



Head Start Substitute Teacher Information

Principal: _____

Secretary: _____

Counselor: _____

Nurse: _____

Head Start Family Service Worker: _____

Teacher(s) nearby: _____

"Region 7 Education Service Center is committed to student success by providing quality programs and services that meet or exceed our customers' expectations."

CLASSROOM PROCEDURES

(Must be kept updated)

SUPERVISION OF CHILDREN: Utilize the Head Count System throughout the day and anytime you leave/return to the classroom. This system ensures you have all children with you at all times.

ARRIVAL:	EMERGENCIES: See the Evacuation Plan and Emergency Procedure Flipchart Location: ACCIDENTS: Contact the School Nurse immediately.	DISMISSAL:
RESTROOM:	ATTENDANCE/LUNCH COUNT:	BREAKFAST/LUNCH/SNACK:
TRANSITIONS:	LIBRARY/COMPUTER/RAINY DAYS:	TEACHER/AIDE DUTY-FREE LUNCH:

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CONFIDENTIAL STUDENT INFORMATION

NAME	SPECIAL CLASS	LOCATION	DAY/TIME	HOW DOES CHILD GET THERE?

EMERGENCIES DUE TO CHRONIC CONDITIONS

**NOTE: HEAD START FAMILY SERVICE WORKERS CANNOT GIVE MEDICATION;
ONLY THE SCHOOL NURSE OR TRAINED ISD EMPLOYEE MAY ADMINISTER MEDICATION.**

NAME	√ FOOD ALLERGY	√ MEDICAL CONDITION	<p align="center"> FOR FOOD ALLERGY EMERGENCIES, SEE THE FOOD ALLERGY ALERT PLAN (bright yellow) for the student’s specific plan. Location: </p> <p align="center"> FOR MEDICAL EMERGENCIES, SEE THE EMERGENCY PROCEDURE FLIPCHART for the student’s specific plan. Location: </p>

ADDITIONAL/MISCELLANEOUS INFORMATION (Ex: students taking medication, custody issues, etc.)

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