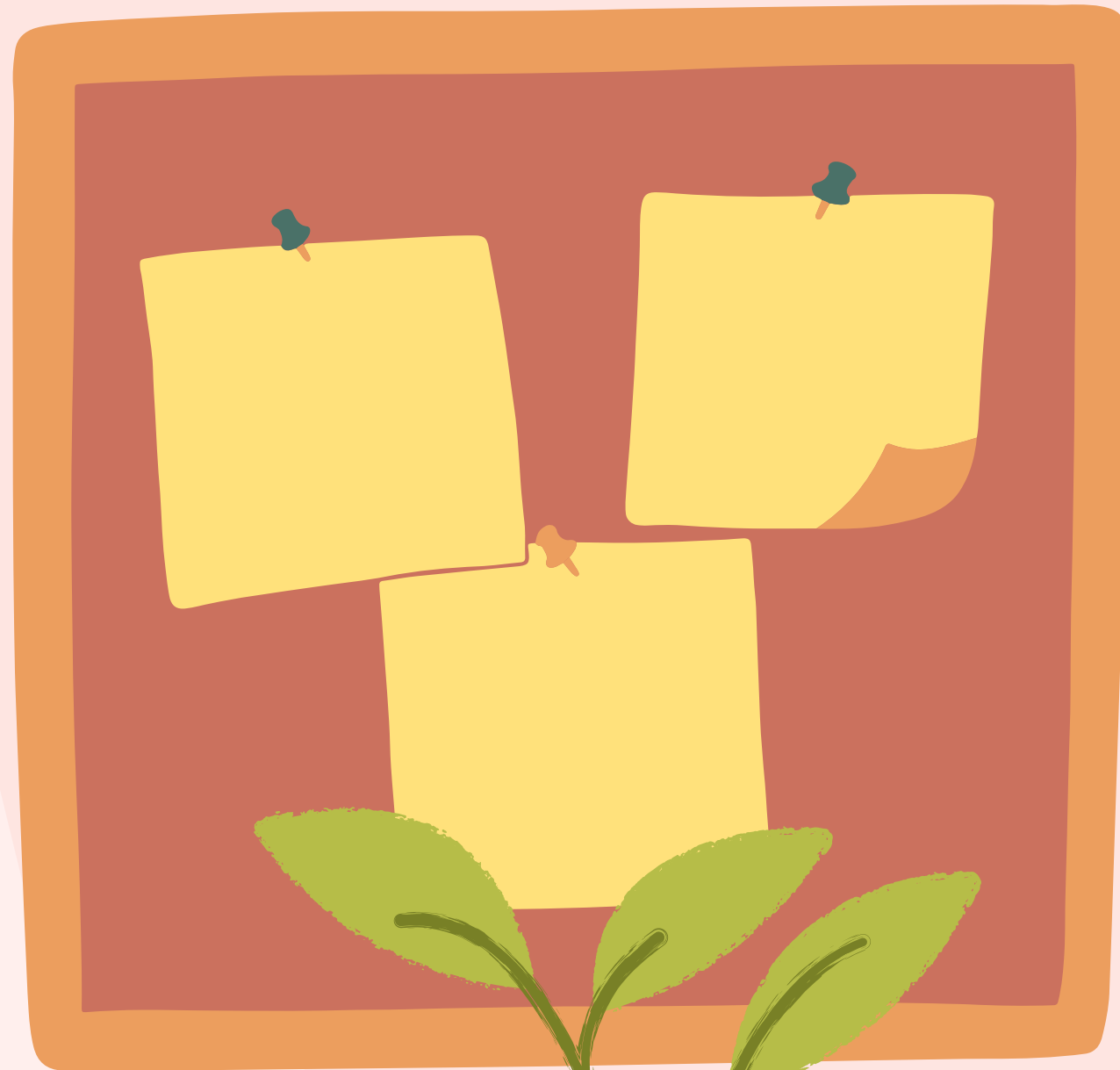


SUBSTITUTE INFORMATION!





WELCOME!



Thank you for working with us in ECE.
The job of a guest teachers is VERY
important! We appreciate your time and
flexibility as you get to know and work in
our program.

This PDF is full of useful information!
Please read each page and feel free to
review this information as needed.



WHAT TO DO WHEN YOU ENTER A CLASS?

- Say hello! Introduce yourself to any classroom staff and tell them why you are there.
- Ask them what the plan is for the day, how many students they expect, and for any other helpful info.
- Sign in on the staff sign in sheet.
- Read and review any useful documents for curriculum, and the daily schedule in the Sub Binder.
- curriculum chart, class schedule, rosters with students names, menus, cleaning supplies, etc.

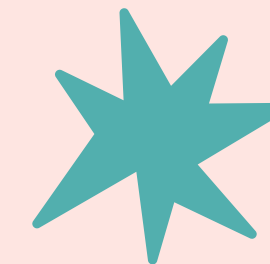
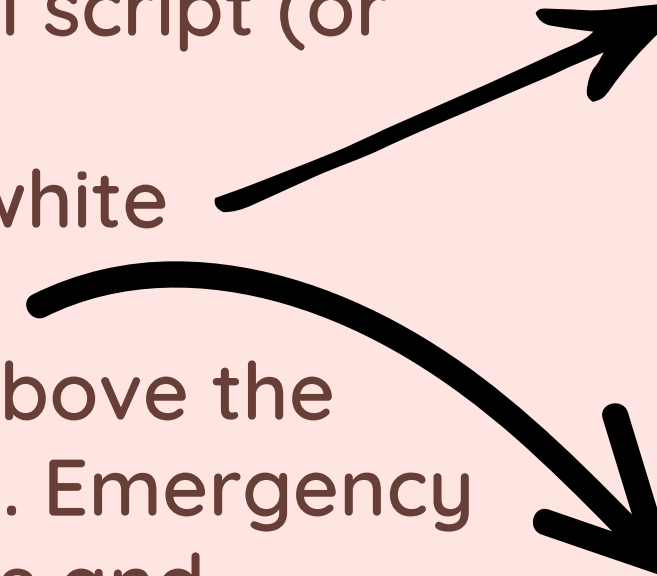


WHAT TO DO WHEN YOU ENTER A CLASS?

- Find the following items: landline telephone, 911 call script (or info for how to call emergency services)
- Find the first aid kit (marked with a red cross and white background) and the pink medication backpack.
- Find the information alert binder typically stored above the refrigerator during the day, and locked up at night. Emergency cards are also located here. Read health care plans and nutritional forms.

ECE Health Info Online

If you have health questions, please contact your health assistant or nurse.
Contact numbers are in the info alert binder.



GENERAL INFO:

HOW TO OPEN A CLASS

Although some locations have different requirements, these are the general tasks to complete when opening an ECE classroom.

- Turn on lights
- Open Curtains (before or after students arrive)
- Remove any hazards around the class
- Take down chairs (some classes do not stack chairs)
- Wipe tables
- Set up any outside play areas - Move outside toys from the classroom to the playground
- Confirm that sign in sheets (or tablet) is ready to take signatures
- Make sure materials for curriculum are available and ready



GENERAL INFO:

HOW TO CLOSE A CLASS

Although some locations have different requirements, these are the general tasks to complete when closing an ECE classroom.

- Remove large pieces of trash or debris from floors
- Make sure meal dishes are removed from class
- Stack chairs (some classes do not stack chairs)
- Wipe tables
- Move outside toys back into the class
- Make sure you have signed in and out before you leave.
- Close the curtains
- Turn off the lights
- Shut door firmly behind you



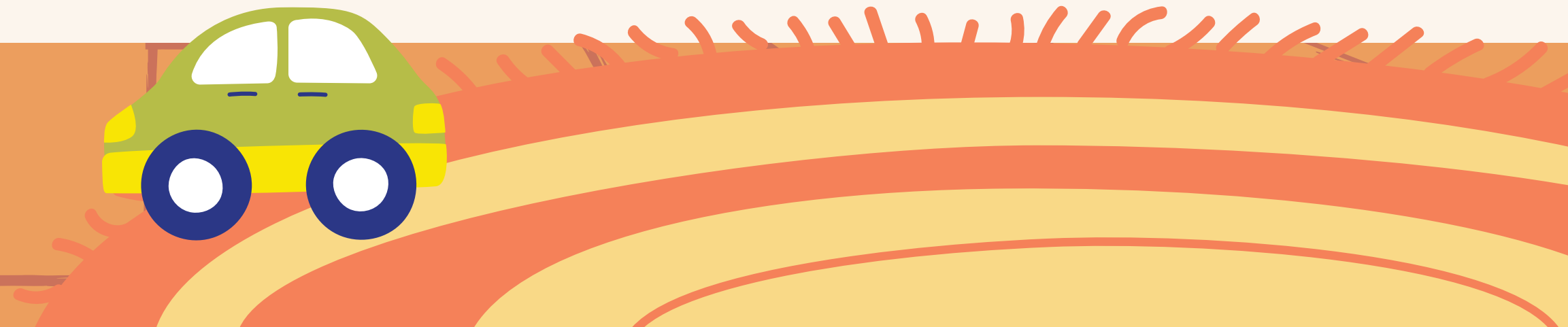
TIMECARDS AND SIGN IN SHEETS:



Timecards are how you get paid as a guest teacher in ECE. Combined with the information from the in-class staff sign in sheet, your hours are verified and paid on the 15th of each month.



You must be very accurate and timely with turning in your card or you will be paid late.



SIGN IN SHEETS:



Signing in when you arrive and depart from a class is essential to getting paid as a sub. The hours you list below are the hours you will be paid for.

San Juan Unified School District
PRESCHOOL STAFF SIGN-IN SHEET
ADMINISTRATOR: Stacey Shorey TOSA: Lori Marriott
Program/Site: **DAVIE WRAP Room 1** (M-F 8:00-2:30; TH 8:00-11:45)
979-8854
Please submit all Absence Forms for this week with pages 1 and 2 of this Sign-In Sheet.

Example

Week of: _____ Month / Day / Year

↓ SUBS ↓ sign in HERE

DATE	Employee	Hrs.	Signature	IN	Lunch Out	Lunch In	OUT	Total Hrs.	Staff Off-Site Location OR Substitute Signature	IN	Lunch Out	Lunch In	OUT	Total Hrs.
MON.	TCHR: Stacy Stalcup	8	<i>Absent code 11</i>						TCHR:					
	CDA: Najwa Abdulahad	7							CDA:					
	NISA: Sadia Nikzad	3.5							NISA:					
	NISA: Chiuyu Chiang	3.5							NISA:					
	ROVER: Debra Zeigler								ROVER:					



SIGN IN SHEETS:



Signing in when you arrive and depart from a class is essential to getting paid as a sub. The hours you list below are the hours you will be paid for.

Discovery Club/School-Age Children's Center
WEEKLY SIGN IN/OUT SHEET

Site/Program: _____ Week Of: ____/____/____

Date	Name	Full Signature	In	Out	Staff Meeting IN	OUT	In	Out	Extra Hrs	OT	Reason	Author- ization	Total
M <u>8</u>	CDPT:												
	CDA: Larissa Bidleman	Larissa Bidleman	1	5									4
	Sub: Tiffany Lambert	Tiffany Lambert	2	6									4
	Sub:												
T <u>9</u>	CDPT:												
	CDA: Larissa Bidleman	Larissa Bidleman	1	5									4
	Sub: Tiffany Lambert	Tiffany Lambert	8	11			11:30	3					6
	Sub:												



A stylized illustration of a plant with two large, rounded green leaves and a small yellow flower. The plant is growing from a brown pot. The background consists of horizontal stripes in shades of pink, white, and orange.



TIMECARDS:



CCTR-IT: Center based Infant toddler program, 12 months

Early HS: Toddler Program, 10 months

Head start: Head Start Preschool, Duration

CSPP: California State Preschool, Typically bundled with Head Start to create a Wrap class

CCTR-SA: Subsidized School Age Program

DC: Discovery Club

ELA: Fee based Preschool program

School Readiness: First Five Program



				PHONE				
	CCTR-IT	Early HS	Head Start	CSPP	CCTR-SA	DC	ELA	School Readiness





EMAIL this time sheet to the Early Childhood Education office by the 25th of the month. Pay warrants are issued on the 15th of the following month.

[illegible]

TIMECARDS: EXAMPLE



On the bottom, the hours will total automatically (yellow box). Input your employee ID number. THIS IS VERY IMPORTANT. Add your first and last name again.

Do not change anything else below this area.

TOTAL HOURS worked by Program				2	0	8	0	0	4	5.5	0
GRAND TOTAL										19.5	
Employee ID Number	581600		First Name	Tiffany			Last Name	Lewis			

IMPORTANT CONTACTS:

Questions about your schedule, or hours?
ECESubdesk@sanjuan.edu - 971-5908 - x132228

Questions about your timecard?
ECEFiscal@SanJuan.edu - Please CC Tiffany Lambert
when contacting Fiscal

Questions about payroll or direct deposit?
Payroll.support@sanjuan.edu

Any other questions? Email Tiffany Lambert
tiffany.lambert@sanjuan.edu



CHILD SAFETY:

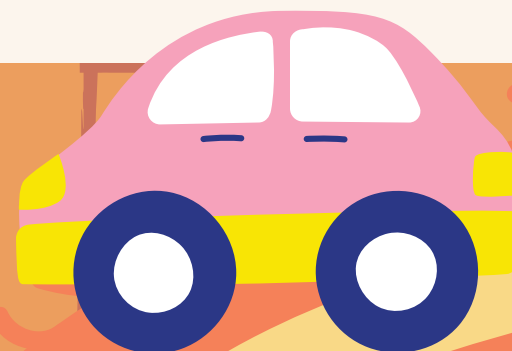


All classes and sites run differently, but below are universal precautions for safety.

If you have a child who may need medication during the day but there are no trained staff on site to administer, please contact your TOSA and/or school nurse immediately.



However, if 9-1-1 has to be called, please follow their instructions regarding medication and aid.



CHILD SAFETY:

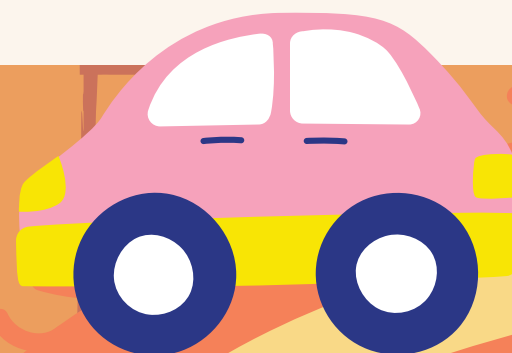


All classes and sites run differently, but below are universal precautions for safety.

Teachers and NISAs who work in the classroom may recognize parents and guardians at pick up. **If staff do not recognize an adult picking up, the adult must show ID and their name must be identified on the emergency card.**



If not, the parent must be called to verify the pick up person.



CHILD SAFETY:



ECE classes perform SUPERvision during transitions. Here are the steps:

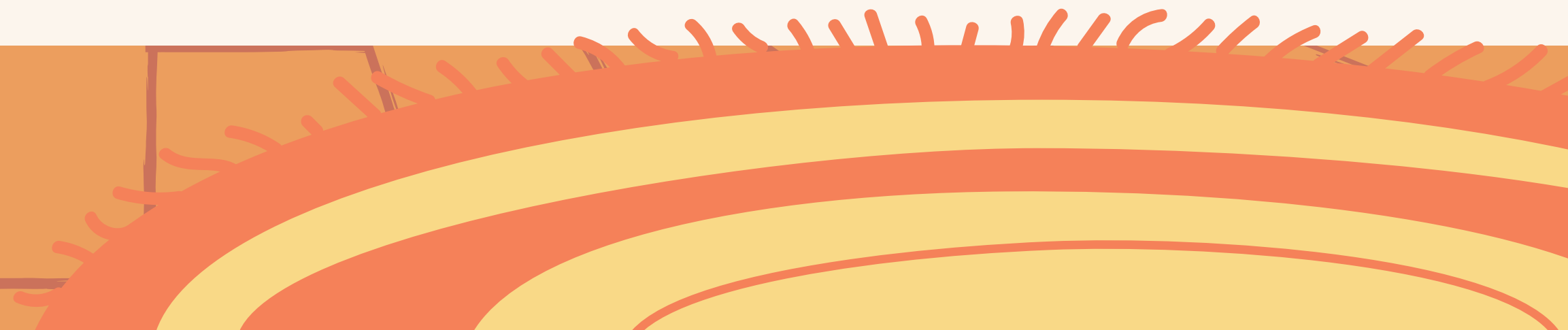
Stop - Get all the children's attention, ask them to stop what they are doing

Unite and Gather - Line up or sit (gather) all together in one safe location

Perform a Sweep - One teacher will check the whole location (classroom or playground) to make sure that all children have gathered

Exact count - All teachers will count the children and make sure they have come to the same count

Roll Call and Recount - Perform roll call, check off students on transition sheet, and recount after arriving in new location



CHILD SAFETY:



All classes and sites run differently, but below are universal precautions for safety.

- When taking children to the bathroom, CDAs must supervise them at all times. Stay within hearing and vision range. Assist with handwashing and toileting as needed. Use gloves, wipes and bags for soiled items as needed.
- In class, CDAs and NISAs should play with children, help them manage conflicts, and prevent altercations.
- During meal time, staff ensure the safety of children by preparing a clean environment for eating, being aware of allergy and food preference requirements, and being attentive to children as they eat.



CHILD SAFETY:



All classes and sites run differently, but below are universal precautions for safety.

- When leaving for breaks, make sure staff in class know you are leaving.
- Know where blind spots are (spaces where children can hide), indoors and outdoors, and supervise those areas more closely.
- Do not stand with your back to the children.
- Observe children at arrival for any illness symptoms.



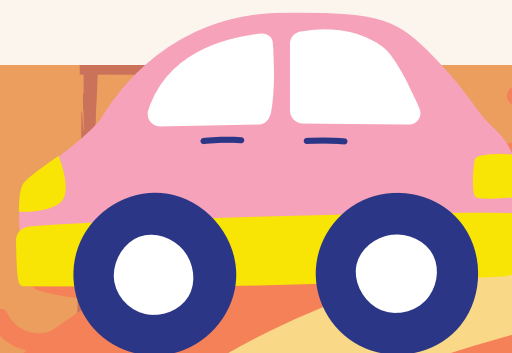
CHILD SAFETY:



All classes and sites run differently, but below are universal precautions for safety.



- Familiarize yourself with exits and places where children may hide.
- Be aware of children who may need heightened supervision
- Scan the whole room, even when you are working in small groups



CHILD SAFETY:



The number one, most important responsibility of an ECE staff member is the health and safety of children. When children are present, staff should be supervising them. In the case that you are tasked with responsibility that makes supervision challenging (such as taking dishes to the kitchen or stepping away from the play area for cleaning), inform a co-worker and pass on supervision duty to them.

All distractions from this responsibility need to be eliminated.





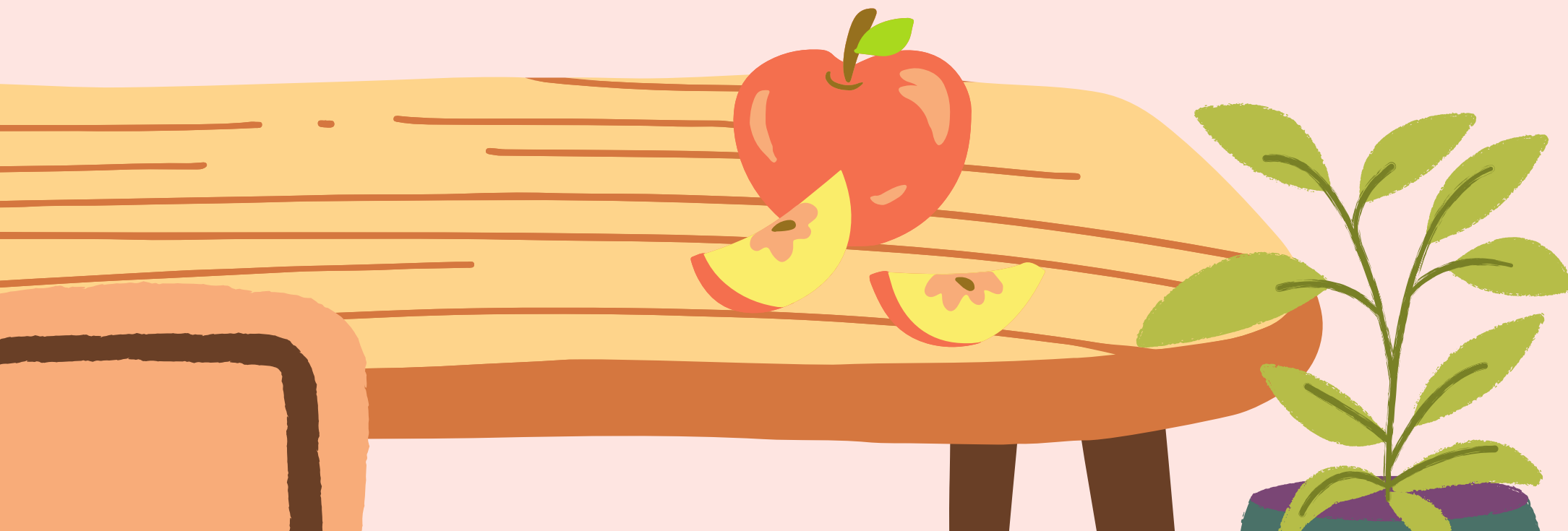
Cell phone use is not allowed
while supervising children.



CCFP:

Many of our Preschool and Infant/Toddler classes participate in CCFP.
If the class you work in participates, please note these rules:

- Meal time attendance is monitored by completing documents at meal service
- Teachers sit and eat with the students - Family Style
- Students serve themselves and are allowed to skip any foods they don't want
- Cow's milk and water are always available. Lactaid and soy may be provided
- All uneaten food MUST be thrown away after each meal
- Classroom staff are not allowed to warm food for students



THINGS TO KNOW:

If you work more than 5.5 hours, you need to take a lunch break. This will be provided by the site support for the class you are working with. You will likely take the lunch break time of the teacher you are subbing for.

If a student is still in class when you need to leave for the day, please check in with the staff on duty before going, to make sure they don't need any assistance with the student.



THANK YOU!

