

## Center Coverage

### Procedure

When needing coverage for your center please follow the steps below:

1. Call a Substitute.
2. Use your center staff to cover the absence (SM, AA, FA, other Teachers, TAs, and CAs).
3. Utilize your "Sister Site".
4. Reach out to other Site Managers.
5. Contact Mary and Anna; Anna will be sent, if not already at a center.
6. Coaches may be used as a last resort, only if this is required for the ratio. If a coach is used more than 25% in a month to cover as a sub, a center staffing consult will need to take place. SML, HR, SM & any other applicable department leads/directors.

### Closures:

Closures will only be approved if there are no other option and are approved by the 0-5 Head Start Director/Executive Director. Site Managers are required to review care plans, subfolders, and where applicable, the Individual Care Schedule/Care Log. In the absence of the SM, the SML Assistant or SML may be utilized. Delegation to a sub-director will need prior approval.