



Warren W. Cherry Preschool  
 1418 Lake Street  
 Evanston, IL 60201  
 847.492.1213  
 www.cherrypreschool.org



**Wanted...**  
**Substitutes &  
 Inclusion Aides**

We are looking for people who are interested in substitute teaching or in working as an Inclusion Aide. An education background is useful, but not required. If you are the parent of a child at Cherry Preschool, it is generally better *not* to work in your child's classroom. Substitute teaching is a great way of getting to know our school as well as the early childhood profession. Many of our staff members began as substitutes.

Interested??? Please complete the form below and return it to the school office.

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**I WOULD LIKE TO WORK AS A SUBSTITUTE OR INCLUSION AIDE!**

Name \_\_\_\_\_ Preferred phone # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Social Security # \_\_\_\_\_

Days you are able to work: \_\_\_\_\_

\_\_\_ Morning hours (9:00-11:30)

\_\_\_ AM Lunch Program (11:30-1:30)

\_\_\_ Afternoon hours (12:30-3:00)

\_\_\_ PM Lunch Program (11:30-12:30)

\_\_\_ Before School Care Program (8:30-9:00)

\_\_\_ After School Care Program (3:00-4:30)

I am interested in \_\_\_\_\_ working as a sub on occasion and/or \_\_\_\_\_ a regular staff position as an inclusion aide should one become available.

Earliest time you can be called in the morning? \_\_\_\_\_

Are you fluent in another language? \_\_\_\_\_ If so, which one? \_\_\_\_\_

Do you have a background in education or any experience working with young children?  
 If "yes," please explain:

**PLEASE READ AND SIGN "GUIDELINES FOR SUBSTITUTES" ON BACK.**



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## GUIDELINES FOR SUBSTITUTES AT CHERRY PRESCHOOL

1. Arrive a few minutes early to find out your role in the classroom that day.
2. Classroom management and discipline are the responsibility of the teachers. Please alert them to any situation that needs their attention.
3. Communication with parents is the responsibility of the teachers. Please do not share your observations with parents. Instead, please feel free to share your thoughts with the teachers or an administrator.
4. Confidentiality is of the utmost importance. Any information you learn about a child while working in a classroom must not be shared.
5. If you are subbing as an inclusion aide, please remember that all information shared with you about a child with special needs is strictly confidential.
6. Each classroom has a unique personality. Teachers have different but equally valuable approaches that are dictated by the chemistry of the class as a whole. The framework and goals of the Cherry Preschool curriculum, while set by the preschool's overall philosophy, vary in their implementation class by class. Please do not share comparisons of staff or classrooms with other parents. If you have any thoughts you wish to share, please feel free to talk with an administrator.
7. We consider substitutes to be professionals and hold them to the same standards as our teachers and inclusion aides. A copy of expectations for substitutes will be given to anyone who signs up to sub.
8. Substitutes are paid once a month at the end of the month.

I understand and agree to the above guidelines.

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Signature

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Date