



Staff Person is Ill

Call Supervisor to figure out coverage needs

- Full Day: If Staff person is opener, the next scheduled person at center may be called to open
- Full Day: If Staff person is closer, coverage needs to be figured out for closing as substitutes are not able to close
- In Part-Day: If TA/Bus Monitor is ill, Teacher is to ride bus unless bus monitor trained substitute is available
- Parent volunteers willing to help should be identified by staff in order to help with coverage if substitutes are not available

Notify your Regional Child & Family Services Integration Manager

- Once coverage needs are determined, the supervisor will need to notify your Regional Child & Family Services Integration Manager
- Messages left should include hours a sub is needed

The Regional Child & Family Services Integration Manager will notify the supervisor of the status of a sub and when they will be able to cover

In the case that there is no substitute, volunteer, or staff person available to help with coverage we may ask the ill person to report to work until coverage can be found