

Substitute Plan



Center & Classroom Information

Center:

Director:

Classroom:

Number of students:

Ratio:

Where Things Live

Class list:

Emergency binder:

Diapers:

Typical schedule

Arrival timeframe:

Pickup timeframe:

Daily schedule:

Substitute responsibilities

#1:

#2:

#3:

#4:

#5:

Go-to activities

Activity:

Materials location:

Activity:

Materials location:

Activity:

Materials location:

Activity:

Materials location:

End-of-day checklist

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Emergency information

Important student information: