

Appendix I

ORDERING AND MANAGING EQUIPMENT

Ordering Equipment:

1. Understand purchase and ordering procedures within LEA's guidelines.
2. Develop a priority list. Be specific; including catalog(s), page numbers, photos where possible and any other descriptive information.
3. Meet with other Adapted Physical Education teachers to discuss group purchases, specific needs, and how to minimize unnecessary expenditures.
4. Check with site administrator regarding availability of equipment and materials.

Managing of Equipment:

1. Maintain an up-to-date equipment list.
 - List equipment resources, district or other available agency.
2. All programs (new or established) should have the necessary equipment to begin a basic adapted physical education assignment and a means to provide additional equipment as needed.
3. Develop check out system for assuring awareness of equipment and accountability.
 - a. Clarify repair and replacement procedures.
 - b. Locate a storage facility at each site or one central location within the LEA.
 - c. Provide a means for transporting equipment.
 - From central storage area to individual school sites.
 - From vehicle to teaching site.

It is highly recommended to have a cart with wheels.

Essential Equipment for Adapted Physical Education Program:

- Appropriate assessment tools.
- Assorted balls including playground, basketball, etc.
- Assorted fine motor.
- Balance beam.
- Balance boards.
- Balloons.
- Basketball hoop, adjusted for success.
- Batting-T.
- Bean bags.
- Board games.
- Bowling pins.
- Bubbles.
- CD/ media player.
- Clipboard.

- Colored chalk.
- Cones of assorted sizes.
- Flying discs.
- Ribbon wands.
- Hand sanitizer
- Hoops of all colors and sizes.
- Jump ropes.
- Ladder (rope).
- Lummi sticks.
- Masking tape/floor tape.
- Mats large and small.
- Measuring tape
- Mesh transport bag and/or wheeled carry all.
- Parachute, various sizes and colors.
- Plastic bat.
- Plastic scoops
- Poly Spots™.
- Ribbon wands.
- Ruler
- Scarves.
- Scooter boards.
- Selection of appropriate and variety of music.).
- Soft non-threatening assorted balls and manipulatives.
- Stopwatch.
- Stretch ropes.
- Target games, for throwing accuracy.
- Therapy balls.
- Timer
- Tissues
- Tug-o- war rope.
- Writing Instrument (preferably pen) and notepad.