

Dear Colleagues, we hope this voluntary form helps you keep your Teachers Teaching on Call file current. VESTA's Teachers Teaching on Call Committee thank you for your continued support.

Standard TOC Information Form (Please leave visible on desk)

Please complete this guide to your classroom to ensure a consistent day for your students

Division # _____ has _____ students when all are present. We are a Grade _____ class.

Adults in our classroom: _____.

Emergency Procedures:

- The emergency knapsack and class list can be found _____.
- In case of fire or earthquake evacuation classes exit via _____ and gather _____.
- Student medical alerts and/or allergies? Yes No
- Medical information can be found _____.

The following students are out of the classroom for LAC/Resource/Other

Student Name(s)	Week day(s) & Time(s) of Pullout	Supervising Adult	Room # Room Phone #

Attendance: Send to office in a.m./p.m./ both

Where to pick up students: In the morning _____
 After recess _____
 After lunch _____

Hot lunch? Yes No Need slips? Yes No

Students that go home for lunch and adult that picks up:

Code for photocopier, if needed

Washroom and water fountain policy:

Cue for student attention:

System for behaviour management:

Please see _____ (RT/SSW) for behaviour safety plan? Yes No

(Optional) Additional Health and Safety information:

Helpful students familiar with routines:

Supervision Duty:

Name of VESTA Senior Staff Rep

in Room #

Day Plan and Basic Weekly Timetable can be found: _____

Or please fill in (gym, computer, library, music and buddy visits) below:

Monday	Tuesday	Wednesday	Thursday	Friday
Recess	Recess	Recess	Recess	Recess
Lunch	Lunch	Lunch	Lunch	Lunch

Attention TTOCs: Stay in the loop – join the TTOC List serve – send a non-VSB email to ttocc@vesta.ca