

Substitute Information Sheet

Qualifications to work on

- CPR/First aid training
- Background check/ finger prints (indigo)
- Fill out application
- Fill out sub form -best form of contact and what days your able to work
- Sign employee handbook (given at orientation)

Shift hours to cover

- 6:00-3:00
- 6:30-3:30
- 7:00-4:00
- 7:30-4:30
- 8:00-5:00
- 9:00-6:00
- 12:30-6:00

1. Please know when you're called to cover these are the hours each teacher could be requesting.

2. Teachers will be provided a "sub list" with your name, number, email, and what days you're available.

3. They will be instructed to reach out to YOU prior to the director to cover their shift. Once you have agreed to work their shift we will then call you to verify.

4. The teacher will be required to email/leave a printed copy of the daily lesson plan.

A short orientation will be required once we open. It's required by state for us to give you a tour of the building and show you our emergency plan. It shouldn't be more than a few hours.

If you have children you can call before your shift and see if we have any availability that day for your child(ren). IF we do have availability and they would NOT be in your classroom your teaching, you can bring them.

Each Sub will have a review sheet. If there is a no call no show with no explanation within 24hrs you will be removed from the sub list. We understand life happens, babies get sick, we over sleep etc, but if there are more than 3 tardies your name will also be removed from the sub list.

We will have other jobs that will be posted (in the office) monthly for cleaning, Friday evening “date nights” , Saturday Mother's Day out classes, etc. If you are interested in picking up any additional hours please feel free to reach out to the Director, Mariah, to add you to the schedule. -If you would like to be added to the email list please let the director know at orientation

Scheduling Fingerprints & background check

Website: <https://www.identogo.com/>

- Select- Digital finger printing
- Select -For new appointments
- Service code- click the do not know service code. It will ask what department your with. Select Department of Human Services/ select Go
- Applicant type- Adult/Child Care Worker select Go
- Have you received a print code?- No select Go
- Have you worked in another child care employer in the last 180 days?
- Provider ID- 931720743
- Provider suffix- 000 [three zeros]
- Hire date- if one has not been given to you just select any upcoming date.
- Please enter your social and county of residency along with any other personal information
- Employer- The Village Daycare Center
- Address 10015 Rutledge Pike, Rutledge TN 37721

Once you have completed the fingerprinting please send The Director a photo of the receipt they provide. This fingerprinting is required by state so it is paid for by the state, you will not be charged. If you have any further questions or need help, please feel free to reach out and we will be happy to assist anyway we can.

