

Instructions for CEA Sub Book

- There are 2 templates. To include Safety, Health or Behaviour concerns/plans, use template entitled **Certified Education Assistant Sub Book – Personal**
- **COPY the template then SAVE**
- **Do not input any information on the original**
- Tab to fill in applicable blanks – end of line use arrow keys
- Use point form where possible
- If additional pages are required, copy from original
- The check mark ✓ can be copied and pasted
- **Safety/Health Concerns** should include information about seizures, low/high blood sugars, allergies, behaviours etc. (whatever is applicable.) Note only the concern, details re management of the concern follow in the next box.
- **Safety/Care/Behaviour Plan** [highlight]
Include both prevention and follow-up.
If the space is insufficient, add another page – Adjust the Table of Contents to include the added page. (Include fire alarm procedures, etc if different from general school population)
- **Personal Care Needs** should include toileting/feeding/hygiene information – what, where, when
- **Special Equipment** list/description/usage should be noted on a separate page.
Adjust Table of Contents to include this page
- **Student Information** should give details such as “nonverbal, easily distracted, struggles with ..., becomes anxious/ angry when..., responds to...,” ...etc.- whatever is applicable
- **Outline of Daily Activities/Support** -Use point form and chronological order according to the either the days of the week or the daily schedule.
Additional pages can be added to include more information or to include additional students. Adjust the Table of Contents if a page is added.
Suggestions for set –up might include
 - Goal/Expectation
 - Difficulties
 - Strategies
- **Handi-Dart/taxi times** – for arriving and departing from school or extra activities
- **Extra Programs** – If walking, indicate the time to leave the school/activity (use Tab to “Where, Activity and Transportation”)
- **Eating Routines** –Include where student eats, when, assistance is required, dietary restrictions, hygiene routines
- **Other** – Include any information not already covered
- **Save the document in the school “V” drive. The school V drive should have a special education folder. Place it in this folder naming it “CEA sub notes” followed by your name ie. CEA sub notes; Shirley Pretty**
- **Print** (only the pages used)

- **School Map** -highlight appropriate classrooms

Please keep sub notes up to date.