

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

TTOC Information Form (Please leave visible on desk)

Please complete this guide 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 at _____.
- Student medical alerts and/or allergies? Yes No
- Medical information can be found _____.
- Student safety plans? Yes No
- Safety plans can be found _____.

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

Student Name(s)	Day(s) & time(s) of pullout	Supervising adult	Room # Room Phone #

Attendance: Send to office in AM PM Both

Where to pick up students: In the morning _____

After recess _____

After lunch _____

Hot lunch? Yes No **Need slips?** Yes No

Students who go home for lunch

Student Name(s)	Name of adult who picks up

Code for photocopier:

Washroom and water fountain policy:

Cue for students' attention:

System for behaviour management:

Additional health and safety information (optional):

Supervision or kitchen duty:

Name of VESTA staff rep: _____

in room #: _____

Day plan and weekly timetable can be found: _____

Or please fill in timetable 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 lori@vesta.ca