

Sacramento City Unified School District

**CHILD DEVELOPMENT DEPARTMENT**

5735 47th Avenue / Box 715

Sacramento CA 95824

(916) 643-7800 🞟 Fax (916) 399-2057



**INFORMATION**

**FOR**

**SUBSTITUTES**

Site Teacher

Address

Phone

School Office Phone Number

**SITE EMPLOYEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | **Job Title** | **Work Hours** | **Home Phone / Cell Phone** |
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| **Emergency Phone Numbers**  **NOTE:** You must first dial “8” to access any number that is outside the district (even 911). When calling a district phone number from the center’s phone, you only need to dial the last four digits.  **(Director):**  **(Coordinator):**  **(Social Worker):**  **(Nurse):**  **(Resource Teacher):**  **(Child Development Specialist):**  **(Principal):** | |
| **School Police:** | **643-7444** |
| **City Police:** | **8-732-0100 (emergency via cell phone) / 8-264-5471 (non-emergency)** |
| **County Sheriff:** | **8-874-5111 (emergency) / 8-874-5115 (non-emergency)** |
| **Poison Control** | **8-1-800-876-4766** |
| **Fire Department** | **8-911 (emergency) / 8-228-3035 (non–emergency)** |
| **Animal Control:** | **8-264-7387** |
| **Child Protective Services:** | **8-875-5437** |

**Daily Schedule**

**Daily Schedule**

**Location of Important Items**

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| **Lesson Plan Location:** |
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| **Daily Schedule:** |
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| **Children’s Sign-In/Out Sheets:** |
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| **Children’s Emergency Cards:** |
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| **Staff Emergency Cards:** |
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| **Quick Reference Emergency Preparedness Guidelines (lime green poster):** |
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| --- |
| **First Aid Kit:** |
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| **Emergency Backpack:** |
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| **Student Accident Form:** |
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| **Medication:** |
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| --- |
| **Medication Permission Form :** |
| Located in Medication Box with meds |

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| --- |
| **Medication Log Sheet:** |
| Located in Medication Box with meds |

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| **Staff Handbook:** |
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| **Parent Handbook:** |
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| **ADDITIONAL ITEMS:** |
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**Special**

**Instructions**

**Special Instructions for Today**

**Substitute’s Name:**

**Today’s Date:**

**Additional Notes:**

**CHILDREN WHO NEED MEDICATION TODAY:**

**\*See Food Allergy and Substitution Chart Location:**

**Special Instructions for Today**

**Substitute’s Name:**

**Today’s Date:**

**Additional Notes:**

**CHILDREN WHO NEED MEDICATION TODAY:**

**\*See Food Allergy and Substitution Chart Location:**

**Reference *Staff Policies & Procedures Handbook***

**Location:**

**Employee Accidents**

**Student Accidents**

**Late Pick-up**

**PROCEDURES**