



EE-SAP: Early Education Staff Assistance Program

Thank you for your interest in the Early Education Staff Assistance Program (EE-SAP), substitute registry program. EE-SAP is the result of First 5 El Dorado's successful application for a federal Early Learning Opportunities Act Grant and will be collaboratively implemented by the Child Care and Development Planning Council and the County Office of Education, Human Resources Department.

The EE-SAP Program will utilize the Sub Finder System currently used by school districts to find qualified teaching staff. The Sub Finder System is an interactive voice recording system, similar to those used by banks and airlines with easy to follow instructions. Administrators and identified staff will report absences for which a substitute is needed via a touch tone phone. The Sub Finder will call the substitute to offer the job. The substitute will then choose to accept or deny the position and report to the center requesting their services.

As the administrator for your program, you will be responsible for verifying the substitute's fingerprints and necessary health and safety requirements prior to employment. Substitutes with clear fingerprints can have their records transferred to your site with a phone call and a fax. Some substitutes may be ROP students under the age of 18 years where fingerprints are not necessary. Each substitute will have a file including documentation of the health and safety requirements necessary to meet licensing requirements.

In order to utilize the Sub Finder System, the Administrator will need to have access to a touch tone phone, fax and copier machine. At least one toll-call can be expected to assure fingerprints are clear and assigned to your facility. Administrators and/or designated staff will be required to attend a Sub Finder System training prior to their participation.

We are excited to offer you this service and look forward to receiving your site application and staff listing. Please call Kathi Walker at the Early Care and Education Planning Council, (530) 295-2312, if you have additional questions regarding the EE-SAP Program.

Again, thank you for your interest in the EE-SAP Program.

Sincerely,

Kathi Walker, Coordinator
Early Care and Education
Planning Council

Steven Thaxton,
Executive Director
First 5 El Dorado

Ginger Swigart
School Readiness Coordinator
First 5 El Dorado