

HANDBOOK

For

TEACHERS TEACHING-ON-CALL



School District 54
(Bulkley Valley)

Prepared jointly

with the

School District #54 (Bulkley Valley)



and

Bulkley Valley Teachers' Union



TABLE OF CONTENTS

Description	Page
Introduction	4
Duties & Responsibilities	5
BCTF Support	6
The Teachers Teaching-On-Call System/ Call Out	7
Receiving the Call	7
Unavailability or Wish to be Taken off the List	8
Arrival at School	8
The Classroom	9
Being Prepared	9
District Expectations	10
Classroom Management	11-12
BCTF Code of Ethics/Professional Responsibility	13-14
Confidentiality/Before leaving School/Attire/Evaluation Reports	15
Your Collective Agreement	16
Mailing and telephone Directory of Schools	17
Atrieve Access & Log on Information	18
- Monthly Dispatches	19
- Accessing Pay Slips & T4 Documentation	20
- Accepting a Dispatch & Unavailability /Refusal Dispatch Code	21
- Setting Availability / Unavailability	22

INTRODUCTION

WELCOME TO THE WORLD OF TEACHERS TEACHING-ON-CALL

As a **Teacher Teaching-On-Call** within School District No. 54 (Bulkley Valley), you will have an opportunity to experience a wide variety of teaching situations. You will be exposed to many different teaching styles and will have the opportunity to become more familiar with a variety of learning environments. You will be helping to guide the students in our schools.

A **Teacher Teaching-On-Call** is a teacher who holds a teaching certificate in the province of BC and is part of the bargaining unit as defined in the Collective Agreement.

A **Non-Certified Teacher Teaching-On-Call** employee is a person who does not hold certification as a teacher in the Province of BC. They share an interest in working with students and are willing to fill in when a Teachers Teaching-On-Call are not available.

It is our intent that with a clear understanding of your duties, your work with the students in our schools will be effective and enjoyable. As always, the first source of wisdom in dealing with students will be the teacher's own experience or professional judgment.

The information in this handbook is intended to provide you with background information, which will be of assistance in the performance of your duties.

DUTIES AND RESPONSIBILITIES OF TEACHERS TEACHING-ON-CALL

The responsibility of **Teachers Teaching-On-Call/Non-Certified Teachers Teaching-On-Call** is to temporarily assume the position of the regular teacher without any appreciable loss in the instructional process, while maintaining discipline and generally promoting the educational welfare of the students.

Teachers Teaching-On-Call/Non-Certified Teachers Teaching-On-Call are expected to conform to the established routines of the school and to fulfill all the duties and responsibilities of the regular teacher who is absent. This includes instruction, marking, preparation, supervision, and attendance at any meetings requested by the Principal.

Since each school is unique in many of its operations and procedures, the Principal of the school or designate is responsible for advising the **Teachers Teaching-On-Call/Non-Certified Teachers Teaching-On-Call** about the routines, policies and procedures of the school. **Teachers Teaching-On-Call** are expected to observe these policies and practices, and, like regular teachers, are to be role models for students.

For the information of **Teachers Teaching-On-Call**, the responsibilities of a Teacher as defined by the **School (Act) Regulation** are as follows (17)(1) (2):

“ Teachers' responsibilities

17 (1) A teacher's responsibilities include designing, supervising and assessing educational programs and instructing, assessing and evaluating individual students and groups of students.

(2) Teachers must perform the duties set out in the regulations. “

It is expected that a Teachers Teaching-On-Call/Non-Certified Teachers Teaching-On-Call will come as close as possible to the duties of a teacher.

TEACHERS TEACHING ON CALL: NETWORKING IN THE LOCAL

It is important for you as a **Teacher Teaching-On-Call** and member of the Bulkley Valley Teachers' Union to develop a strong support system to tap into for any number of issues/situations and to offset the potential isolation in your job. You have a local BVTU president and each school staff has an elected staff rep. These teachers can answer your questions and concerns immediately and provide necessary assistance.

Bulkley Valley Teachers' Union:
Unit 201 – 3772 First Ave.,
Box 2137, Smithers BC, V0J2N0
Office 250-847-3127 Cell 778-210-3017
Email: lp54@bctf.ca
Website: www.bvtu.ca

Further support for new teachers and TTOC's can be found on the BCTF website at:

<http://www.bctf.ca/>

THE TEACHERS TEACHING-ON-CALL SYSTEM

All teachers applying to be a **Teacher Teaching-On-Call** must complete an application form and submit a resume and attach a photocopy of their **Certification and TQS Category Card**. Based on the demand for TTOC's, the District will select candidates for interviews and placement on the TTOC list. Selection for interviews will be based upon experience, qualifications, skills, training, and needs of the district.

These interviews are to verify certification and to ensure the applicant meets the expectations the district has for **Teachers Teaching-On Call**. The person must supply the names of appropriate references and agree to allow the School District to make inquiries as to the individual's character and previous work experience record.

All **Teachers Teaching-On-Call** and **Non-Certified Teachers Teaching-On-Call** must comply with the Criminal Records Review Act.

Successful candidates will be placed on the active **Teachers Teaching-On-Call** list or **Non-Certified Teachers Teaching-On-Call** list.

CALL OUT

Through the Atrieve Dispatch System - schools administrators (via the dispatch system) are responsible for booking their own **Teachers Teaching-On-Call**.

RECEIVING THE CALL

The Atrieve dispatch system is scheduled to call out will be **between 6:00 a.m. to 9:00 a.m.** of the morning you are required, and **4:30 p.m. – 9:00 p.m.** . It is therefore a good idea to have a pen and paper ready and have your six-digit employee number memorized. Hopefully, you will receive your call with sufficient time to **allow you to arrive at the school at least one-half hour before classes begin**. You may get called a day or so in advance of the particular assignment especially if there is a day when a large group of teachers will be attending a professional development event or union training.

Please do not accept a booking from anyone other than Atrieve Dispatch System or the Principal or Vice Principal. A classroom teacher is not empowered to employ a Teacher Teaching-On-Call.

When you receive the call, you will be given information regarding start time, grade(s), subject(s), and for whom you are teaching.

If you have been booked as a **Teacher Teaching-On-Call**, but due to illness or some other unforeseen complication you cannot assume the assignment you had been assigned, you should immediately phone the Principal or Vice-Principal of the school and send an email to Lauren Smaha – Muir Payroll Administrator. Email address lauren.smahamuir@sd54.bc.ca .

***IMPORTANT* UNAVAILABILITY OR WISH TO BE TAKEN OFF THE LIST**

It is important to keep our **Teachers Teaching-On-Call** lists up-to-date. Please enter your unavailability into our online automated call out system. Instructions are provided at the end of this document.

If you wish to have your name permanently off the list, you need to contact the Board Office at 250-847-6831 or email bobbie.kingsmill@sd54.bc.ca as soon as possible.

If you refuse six or more calls for TTOC work (without reasonable reasons), you will be removed from the list and asked to reapply at a later date. The District needs an efficient process for calling in TTOC's and we want to avoid having people on the list that will not be available.

In June of each school year the School District will send all TTOC's a memo requesting confirmation that they wish their name to be kept active for the following school year and to ensure that all phone numbers and contact information is current. TTOC's will be asked to fill out the form, stating the schools, subjects and grade-levels, and then return it to the Board office before the end of June.

ARRIVAL AT THE SCHOOL

Upon arrival at the school, go directly to the office, introduce yourself and indicate the name of the teacher you have been called in to replace. **Each school** has routines or expectations for **Teachers Teaching-On-Call/Non-Certified Teachers Teaching-On-Call** that pertain to its organization or schedules. The school administration will provide you with this information and be able to tell you where to find the lesson plans, keys, schedule of classes, etc.

- Check with the office to see whether there might be an activity planned that will upset the normal routine for the day (assembly, concert, field trip, etc.).
- Check the teachers' mailbox in the office for daily messages.
- Inquire about fire drill procedures as well as any other emergency information.
- Ask whether there may be students with medical problems in any of your classes.
- Determine the supervision duties assigned to the regular teacher.
- Some schools have developed a handbook for **Teachers Teaching-On-Call**. Request a copy before you start your day.

A Teacher Teaching-On-Call may be provided with:

- a teacher's plan of work for the day which has clear and specific lesson plans
- a seating plan(s), timetable and bell schedule, and a list of pupils in various groups
- attendance access/expectation
- general list of classroom routines and/or expectations copies of textbooks, teachers' guides and workbooks (if used)

THE CLASSROOM

In an elementary school, the day will likely be spent in the same classroom. In a secondary school, you could be in several classrooms so you will need to find out where each of your teaching areas are located. A floor plan is available in the office.

- **You should allow sufficient time before classes begin to go over the daybook/ plan and find required materials needed to carry on as effectively as possible.**
- It is also a good idea to take a bag lunch as you may need the lunch time to prepare for afternoon classes.
- There should be a completed daybook or some form of teaching plan for you to follow. This plan is usually found on the teacher's desk or in the teacher's mailbox.
- In the event that there is no daybook or outline for you to follow, please let the Principal know immediately and ask for assistance in outlining activities for the day.
- As well, be prepared to carry on with your own well planned, engaging lessons/activities just in case.
- Also, **be prepared** to welcome and work with CUPE colleagues who are Education Assistants (EA), Special Education Assistants (SEA) and/or Indigenous Support Workers.
- In some schools, lists of absentees or late students are sent to the office in the morning. You may want to note the absentees/late students on a piece of paper and clip it to the Daybook.
- If you have to leave the room for any reason, ask the EA or teacher in the next room or across the hall to keep an eye on your class until you return.
- Early dismissal of classes is not permitted.

BE PREPARED

It is a good idea to have some generic lessons/activities prepared in case they are needed. Although the daybook should be followed as closely as possible, there could be occasions to use the generic lessons/activities you have prepared. In elementary schools, reading (good literature) to the class has a calming effect and most students enjoy having someone read to them.

DISTRICT'S TEACHERS TEACHING-ON-CALL EXPECTATIONS

- Elementary **Teaching Teachers-On-Call** are usually expected to teach all subjects including Physical Education. You should bring a pair of running shoes for use in the gym.
- **Also, you are expected to complete the assessment of assignments given during the day.** If it is an on-going type of assignment, your job is to monitor the work and assist the students.
- **At the secondary level, if you are familiar with the subject matter or, if an answer key is available, you should assess all in-class assignments and monitor on-going assignments.**
- If you are not familiar with the subject matter and there is no answer key, then leave a note for the teacher indicating you were not able to mark the assignment.
- You are expected to complete the Daybook for the teacher for the following day, including the necessary whiteboard work and/or materials.
- Leave the classroom and desks neat and tidy. The desks should be left in a similar design to the way they were when you arrived.
- **Leave a brief written report for the teacher on how your day went: highlights, problems, if any.**

All District employees are expected to adhere to the District Code of Conduct Policy 6.380. This can be found on the website: <https://www.sd54.bc.ca/board-policy-handbook/> .

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Classroom management includes everything teachers do to secure and maintain control in classroom activities. Successful management involves not only responding effectively to problems when they occur, but also preventing problems from occurring in the first place.

It is of vital importance for a **Teacher Teaching-On-Call** to quickly establish and maintain control in the classroom. This may be accomplished in many ways. The following are a few ideas you may wish to use:

1. Arrive in good time. You should allow sufficient time before classes begin to go over the Daybook and find required materials needed to carry on as effectively as possible. Before the class arrives, it is a good idea to write or print your name on the board so that after you have introduced yourself, the students may refer to it.
2. Greet the students at the door as they enter the class.
3. Introduce yourself to the class. Explain to the class that you are the teacher who has been called in, that the regular teacher has left lessons that would normally have been taught, and that you will teach them.
4. Take five minutes or so at the beginning of the day or at the beginning of each period to discuss your expectations with the students. Get some feedback from the students so that they feel they are contributing (general routines, hands up for questions and answers, movement about the classroom, bathroom, dismissal procedures, etc.)
5. Knowing the names of students is one of the most powerful control mechanisms at your disposal. Ask the students their name or you may (depending upon the age group) have students put small name cards on their desks so you may call each student by name.
6. Follow the classroom routine established by the regular teacher as closely as possible. The maintenance of classroom routines will greatly ease the task of the substitute.
7. Follow the classroom teacher's plan book as closely as possible. Make note of areas completed, areas changed and reason for change.
8. Ensure that your instructions are clear and easily understood.
9. An effective **Teacher Teaching-On-Call** quickly establishes appropriate expectations for student performance, arranges appropriate student activities, continually monitors student performance and establishes a positive rapport with the students.

10. The first student that disrupts in any way must be dealt with immediately. This may be accomplished by a variety of methods:
 - a. eye contact
 - b. go up to the individual and speak quietly to him/her about the behaviour
 - c. isolate the disruptive student
 - d. separate a “social” group of youngsters
 - e. take the individual out into the hall and discuss their unacceptable behaviour
 - f. as a last resort, take the student to the office.

If you encountered a difficult situation ensure you clearly communicate that to the school administration. They appreciate problems being brought to their attention directly rather than leaving behind a note describing a near disastrous day.

The first few minutes of attending to a class are crucial in clarifying values and setting the stage for the general routine of the day. Getting pupils down to work quickly is one of the best methods of good classroom management. Act upon the first sign of sustained uncooperativeness. Students from Primary to Grade 12 must learn that some behaviour will not be tolerated under any circumstances. It is important not to make a scene in front of the class, so take a student aside and discuss the matter one on one.

In the secondary schools, attendance (backed up with a head count) must be taken at the beginning of each period or block. If possible, check the class roll call with the school’s list of absentees, note any students not on the list who are missing from your class, and report those names to the teacher and the office.

BCTF Code of Ethics

<https://www.bctf.ca/topics/services-information/professional-conduct-and-regulation/code-of-ethics>

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. *The member follows legal requirements in reporting child protection issues.*
3. A privileged relationship exists between members and students. The member refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the practices employed in discharging the member's professional duties.
5. The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private. If the member believes that the issue(s) has not been addressed, they may, after privately informing the colleague in writing of their intent to do so, direct the criticism in confidence to appropriate individuals who can offer advice and assistance.*
It shall not be considered a breach of the Code of Ethics for a member to follow the legal requirements for reporting child protection issues.
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in their professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of their professional union.
9. The member, as an individual or as a member of a group of members, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.
10. In the course of union business and meetings, the member must not discriminate against any other member because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or member, or because that person or member has been convicted of a criminal or summary conviction offence that is unrelated to the membership or intended membership, or any other protected grounds under the BC Human Rights Code.

Professional Responsibility and BCTF Code of Ethics

As a teacher in the public-school system, you are bound by the BCTF Code of Ethics and by the Minister of Education – Teacher Regulation Branch. Details of the professional rights and standards of practice can be found on the Ministry Teacher Regulation website.

The **Members' Guide to the BCTF** has the BCTF Code of Ethics.

www.bctf.ca
<http://www.bcteacherregulation.ca/>

In all your dealings with your students, their parents, your colleagues and other school personnel, be guided by the BCTF Code of Ethics.

CONFIDENTIALITY

Confidentiality is of vital importance. As a **Teacher Teaching-On-Call**, you will sometimes have access to confidential information about a child. You may hear remarks or comments that should not leave the four walls of the classroom or the school. You must be professional and ethical in your work and actions both in and out of the school.

BEFORE LEAVING THE SCHOOL

Leave your name and phone number clipped to the Daybook or in some obvious place so that, if necessary, contact may be made with you.

In addition, the teacher expects a short-written summary of how the day went. Include the names of students who may have been particularly helpful or those who may have been a problem. Please make sure that all the necessary marking is done.

At the end of the day, check at the office to see whether or not you will be needed the following day.

Have your TTOC time sheet completed initialed by an Administrative Officer for the day.

ATTIRE

Clothing should be comfortable but appropriate. Remember, you are setting an example for students with whom you come in contact.

EVALUATION REPORTS

An Administrative Officer may enter the room at any time. Often it will be to ensure that things are proceeding smoothly.

A Teacher Teaching-On-Call may request an evaluation of performance, as per our Collective Agreement:

“C.27.4 Evaluation - a. A Teacher Teaching-On-Call may request a written evaluation and the request will not be unreasonably denied.”

BECOMING FAMILIAR WITH THE COLLECTIVE AGREEMENT

Each teacher should become familiar with the collective agreement. Teachers-On-Call should pay attention to:

ARTICLE B.1 SALARY
B.2 TEACHER ON CALL PAY AND BENEFITS
B.2.7.....Rate of pay
B.2.8.....Sick Leave
B.2.9.....Experience Credit
B.21.4.....Increment Dates

ARTICLE C.27: TEACHERS TEACHING-ON-CALL EMPLOYMENT RIGHTS.
C.2.3.a,b,.....Teacher Teaching On Call Seniority
C.27.1.....Temporary Appointment
C.27.2.....List
C.27.3.....Hiring
C.27.4.....Evaluation

Access to the Collective Agreement can be found on: the School District #54 website under [Staff Resources](#) tab.

If you have any questions about the contract please contact:

Bulkley Valley Teachers' Union:
3772-C First Ave.,
Box 2137, Smithers BC, V0J 2N0

Main Phone Number: 613-485-3127
Email: lp54@bctf.ca
Website: www.bvtu.ca

SCHOOL DISTRICT #54 (Bulkley Valley)

SMITHERS SCHOOLS

SCHOOLS	PRINCIPALS AND VICE-PRINCIPALS	SCHOOL	CELL
BV Education Connection c/o Box 758 Smithers, BC V0J 2N0	Ms. Jana Fox, Assistant Superintendent Ms. Josie Sterritt, Secretary	250-877-6820	250-877-1846
Bulkley Valley Learning Centre CMC Campus - Rm #121 3966 2 nd Avenue Box 4750 Smithers, BC V0J 2N0	Mr. Matt Perry, Teacher		250-877-3218
Muheim Memorial Elementary 3659 3rd Avenue Box 2260 Smithers, BC V0J 2N0	Ms. Liliana Pesce, Principal Mr. Sean Levenson, Vice-Principal Ms. Megan Connors, Secretary	250-847-2688	778-210-1765 250-917-8750
Telkwa Elementary 1000 Hankin Avenue Box 68, Telkwa, BC V0J 2X0	Mr. Dustin Hersee, Principal Ms. Jeannette Dash, Secretary	250-846-5851	250-917-8622
Walnut Park Elementary 4092 Mountainview Drive Box 2649 Smithers, BC V0J 2N0	Mr. Jaksun Grice, Principal Ms. De-anna Lea, Vice-Principal Ms. Stephanie Grice, Secretary	250-847-4464	250-847-0716 250-794-6906
Smithers Secondary 4408 3rd Avenue Box 849 Smithers, BC V0J 2N0	Ms. Julie Krall, Principal Mr. Craig Bolton, Vice-Principal Ms. Wendy Pierce, Secretary	250-847-2231	250-877-9558 250-876-8668

HOUSTON SCHOOLS

SCHOOLS	PRINCIPALS AND VICE-PRINCIPALS	SCHOOL	CELL
Houston Secondary 1771 Walker Road Box 1600 Houston, BC V0J 1Z0	Mr. Dwayne Anderson, Principal Ms. Kari-Lee Niven Ms. Ruby Kenzle, Secretary	250-845-7217	250-845-4977 250-845-9634
Silverthorne Elementary 3455 13th Street Box 430 Houston, BC V0J 1Z0	Mr. Mark Fehr, Principal Ms. Demetra Kinsey, Secretary	250-845-2228	250-877-1846
Twain Sullivan Elementary 1771 Walker Road Box 1300	Ms. Mary Neto, Principal 5454012	250-845-2227	250-643-5640

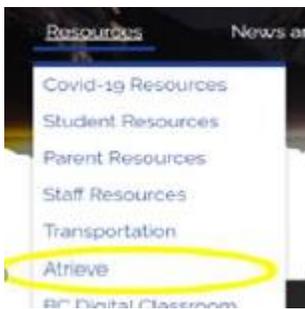
Atrieve

SD54 has implemented a new web-based computer program called Atrieve that ALL SD54 employees will be required to use. This program can be accessed through a computer / laptop / or smart phone.

This program provides each employee with an “Employee Dashboard”, where all of their personal information (contact information), assignments, certificates and where they can retrieve current and past pay statements from.

Step 1 – Access the Atrieve site www.sd54.bc.ca

Select “Resources” then “Atrieve”.



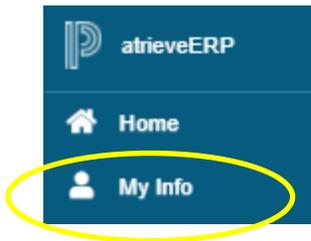
Step 2 – Login to the web portal

Your username and password will be the same as your District Network login.

A screenshot of a login form titled "Sign in to your account". Below the title, it says "Enter your username and password to sign in". There are two input fields: the first is labeled "Username.." and the second is a password field with asterisks. A blue "Continue" button is located at the bottom of the form.

Step 3 – Access your Dashboard

Select “My Info” then “Dashboard”.



Reviewing Monthly Dispatches in Atrieve

It is the TTOC's responsibility to check their dispatches often.

To review your dispatches: Select "My Dispatches" then populate the date range for the month you would like to review and select next.

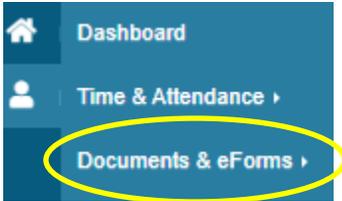
**Tip: Click on the calendar to quickly select dates.*



****NOTE:** It is important to advise the respective school administration of any discrepancies by the last day of the month.

Accessing Pay Slips and T4 Documentation

Select “My Info” then “Documents & eForms” and “Employee Statement”. Choose the statement type and the year of the document you would like to review.



Statement Type	<input type="text" value="Earnings Statements"/>
Year to View	<input type="text" value="2021"/>

Accepting a Dispatch

The ADS system will perform dispatch calls to SUBS and Casuals during the following times:

Same Day Dispatches	6:00 a.m. – 1 hr before school Start Time	Monday - Friday
Future Day Dispatches	4:30 p.m. - 9:00 p.m.	Sunday - Thursday

NOTE: Dispatch cancellation notification calls occur 10 minutes prior to these callout times.

ADS will call on weekends, Statutory Holidays and School Breaks.

Accepting a Dispatch (over the phone):

1. When receiving a dispatch call, '**SD54 Dispatch**' will appear on your call display. Ensure you are in a quiet area, answer the call and say 'Hello'.
2. The ADS system will ask you to enter your PIN on your phone keypad, followed by the # key.
3. Press **1** to listen to the details of the assignment.
Press **2** to listen to the subjects and levels.
Press **3** to listen to the absent employee's message.
Press **4** to accept the assignment.
Press **5** to refuse the assignment. If you refuse, enter the numeric Refusal Code (listed on reverse) followed by the # key. If you wish not to receive additional calls, mark yourself as unavailable for the entire day.

IMPORTANT

Do not hang up the phone until the ADS system has voiced the Job #. You need this number to Inquire or Cancel your dispatch.
If you do not have a Job #, you will not be paid.

Unavailability/Refusal Reason Codes:

Press **01** for 'Unavailable'

Press **02** for 'Illness'

Press **03** for 'Other'

Entering TTOC Unavailability

Making yourself does not cancel have previously can change your as needed



unavailable any jobs you accepted. You unavailability

Step 1 – Select “My Info” then “Time and Attendance” then “Dispatch & Workboard” and “Unavailability”.



Step 2 – Enter the date or date range that you are unavailable and ensure that a checkbox is listed under unavailable.

Unavailability: Add, Change and View History

FAQ Enter your unavailability information then click Next. View History

Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:

-----Choose A Reason-----

Enter the date(s) you will be unavailable:

04-Oct-2021 To 10-Oct-2021

Note:
The weekly schedule you enter is assumed to repeat for each week within the date range.
Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input checked="" type="checkbox"/>	01:00	To	23:59
Tuesday	<input checked="" type="checkbox"/>	01:00	To	23:59
Wednesday	<input checked="" type="checkbox"/>	01:00	To	23:59
Thursday	<input checked="" type="checkbox"/>	01:00	To	23:59
Friday	<input checked="" type="checkbox"/>	01:00	To	23:59
Saturday	<input checked="" type="checkbox"/>	01:00	To	23:59
Sunday	<input checked="" type="checkbox"/>	01:00	To	23:59

Next

To mark every Monday as unavailable, enter Sept 1 – June 30 and uncheck all days other than Monday

Week Day	Unavailable	Start Time	To	End Time
Monday	<input checked="" type="checkbox"/>	01:00	To	23:59
Tuesday	<input type="checkbox"/>	01:00	To	23:59
Wednesday	<input type="checkbox"/>		To	

* To mark afternoons only as unavailable, enter the date range, keep all days of the week checked and update

the start and end times that you are unavailable. *

Week Day	Unavailable	Start Time	To	End Time
Monday	<input checked="" type="checkbox"/>	13:00	To	15:00