



COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

131-A STONY CIRCLE, SUITE 300 • SANTA ROSA, CA 95401
TEL 707-544-3077 FAX 707-544-2625
www.sonoma4cs.org info@sonoma4cs.org

Dear Substitute Applicant,

Thank you for your interest in working at our childcare centers as an on-call substitute.

4Cs operates thirteen child development programs throughout Sonoma County. We serve ages two months to six years. Eight of these centers are general childcare centers, open year-round, 7 a.m. to 5:30 p.m. Four centers are State Preschools. These facilities operate on a school calendar and offer 2 three-hour sessions per day. One center is an infant-toddler center that operates on a school-year calendar.

We ask that all new substitute candidates follow the recruitment process step by step.

Step # 1: Read the information enclosed with the substitute application.

Step # 2: Complete the application and send it back with a negative TB clearance that was done within one year of the application date.

When your application and TB clearance are received, we will send you the Request for Live Scan form. **Please follow the directions on this document to schedule a Live Scan appointment.** Call us once the appointment has been made as you will need to come to the 4Cs office to pick up the check for Live Scan services prior to going to your appointment.

If you are already finger printed, please send us a copy of your clearance or the name, address and facility number for which the clearance was made.

Substitute Teachers who have completed 12 or more ECE units are paid \$10 per hour; substitute teaching Assistants with 6 to 11 ECE units make \$9 per hour and assistants with 0 to 5 ECE units are paid \$8 per hour.

It usually takes five to ten business days to receive the Live Scan results. We will call you to set up an orientation appointment as soon as we receive the Live Scan results.

You will need to bring the following information to the orientation: 1) a valid driver's license or California identification card and 2) your original social security card.

You may also present a valid United States passport or Alien Registration Receipt Card with photograph.

To determine your position and salary, please bring in a copy of your transcript or your Child Development Permit.

Our offices are located at 131-A Stony Circle, Suite 300, Santa Rosa.

Sincerely,

Edelmira Campos
Resource Specialist
522-1413 x135

Susan Katz
Department Director of Center Programs
522-1413 x178