**Need a Sub on short notice?**

If you are not feeling well enough to come to work or if there is an emergency, please call:

XXXXX

 It is preferable to call her the night before between 6:00 to 8:00 p.m. Otherwise, the morning of between 5:45 and6:15 a.m.

Please supply her with vital information i.e. grade, where lesson plans can be found, etc. Para Educators should specify their work hours (arrival and departure time), grade, if 1:1 etc.

Teachers of students with allergies should remind the “substitute caller” that it is an allergy classroom and the substitute should be directed to the office and/or nurse’s office for more information, prior to entering the classroom.

Please do not give xxxxx’s phone number to anyone. Refrain from calling Sunday mornings. If her answering machine is on, leave the message and a return number.