

Quick Start Guide – Classroom Teacher

Thanks!

Thank you for using *EZSubPlans*! With *EZSubPlans*, a full day of sub notes and activities are always just a click away. Each set of plans provides approximately seven hours of coverage (with sixty minutes allotted for lunch, recess, and transitions to and from). These activities are designed to be implemented without much prep or prior knowledge, but before proceeding, read the following tips. In keeping with the spirit of simplifying your sub day, they're set up to be viewed quickly, but if you'd like a more detailed info, visit our website at www.EZSubPlans.com.

You can make your next sub day go smoothly by doing the following well in advance of your emergency or planned absence:

- ❶ Pre-print all the activities and gather the supplies identified on **pages 5 & 6** and place them in an easy-to-find location. Many teachers purchase multiple days for the given grade-level and have them prepped and on hand when the school year begins.
- ❷ Print your standard schedule showing each day of the week. Use the *Teacher's Standard Day Chart* if you don't already have one of your own. Include *simple* notes about pull-outs and procedures.
- ❸ Create a seating chart and/or name tags for your students to wear whenever you're gone.
- ❹ Make sure your sub has adequate time to review *EZSubPlans* and prepare remaining materials.
- ❺ Remind your class: when you're absent the substitute may change procedures and plans.

A few assumptions:

- ❻ Your students have the usual school supplies and access to books and calculators.
- ❼ There is a chalkboard or dry erase board and an overhead projector or doc cam in the classroom.
- ❽ If you haven't pre-printed all materials, the sub has access to the school's copier and supplies.

The activities are designed to be used only one time with a given class. To maintain student interest, download additional days with fresh activities for subsequent absences.



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