

Attendance: Send to office in AM PM Both

Where to pick up students: In the morning [Click or tap here to enter text.](#)

After recess [Click or tap here to enter text.](#)

After lunch [Click or tap here to enter text.](#)

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

Students who go home for lunch

Student Name(s)	Name of adult who picks up
Click or tap here to enter name.	Click or tap here to enter name.
Click or tap here to enter name.	Click or tap here to enter name.
Click or tap here to enter name.	Click or tap here to enter name.
Click or tap here to enter name.	Click or tap here to enter name.
Click or tap here to enter name.	Click or tap here to enter name.

Additional health and safety information: [Click or tap here to enter information.](#)

Code for photocopier: [Click or tap here to enter code.](#)

Washroom and water fountain policy: [Click or tap here to enter information.](#)

Cue for students' attention: [Click or tap here to enter information.](#)

System for behaviour management: [Click or tap here to enter information.](#)

Supervision or kitchen duty: [Click or tap here to enter duties.](#)

Name of VEAES staff rep: [Click or tap here to enter name.](#) in room #: [Enter room.](#)

Day plan and weekly timetable can be found: [Click or tap here to enter location.](#)

Or please fill in timetable below:

Monday	Tuesday	Wednesday	Thursday	Friday
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Recess	Recess	Recess	Recess	Recess
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Lunch	Lunch	Lunch	Lunch	Lunch
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.

Attention TTOCs: Stay in the loop – join the TTOC list serve. Send a non-VSB email to lori@veaes.ca