

Sick Call Coordinator

The sick call coordinator is responsible for receiving all of the sick calls/texts from Anchor families.

If an Anchor family is unable to attend co-op classes or fieldtrips due to illness they will contact the sick call coordinator.

The family who is "calling in" should find a replacement to cover their responsibilities. The sick call coordinator should keep track of who will be fulfilling what responsibilities so when co-op begins, we know that all of the areas of our co-op will be covered. **IF** a family has an emergency and is unable to find a replacement then the sick call coordinator will talk with the substitute for the day and let them know when/where they will need to serve for the day.

The sick call coordinator will communicate changes with the Director prior to co-op classes beginning.