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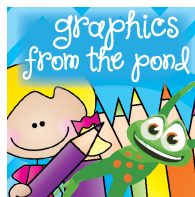
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Feel free to contact me if you have any questions.

GRAPHICS CREDITS



PRINTING HELP

Find Printing Tutorials here: <http://www.prekinders.com/printing-help/>

Most issues can be resolved by updating Adobe Acrobat Reader on your computer.

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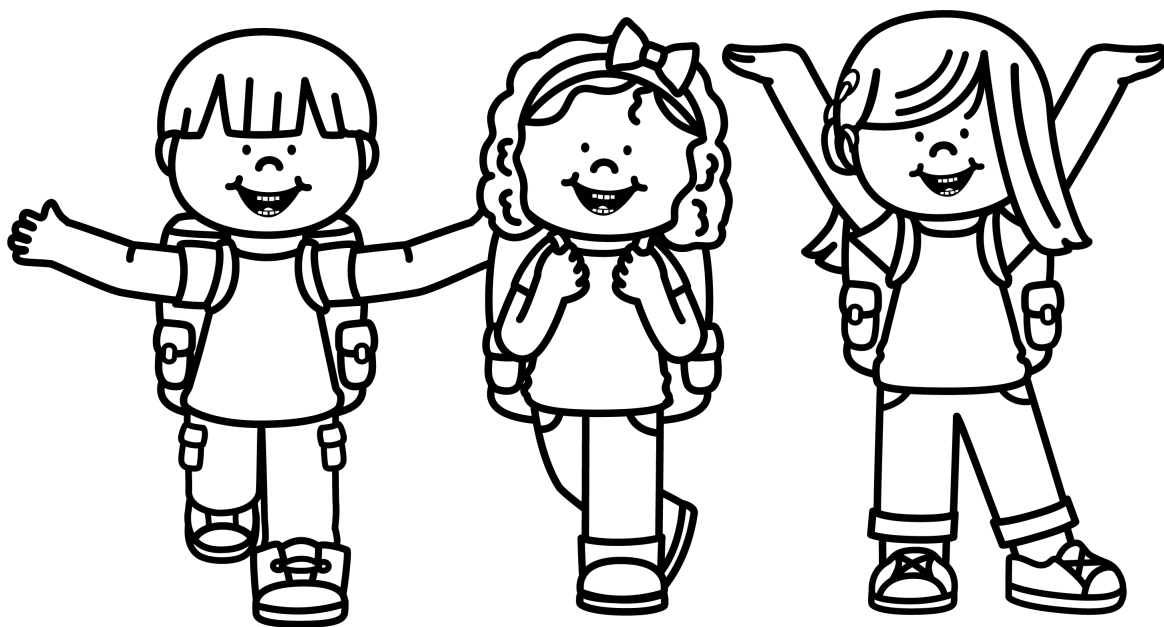
Substitute Teacher Folder

Classroom Teacher's
Name:



Welcome to my class!

Thank you for coming!
I hope you have a great
day!



Index

- 1... _____
- 2... _____
- 3... _____
- 4... _____
- 5... _____
- 6... _____
- 7... _____
- 8... _____
- 9... _____
- 10... _____
- 11... _____
- 12... _____
- 13... _____
- 14... _____
- 15... _____
- 16... _____
- 17... _____
- 18... _____
- 19... _____
- 20... _____

Class Roster

1. _____
2. _____
3. _____
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24. _____
25. _____

School Information

Principal: _____

Assistant Principal: _____

Secretary: _____

Secretary: _____

Lunch Manager: _____

School Nurse: _____

Counselor: _____

Librarian: _____

Playground Rules:

Lunchroom Rules/Procedures:

Important Student Info

A list of students with food allergies, medicine,
medical information, or other special needs.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Discipline

Classroom Rules:

1. _____
2. _____
3. _____
4. _____

ConSequences:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Where to Find Things

LESSON PLANS:

LESSON MATERIALS (FOR SMALL GROUP):

LESSON MATERIALS (FOR LARGE GROUP):

ATTENDANCE & LUNCH REPORT:

PHONE (INTERCOM):

Dial _____ to call the office.

FIRST AID SUPPLIES:

Where to Find Things

PARENT PHONE NUMBERS:

In case of sickness or emergencies, parents' phone numbers can be found _____

_____.

FOOD FOR SNACK:

IF YOU NEED ADDITIONAL HELP, ASK:

STUDENTS:

TEACHERS:

Classroom Procedures

ARRIVAL:

ATTENDANCE/LUNCH REPORT:

LINING UP:

RECESS/OUTSIDE PLAY:

RAINY DAY RECESS:

CENTERS:

Classroom Procedures

BATHROOM:

CLASS HELPERS/LEADERS:

LUNCH:

SNACK/OTHER MEALS:

DISMISSAL:

OTHER:

What to Do in Emergency Situations

In case of fire or fire drill:

In case of tornado or tornado drill:

What to Do in Emergency Situations

In case of school lockdown:

Other:

Schedule

Dismissal

[illegible]

Classroom Map

Circle Time Seating Chart

Nap Pad Map

Fingerplays

GRANDMA'S GLASSES

These are grandma's glasses.

(circle fingers around eyes)

This is grandma's hat.

(put pretend hat on head)

Here's the way she folds her hands and puts them in her lap.

(clasp hands in lap)

I'M READY

Big ears to hear. (cup hands behind ears)

Big eyes to see. (circle fingers around eyes)

Now I'm ready. (point to self)

One, two, three. (clap hands 3 times, then put hands in lap)

WIGGLES

I wiggle my fingers;

I wiggle my toes.

I wiggle my shoulders;

I wiggle my nose.

Now, no more wiggles are left in me,

So, I'm as still as I can be.

FANTASTIC FIVE

One, one, this is one.

Come on, one, let's have some fun. (crook finger)

Two, two, this is two.

Hopping, hopping, me and you. (make bunny ears & hop)

Three, three, this is three.

Wave your branches like a tree. (wiggle 3 fingers)

Four, four, this is four.

Can you make us sweep the floor? (sweep 4 fingers like broom)

Five, five, this is five.

Squeeze us tight; then take a dive. (make hand dive)

[Continued on next page]

Fingerplays

FIVE LITTLE MONKEYS SITTING IN A TREE

Five little monkeys sitting in a tree,
Teasing Mr. Crocodile, "You can't catch me! No, you can't catch me!"
Along comes Mr. Crocodile, quiet as can be... SNAP!

[Repeat with 4, 3, 2, 1 monkeys, then "No more monkeys"]

FIVE LITTLE MONKEYS JUMPING ON THE BED

Five little monkeys jumping on the bed.
One fell off and bumped his head.
Mama called the doctor and the doctor said,
"No more monkeys jumping on the bed!"

[Repeat with 4, 3, 2, 1]

No little monkeys jumping on the bed.
None fell off and bumped their heads.
Mama called the doctor and the doctor said,
"Put those monkeys right to bed!"

Emergency Lesson Plans

Circle Time:

Letter/Number Basketball:

Write letters or numerals on several pieces of paper. Make enough papers for each child, plus one or two extra. Make a line with masking tape on the floor and place the trash can about 4 feet away. As each child has a turn, tell them which letter to find. They pick up the letter, crumble the paper into a ball, and stand on the tape to toss it into the trash can. If they miss, they get as many chances as needed to get the "ball" in the basket and can move closer if needed.

Small Group:

Counting:

Materials: Set of numeral cards (located in Math Center), set of math counters (located in Math Center)

Procedure Give each child a numeral card. Ask them to identify the numeral and count out the correct amount of math counters to place on the card.

Bingo:

Materials: Choose a set of Alphabet or Shape bingo (located in the Literacy or Math Center); Unifix cubes (located in Math Center)

Procedure: Use a set of Unifix cubes to cover each letter/shape on the bingo cards. Play until each child has covered all letters/shapes on their bingo mat.

Painted Letters:

Materials: paint, paper, paintbrushes (located in Art Center)

Procedure: Write a letter on a sheet of paper in pencil. Have the children trace over the letter with paint.

A Note from the Sub

Date: _____

My day was _____.

These students were VERY helpful:

Problems I had:

Comments:

Sincerely,

Substitute Teacher