

Substitute Classroom Checklist

In this classroom-

1. Phone and emergency numbers are located: _____

2. First Aid Kit is located: _____

3. Emergency Back Pack is located: _____

4. Emergency Procedures are located: _____

- Determine your role in an emergency.

5. Health Alert is located: _____

- Check Health Alert for children with conditions requiring special care.

6. Pick up Alert is located: _____

- Check the Pick-Up Alert for a list of who cannot pick-up children.

7. Menu is located: _____

- Check any food allergies listed on the health alert against the day's menu.

8. Food temperatures are recorded on: _____

9. Bathrooms are located:

- Children's bathrooms are located: _____
- Adult bathrooms are located: _____

10. Classroom lesson plan is located: _____