

PACT - HS/EHS
Substitute Teacher Information
(Completed by classroom teachers at beginning of each year)

Teachers: _____ / _____ Date: _____

1. Location of Classroom Alert List, Sanitizing/Cleaning Schedule, Classroom Safety Checklists, Playground Safety checklist, and Pick-Up or Departure Information: *(assigned staff to pick up or meet unaccompanied child, also which children ride first bus, second bus, parent pick-up, child care, etc.)*

2. Location of Children Health & Emergency forms, “No” to Permission of Publicity, Crisis Management Manual, “Yes” to Pesticide Application Notification, etc.

3. Location of Classroom First Aid Kit Inventory, Fanny Pack (for rescue medication), Outdoor First Aid Kit, and the container that holds *Plastic Bags for Soiled Clothing*

4. Location of soap dispenser key, paper towel dispenser key, shed key, medication box key, other keys shared by staff, etc.

5. Location of Classroom *Arrival/Departure Form & Bus Arrival/Departure List*.

6. Location of *Infant Report from Parents, Before/After School* childcare Attendance, PACT Attendance & Meal Attendance forms. .

7. Location of HS/EHS Lesson Plans, Individual Planning forms, Weekly Goal Charts, Classroom News, Inkind Record Sheets, etc.

Teacher completes this form in August. Post on classroom Health & Safety Bulletin Board. Shred at end of year.