



Staff Person is Ill



Call Supervisor to figure out coverage needs



If Sub is needed, Education Manager will contact Administrative Assistant at the Main Office



Administrative Assistant will notify the Education Manager of the status of a sub and when they will be able to cover

- 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

- Once coverage needs are determined, the Education Manager will need to notify the Administrative Assistant
- Information needed is site and hours that the sub is needed