odyssey team

- We wanted to remind everyone to focus on guiding students back to baseline when they are upset. Often, we become focused on compliance and getting them "back to work" too quickly. As Josh said during January's in-service, compliance is regained when students return to baseline behavior. We could focus on compliance and end up pushing students to re-engage in tasks too soon which may result in a longer behavioral episode. Or we can spend our efforts guiding them back to baseline by offering extra time, sensory input, breaks, teach replacement skills (FERB), etc., as stated in the BIP.

Thank you, Josh and Monique

TRANSPORTATION

- Remember to Transfer when you arrive/leave the school.
- If a student gets out of their seat, injures another or does damage to the van you should be doing a report.



Take steps to prevent burnout.

The more staff call in the more the classroom has to take on, and this extra workload eventually leads to staff burnout. Burnout increases risk of injuries, reduces reaction time, and takes focus away from the students that need our support. Focus on the things that you can control, like your personal health, physical health, and well being. Having a plan in place helps prevent stress from building up. There are free handouts in the breakroom to help create a plan, or use what works for you.



O.T.

Bubble wrap can help to develop fine motor skills by using their thumb and index finger to pop the bubbles in the wrap. This exercise both builds finger strength and increases hand-eye coordination as the child needs to direct their fingers to pop specific bubbles.

Supplies: bubble wrap with small or big dots

Activity

- Have student hold bubble wrap flat between 2 hands, and have student pop the wrap using thumb and pointer finger.
- Place bubble wrap flat on table and have student pop the wrap using only the pointer finger. Focus on isolating the pointer finger with all other fingers closed.
- Have student hold a pencil using a 3pt pencil grasp and have student pop the wrap.



TRAINING

Classrooms can get very noisy. Remember that our students are easily overstimulated by sensory input. Therefore, it's important to come up with communication styles that help to minimize noise. Use visuals, sign language, or gestures when possible. Particularly with communicating amongst staff.

Keep side conversations to a minimum, as that can be distracting and add more noise to the environment.

Finally, don't give directions to another staff's student, as this creates confusion and an increase in noise.