



2024-2025

General Policies Document

Teacher's Pet Educational Services

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Getting Started as a TPET Presenter

Presenter Information and Availability Form

Fill out this form with your personal information and availability if you have not done so already. We need this information so we can create your profile. Link: [Presenter Information and Availability Form](#)

If there are any changes to your personal information, please update Human Resources (hr@tpet.ca) right away.

Police Clearance and Intervention Record Check

Teacher's Pet requires a **Police Clearance with a Vulnerable Sector Check** for ALL contractors annually. Two pieces of government issued identification are required when applying for these documents.

Edmonton Presenters are also required to submit an updated **Intervention Record Check (IRC)** to HR. The Intervention Record Check can take up to 30 business days to process so please apply for one at your earliest convenience. Click [here](#) if you want more information about applying for an IRC and to access the required form.

Email your documents to hr@tpet.ca as soon as possible.

Voided Cheque

Presenters are required to provide a voided cheque to our accountant. Once your invoices for services have been processed at the end of each month, payment will be provided through direct deposit. Ensure that the information on your cheque is accurate.

Send a void cheque to accounting@tpet.ca

Field Trip Rosters

We will work to set up your field trip "Roster" This is your assigned kits and topics list that you will present. Once we have your roster mainly finalized, you will be contacted to either pick up your kits, or if (in Calgary and area) which kits will be shipped to you or can be picked up at the Calgary Storage.

We also work to set up "shadowing" where you will be scheduled to go out and see an experienced presenter complete a program or fieldtrip in a classroom. Some fieldtrips happen at different times of year, so we do our best to have you shadow as many of your kits as opportunities arise. ***Shadowing is paid at a flat rate of \$30 per shadow session.***

Your shadowing bookings will appear on your online schedule. More information on this is in this document in the **Preparing and Training for In-School Field Trips** section.



All about your Field Trip Kits

Kit Pick Up

Edmonton Presenters: You will receive an email from supplies@tpet.ca with a time to pick up your kits.

Calgary Presenters: Office staff will email you to provide you with information regarding your kits.

Checking Kits

- Kits must *always* be stocked for **two field trips (70 students)**. It *is best to also have an additional set of 70 in case you ever cover for someone else at the last minute*.
- Report items that go missing or break ASAP to supplies@tpet.ca (be aware that some items might take longer to be replaced since they need to be created or ordered).
- ALL kits MUST be stored in a heated area. Kits cannot be left in a vehicle or stored in an unheated garage.

Caring For Your Kits

- Kits that require water have materials that need to be washed and thoroughly dried at the end of each day of presenting to prevent mold and rust.
- Glue sticks should be cleaned on a regular basis. Baby wipes work best for wiping them down.
- Supplies and materials must be thoroughly cleaned and returned to their proper bags/bins at the end of each presentation. Any materials forgotten at a school after a presentation is the Presenter's responsibility to pick up.
- Alternately, if you forget to leave behind extra materials that a teacher has requested, it is your responsibility to drop it off.

Carrying Your Kits

- Hand Carts and bungee cords make it easy to transport kits.
- These carts can be found at Home Depot, Costco, Walmart, London Drugs, etc -save your receipt for taxes.



Ordering Supplies for Your Kits

We have an online supply ordering system on the presenter's site. To access the supply ordering system visit www.tpet.ca and scroll all the way to the bottom of the page and select the "**Presenters Login**" tab or the "**Presenters**" tab in the top bar of the website (if you are already logged in) or visit www.tpet.ca/login

Scroll to the bottom of the page and under the heading "**Admin**" – click on "**SUPPLIES**".

***The supply team will provide you with training in how to use the supply ordering system.**

- This is a password protected system and can only be used by members of the team.
- **All Presenters MUST submit orders online by 9 AM Monday morning.**
- **Supplies will be available for pickup on the days indicated below:**
 - **Edmonton: Thursdays (or any day after)**
 - **Calgary: supplies should arrive by Fridays**
- Orders received after the deadline will NOT be processed until the following Monday.
- You can order supplies **for one-three weeks** at a time. Look ahead at your schedule and order what you need!
- Calgary presenters will receive their orders from the Edmonton warehouse. These orders will be shipped directly to you with the exception of some supplies.
- **Always bring enough materials for at least 35 students to each presentation.** Teachers often prebook their programs from the previous year and estimate their class sizes.
- Brochures with all our programs are available for you to take to schools and offer to teachers. More program information can be found on our website at www.tpet.ca.

Packing Material Reuse

As we strive to be more eco-friendly there are certain packing materials that we collect from Presenters that are reused when filling new supply orders. You are also welcome to bring any other boxes to the warehouse to be recycled. We ask all Presenters to return the list of items below to the main office:

- Soapstone boxes, mailers, and gray convoluted foam.

If you are a Calgary Presenter, here are the following steps on how to return your packing materials to the Edmonton office.

1. Compile all your packing materials and boxes into as few shipments as possible.
 - ✓ Leave the Soapstone mailers assembled with convoluted foam inside.
 - ✓ Extra Soapstone shapes can be left in the boxes.
 - ✓ Place these boxes back in the boxes they were shipped down in.
 - ✓ Tape boxes closed.
2. Email supplies@tpet.ca indicating how many boxes and/or bundles are ready for pick up.
3. Canpar will generally pick up in the next day or two. You will print your shipping labels.
 - ✓ If you will not be home, label the boxes as 'Teacher's Pet' and leave the shipment outside.
4. Once picked up, the boxes and bundles will be returned to Edmonton at no cost to you!



Preparing & Training for In School Field Trips

Policies and Guidelines for In-School Presentations

As a guest in the school, we must adhere to school policies. As a contractor with TPET we must follow the TPET General Policies.

- Conduct should always be professional in nature.
- **Arrive at the school 30 minutes prior** to the booking time. Our bookings are between 9-11 AM and 1-3 PM so **your arrival time should be at 8:30 and 12:30**. Always check your schedule as *these start and end times may slightly change* based on teacher request.
- **It is VERY Important** to check your Google Maps the night before and the morning of your fieldtrip. Travel times vary depending on traffic that day.
- **It is important that if you are arriving late to a school-** please call the school office or the TPET office to let them know you will be late.
- **Check in at the office, tell them the teacher you are assigned to,** and sign into the school's visitor sign in book. ****Important to name the teacher as you may be mistakenly sent to the class of another teacher who also has a teachers Pet program booked that day!***
- Adhere to school dress code policy, including clean indoor footwear and business casual attire.
- Refrain from bringing any beverages into the school other than a water bottle.
- No cell phone use in the classrooms.
- Ensure your kit is stocked for enough students and you have all required materials.
- Meet with the booking teacher prior to setting up for your presentation. See Appendix A for *Presenter Tips and Tricks* on what to discuss with the teacher prior as well as some tips on classroom management and set-up.
- Confirm location of presentation, **start/end time**, ask if a land acknowledgement should be read, any special needs, requests or requirements, number of students/volunteers, behaviour management strategies they wish to use, where to set up, necessary student materials.
- Introduce yourself to parent volunteers. Give them clear direction on their assigned station reviewing and answering any questions they may have.
- Have the students thank the volunteers at the end of the field trip.
- Thank the volunteers yourself.
- Follow all school policies accordingly and adapt as necessary to unexpected happenings.

Shadowing an Experienced Presenter

Shadowing is an amazing opportunity to learn a lot. This is your opportunity to go out and watch a more experienced presenter deliver an In School Field Trip.

When shadowing (observing) a new in-school field trip:

On top of adhering to the list of school policies above, here are some additional information that will make it a useful and great experience:

- Take this as an opportunity to make a great first impression.
- Arrival time is **30 minutes prior** to the start time (but check your schedule for the exact start time) this allows you to meet with the Presenter and observe the presentation set up and implementation.
- Be engaged and take notes since there is lots to remember.
- Check in with the presenter to see if and where they may want help throughout the program.
- Help set up and clean up at the end if the presenter wishes.
- Some programs we offer are “Presenter-led” which means the Presenter leads the entire program, but volunteers help assist small groups of students.
- Other programs are “Station-based” which entails having different activities running simultaneously. As the Presenter, it is your job to train and teach volunteers what to do at each station before you start your program. Therefore, the best way for you to learn during shadowing for any station-based program is to start at the Presenter's station. Sit, watch, and listen. At rotation time, move in the *opposite* direction of the students. This way you are always with a different group of kids each rotation and can observe what happens at each station.
- No electronics. Phones are not to be used during a program.
- Questions can be answered by the presenter at the end of the presentation, outside of the classroom.
- Make note of effective behaviour management techniques used by the presenter.

Training Videos

Some fieldtrips have training videos that you can watch that explain the different stations or activities involved. These are a great place to familiarize yourself with the program.

On the presenters area of the website www.tpet.ca scroll all the way to the bottom of the page and select the “**Presenters Login**” tab or the “**Presenters**” tab in the top bar of the website or www.tpet.ca/login



Scroll down to the bottom of the page and under the heading **ADMIN- Click on “Training Videos”**.

Reviewing your Kit & Run Through Practice

One of the BEST ways to learn your kit is to read through the presenter plans included in each kit and do a run through of each station and activity at home. Practice, Practice, Practice! Look at the supporting media on the presenter’s site that are part of the program.

If you have questions, you can reach out to other presenters who also present that kit via the presenters What’s App group (presenters roster assignments are posted on the presenter site), or get in touch with development with any questions: **development@tpet.ca**

Volunteers

Volunteers are a part of our program delivery. Please take the time to meet the volunteers as well as give them an overview of what is expected of them for the running of their stations or centres. This information can be found in your presenter guides for each program.

Volunteer English Language Proficiency Guide

To ensure volunteers who are English Language Learners (ELL) feel comfortable at the stations during your programs, we use this guide to help you and teachers determine volunteer placement. Keep an eye out for the star symbols in your Presenter plans to determine where to place volunteers.

Note: We are working on updating older programs so some Presenter plans will not have the symbols yet.

Level	Summary	Symbol
Minimal	<ul style="list-style-type: none"> ▪ little to no reading involved ▪ often crafts or activities 	★
Moderate	<ul style="list-style-type: none"> ▪ some reading required (a few sentences) ▪ may include some reading aloud to students 	★ ★
Proficient	<ul style="list-style-type: none"> ▪ paragraphs of text to read ▪ includes reading aloud to students 	★ ★ ★

Helpful Tips for Communication

Teacher’s Pet has a private Presenter Facebook group. It is completely optional to join the group. If you would like to join facebook click here: [Request to join private Facebook Presenter Page](#)

Many presenters also use what's app to communicate-just reach out to another presenter to be added to the group. These apps are a good way to keep in contact with other presenters, to ask questions and to share tips.

It is very helpful if you have your phone connected to Bluetooth in your vehicle. The TPET office may need to get in touch with you or you with us while driving. This also helps with using maps to navigate to schools, or for you to call the school. The office uses email, text and phone to communicate with you depending on the urgency.

Important Forms and How to Get Paid

These forms are found on the *Presenters Site – under the “Admin” Section-Titled “Documents”*

Student Counts (Daily and Monthly)

- Presenters receive an email after every field trip requesting **DAILY** Student Count information from that booking. These emails are sent to accounting@tpet.ca. Include all relevant information (as listed in the email) and submit this information **immediately after** the field trip ends. Since invoices are sent to schools after a program, it is crucial that the information submitted to accounting is **ACCURATE** and timely so we can proceed with billing the school as soon as possible.
- Count the number of students and **confirm this number with the classroom teacher** before you leave the class. The classroom teacher **must** sign the **Monthly Student Count Form**.
- Scan and email the Monthly Student Count Form to accounting@tpet.ca at the end of each month.

Reimbursement Forms

- We offer a few programs where Presenters will need to purchase materials that we cannot provide from the warehouse. (ie: Cream for Acadia) that you will be reimbursed for.
- Materials purchased for in-school presentations must be recorded on the TPET Reimbursement form.
- All receipts attached to the reimbursement form must be separate from personal purchases and only pertain to items purchased and approved by Teacher's Pet for use in in-school presentations.
- Reimbursement forms must be submitted to accounting@tpet.ca at the end of each month.

Invoicing Teacher's Pet

- At the end of each month, a comprehensive invoice for all the in-school field trip programs you shadowed and facilitated, travel fees, etc. will be sent to you by email. Please confirm that all of the information is accurate before you submit your invoice. All pay cheques are processed on the first business day of each month so you can expect your pay to arrive in your account approximately 3-5 business days after. Please note that statutory holidays may affect this schedule, but we will do our best to process your pay as soon as possible.
- More information on Invoices for Services can be found in the **Booking System** section.

Extra Materials Left Behind

- We invoice schools after a program has taken place based on the number of students who participated in the program (minimum fee based on of 15 students). We have incorporated special pricing if there are materials left behind for students who are absent during our field trips; or if the classroom teacher and/or parent volunteers would like additional materials to do the project/art activity themselves. Any materials left behind will be added to the field trip invoice.
- Refer to the Extra Materials Pricing List to advise the classroom teacher of these additional costs.
- Extra materials pricing does not apply for classes under 15 students. Please see below.

Presenter Incident Form/General Incident Form

- In the event that an incident and/or accident occurs during one of your programs, please complete an incident form as soon as possible and send it to hr@tpet.ca for our records. The Presenter Incident form should be used if the incident affects you directly. The General Incident Form needs to be completed if the individual involved is an outside party such as a student, teacher, parent, etc.

Less than 15 Students

- If there are less than 15 students in attendance during a presentation, it is the Presenter's responsibility to ask the teacher if they would like you to leave the extra materials behind, up to the minimum of 15, students at no charge. For example, if the class has 13 students, ask the teacher if they would like the 2 extra sets of materials left behind at no cost (the extra materials pricing would not apply here as the school will be invoiced for the 15 student minimum fee).

The Booking System & TPET Website

TPET is eco-friendly so virtually everything you need from us can be accessed online.

We have two online sites that presenters use:

1. **The Booking System**
2. **Presenters Site (Subsite on the TPET Website)**

1. The Booking System – Your Schedule, Bookings, Time Off and Coverage

This site is used for accessing your schedule, viewing your calendar, booking time off, submitting invoices, requesting coverage (illness and absence protocol). **PLEASE NOTE** *Absence/Illness protocol is now being handled with What's App.*

Teachers also use this a version of this site for booking their programs online and the office staff uses an admin version for managing bookings, schedules, changes, and cancellations.

Your schedule is only locked in for a one-week window (7 days). Outside of 7 days changes can be made to your schedule without notifying you directly.

Schedules can change due to several reasons. Teacher or schools may need to move or cancel bookings, school events may conflict with bookings made earlier in the year, parent volunteers not available on the scheduled date, presenters ill, etc....

TPET is always moving things around to accommodate our clients within the confines of our change and cancellation policies and can do so within the one-week window.

(If we need coverage or move something within the one-week window, then we will always reach out to you first to ensure you can accommodate)!

Please ensure you are always updating your time off schedule and ensuring you book yourself off when you make other commitments. This is the only way to manage your open spots and prevent you from being booked.

You must also ensure you are monitoring your schedule, the bookings you have, and making sure your supplies are stocked as it is likely your schedule will and can change.



ACCESSING YOUR SCHEDULE

Follow these steps to access your schedule on the online booking system:

1. To check your schedule, visit our website www.tpet.ca and click "Book Now". Then, on the top bar, click "Log In".
2. Your login username has been created for you. Your login will be your **email address**.
3. A temporary password has also been created for you. This temporary password is **teacher**. You can change your password once you have signed in.
4. Teachers who book online may include client notes. The office does not always see these client notes because the booking goes directly into the system. If a teacher has left a note about time changes, wanting an additional field trip or anything else that you feel the office should know about, contact the office at fieldtrips@tpet.ca or 780-434-8224
5. Anything that appears unusual on your schedule should be reported to the office immediately.

TEACHER'S PET REGISTER LOG IN

Login

Welcome to the Teacher's Pet field trip booking system!
If you have never used our services before, please click the REGISTER link above to set up your account.
Existing clients can log in below.
If you changed schools for the upcoming school year, please update your profile!

Email address

Password

LOG IN [Forgot password?](#)

TEACHER'S PET™

Content About Contact Services	Rates Field Trip Rates Field Trip Travel Rates Tutoring	Legal Changes and Cancellations Privacy Policy
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CHANGING YOUR PASSWORD/EDITING YOUR PROFILE/LOGGING OUT

Once you have logged into the system, you can change your password at any time.

1. Go to your Name in the upper right-hand corner of the screen.
2. Click the arrow to open this tab.
3. Here you can edit your profile, change your password or logout.

The screenshot shows the Teacher's Pet user interface. At the top, there is a navigation bar with links: Schedule Calendar, Schedule List, Invoices for Services, Request Coverage, and Book Time Off. The user's name, Jill MacLean, is displayed in the upper right corner with a dropdown arrow. A blue circle highlights this dropdown menu, which contains the following options: Edit Profile, Change Password, and Logout.

Below the navigation bar, there is a "Subscribe:" field with the URL <http://bookings.tpet.ca/service-providers/calendar/NTIzNDQy.ics>. A note below it states: "Note: It make take a number of hours for new events to appear on your subscribed calendar." There are also dropdown menus for "Delivery Method:" and "Service:".

The main content area displays a calendar for September 2020. The calendar is organized by days of the week (Mon to Sun) and dates (1 to 30). The calendar shows a "Labour Day" on Monday, September 7th. On Wednesday, September 16th, there is a booking for "12:00 am Booked Off: Ap". The calendar also includes navigation buttons for "TODAY", "MONTH", "WEEK", and "DAY".

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7 Labour Day	8	9	10	11	12	13
14	15	16 12:00 am Booked Off: Ap	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

UNDERSTANDING YOUR CALENDAR

Use this Subscribe information to set up your Calendar feed.

Use arrows to scroll through your monthly and weekly views of the calendar.

Click here to get a listing of your bookings that you can print.

Access Invoicing information here

TEACHER'S PET Schedule Calendar Schedule List Invoices for Services Request Coverage Book Time Off Jill MacLean ▾

Subscribe: <http://bookings.tpet.ca/service-providers/calendar/NTizNDQy.ics>
Note: It may take a number of hours for new events to appear on your subscribed calendar.

Delivery Method:

Service:

Filter bookings based on the delivery method (In-person or Video Conference)

Review your bookings with a day, week or month view.

September 2020

MONTH WEEK DAY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7 Labour Day	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 12:00 am Booked Off: Ap	24	25	26	27
28	29	30	1	2	3	4

Filter your schedule by field trip topic here.

Your field trip bookings will appear in your schedule. Click on a booking to see more details.



CALENDAR FEED

Overview

The Teacher's Pet booking system allows Service Providers to use a calendar application to subscribe to a feed of their bookings. For example, you might wish to add your bookings to Google Calendar, your iPhone calendar or Outlook.

This process must only be done once. All new events will be automatically synchronized, however, it could take up to 12 hours for new and deleted events to be synchronized.

NOTE: **DO NOT RELY SOLELY ON YOUR CALENDAR APP TO VIEW YOUR SCHEDULE.** Applications sometimes fail to sync updates to your schedule, but they are a useful tool should you need to browse booking details in a pinch. You should always check your schedule via the booking system on a computer/laptop.

Getting the ICAL link

In order to subscribe, you will need to find your ICAL calendar link. Do the following:

1. Head to <http://bookings.tpet.ca/login/> and log in with your Service Provider credentials.
2. Find the "Subscribe" link on your Service Provider dashboard.
3. Copy the "Subscribe" link.
4. Use the link to subscribe to your Teacher's Pet calendar within the calendar application of your choice (see following instructions)

Subscribing in your Calendar application

iPhone

<http://www.imore.com/how-subscribe-calendars-your-iphone-or-ipad>

Android

Google Calendar

<https://support.google.com/calendar/answer/37100?hl=en>

Click "Add using a link" and follow the instructions.

Apple Calendar

https://support.apple.com/kb/PH11523?locale=en_US

Microsoft Outlook

<https://support.office.com/en-in/article/View-and-subscribe-to-Internet-Calendars-f6248506-e144-4508-b658-c838b6067597#bm2>

Scroll down to "Add an Internet Calendar Subscription to Outlook"



outlook.com

<http://windows.microsoft.com/en-ca/windows/outlook/calendar-import-vs-subscribe>

Go to "Subscribing to a calendar" heading and click on "To subscribe to an online calendar"

Notes on the Goole Calendar:

Various Android settings which vary across devices can cause issues with syncing the two calendars. The problem is usually with battery "optimization" or restricted "background app" settings which prevent the Google Calendar app from syncing automatically in the background.

Unfortunately, Google Calendar has had known caching issues causing synced calendars to not update. Google can take up to 24 hours to sync changes made to subscribed calendars. One thing you can try to get the calendar to quickly sync over to Google is to add the characters &1=1 at the end of the Webcal link that is used to sync the calendars. Adding this causes the feed to refresh itself more frequently



WAYS TO VIEW YOUR BOOKINGS

1. Scroll through the calendar on the home page of your account.
2. Click on specific bookings or Schedule Calendar for more details.
3. Click "Schedule List" tab and view or print a list of your field trips.
4. Subscribe to a Calendar Feed.

TEACHER'S PET Schedule Calendar Schedule List Invoices for Services Request Coverage Book Time Off Jill MacLean ▾

Subscribe:
Note: It make take a number of hours for new events to appear on your subscribed calendar.

Delivery Method:
 Service:

< > TODAY **September 2020** MONTH WEEK DAY

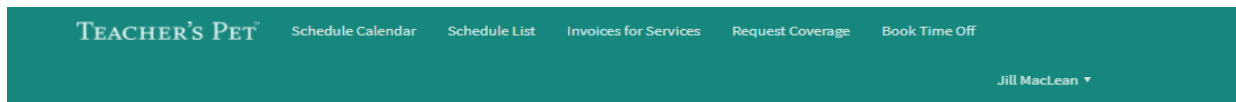
Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7 Labour Day	8	9	10	11	12	13
14	15	16	17	18	19	20

12:00 am Booked Off: Ap

INVOICES FOR SERVICES

The system automatically generates your invoices at the end of the month.

1. The system will email a reminder to you to log into the system and review your Invoice for Services.
2. If your Invoice for Services is correct, click the “Looks good, submit my invoice” button and an email will automatically be sent to Accounting so that your invoice can be processed.
3. If there are errors on the Invoice for Services, then click “I HAVE A QUESTION”. Your email will open and will be prepopulated to the Accounting email address. In the email text, indicate your questions or issues that need to be addressed regarding your Invoice for Services.
4. All Invoices for Services must be submitted by the first of each month to ensure processing by our direct deposit company. Invoices for Services that are received after 12 noon on the first of the month cannot be processed and therefore will have to wait for processing until the next month.
5. Upon submission of your Invoice for Service, scan and email your **Monthly Student Count Form** to accounting@tpet.ca.
6. We will need both your Invoice for Services AND the Monthly Student Count Form in order to process your payment.



Invoice for Services for May 1, 2019 — May 31, 2019

Service Provider: Jill MacLean
Time Range: May 1, 2019 — May 31, 2019

Soapstone Art Project - BEAR

In Person (2 hours)

It will be specified if this Service is for an In-Person or Video Conference Program.

Date	Type	# of Students	School	City	Teacher	Internal Notes	Travel Fee
8th September, 2015 9:00 AM	Shadowing	Unknown	A B C Head Start Program	Edmonton	Ruth Pabst		N/A
Subtotal		1 field trip					

Summary of Bookings That Include a Travel Fee

Date	Type	# of Students	School	City	Teacher	Travel Fee
------	------	---------------	--------	------	---------	------------

Total 2 hour shadowing field trips:
Travel Fees: \$0.00
GRAND TOTAL INVOICED FOR SERVICES: \$0.00

LOOKS GOOD, SUBMIT MY INVOICE

I HAVE A QUESTION



BOOKING TIME OFF

Booking time off can be done through our online system. Simply click the Book Time Off tab, enter all the appropriate information and hit submit.

TEACHER'S PET | Schedule Calendar | Schedule List | Invoices for Services | Request Coverage | **Book Time Off** | Jill MacLean ▾

Subscribe:
Note: It may take a number of hours for new events to appear on your subscribed calendar.

Delivery Method: ▾
Service: ▾

< > TODAY **September 2020** MONTH WEEK DAY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

If you are booking time off on a day where you currently have a booking(s), you must find coverage first. Once coverage is found, contact the office and notify us of any changes that need to be made. Note: If you input a date range for multiple consecutive days, the system will only allow you to request full days off. If you only want a morning or afternoon off for a range of dates, you must submit a new request for each individual day.

To book a half day/full day off:

Input a specific date in the system, a menu will appear and you must select your option for morning, afternoon or all day.

Don't forget to click "Submit" when you are done.

Book Time Off

First day: Last day:

Dates are inclusive. Please enter the same first and last day for a single day vacation.

Morning Only
 Afternoon Only
 All day

Optional - Please specify if you only need half a day off

If you no longer require booked time off for a specific day, please email hr@tpet.ca and we will open you back up in the system.

Please note: If you need time off, but have a program booked already you must as an independent contractor try to find coverage first. If you have exhausted all of your options, you can call the office or email fieldtrips@tpet.ca for assistance.



Absence/Illness Protocol – Finding Coverage

If you are sick or in need of coverage due to **an emergency (imminent) or have future bookings** already on your schedule that you need covered, please follow the steps, in order on the visual below. We Currently use WhatsApp Groups set up with all presenters and office staff. If we do not remember to add you to the WhatsApp Coverage group, let someone from the office know.

Coverage Request Protocol

Imminent Requests *Bookings 1-3 Days Out*

STEP 1
Create a Poll in 'COVERAGE ONLY - EDM/CAL PRESENTER' WhatsApp Group Chat
Create 2 Polls if you are booked for AM & PM

STEP 2
Wait for poll responses & message Presenters **PRIVATELY** to make arrangements
ALL Presenters must respond to the poll ASAP

STEP 3
Follow up with office team in '[Your Name] & TPET Office' Group Chat to finalize request

**Please do NOT submit requests between 9 PM and 6 AM*

Long Term Requests *Bookings 4+ Days Out*

STEP 1
Refer to the **Presenter Roster List** to determine who to contact for coverage

STEP 2
Email TPET Office with your findings fieldtrips@tpet.ca

**Secure coverage as soon as you know you're unavailable—don't wait until it's urgent.*

Teacher's Pet

Teacher's Pet

Coverage Request Information

How to Create a Poll in WhatsApp

- Select the 'COVERAGE ONLY - EDM/CAL PRESENTER' Group Chat**
You are already a member of the group chat.
- Create a poll by clicking the + or 📎 sign beside the text box and choose 'Poll'**
- In the Question field, input:**
 - Topic
 - Date & Time
 - School Name
 - **3 Options:** "Yes", "No", "Maybe"
- Click Send**

Poll Example:

I need coverage for Dino Senses on December 4th @ 9AM at Hardisty School

Select one

Yes 0

No 0

Maybe 0

12:01PM

View votes

Follow Up with Poll Responses

- YES - Contact Presenters who respond Yes first.**
- MAYBE - If no one said Yes, privately message Maybe Presenters for clarification.**
Maybe a Presenter is:
 - available for coverage, but just not for that topic
 - able to cover the program, but needs to borrow a kit
 - available if the start time could be adjusted slightly, etc.
- NO - All Nos? Connect with TPET office team for further info.**

Time Off Requests

- **Use the online booking system to book days off in advance to avoid scheduling conflicts.**
- **Contact the office to unblock time off if you are available.**

Additional Pertinent Information

- **Creating a poll alone DOES NOT finalize coverage. Notify TPET staff to update the system.**
- **Refrain from sending requests between 9 PM & 6AM.**
- **Coverage is finalized once the office staff has marked a poll with ✓**
- **The 'COVERAGE ONLY - EDM/CAL PRESENTER' group chat is for POLLS ONLY. Conversations must be in separate chats.**
- **Per your contract, you may be responsible for rescheduling/cancellation costs.**
- **Secure coverage ASAP—more advance notice improves rescheduling opportunities.**

It is preferable to notify us of your absence the day before the field trip instead of the morning of the field trip. The more time to find coverage, the better!

Contact after 9 pm and before 6AM for coverage should only happen rarely and in emergency situations only. Of course, if an emergency occurs during the night, you will need to follow this process in the morning but be aware that this greatly increases the chances that no one will be able to cover your field trips.

Trying to find someone to cover your field trips will take time so give yourself plenty of time to do so.

The schedule requires juggling and often switching of topics when someone is sick or unable to present.

The Presenter is contractually (Clause 2 and 3) obligated to perform the field trip that is booked for them under the booking system, at the date and time that it is scheduled. If a Presenter really needs to make a change due to something outside their control, then they try to find another Presenter to cover their booking. In the occasional case of a major uncontrollable event like illness, emergencies, TPET will help you find coverage or will have to try to reschedule the field trip. If you or TPET can't find a replacement and cannot do your field trip, then TPET will likely have to compensate the teacher/client in some way, and the Presenter may have to pay for that compensation.

2. The Presenters Site

This site is used for accessing teaching resources and slideshows you need for fieldtrips, ordering your supplies for your kits, administrative documents and forms, and field trip training videos.

1. Go to our website www.tpet.ca and scroll all the way to the bottom of the page and select the “**Presenters Login**” tab (or the “Presenters” tab in the top bar of the website once you are logged in) or visit www.tpet.ca/login
2. Your username to access the presenter’s site is **the first initial of your first name and your full last name** (eg. James Peter = jpeter). The password is **teacher**

Note: We recommend that you change your password once you log in for the first time. If you are having trouble logging in to the Presenter Login section of the website, contact supplies@tpet.ca

Once you are logged in you will see all media used to support your field trip delivery listed under **Presentations**. Scroll to the bottom of the page and under the heading “**Admin**” you can watch field trip training videos online, submit supply orders, and access important documents (e.g. monthly student count form, reimbursement form, presenter roster assignments and office and presenter contact lists, etc.)

Working as an Independent Contractor

As an independent contractor, no federal or provincial taxes (eg. EI and CPP) are deducted from your pay cheques. It is your responsibility to make sure you stay on top of your own business operating costs and expenses and set aside a percentage of your earnings for tax purposes. There are many helpful apps (like mileage tracking) or help in software programs like turbo tax available to help you. You can deduct certain amounts you spend on business costs, and these can be found below:

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4002/t4002-5.html>

Note: You do NOT qualify for Employment Insurance (EI) or maternity leave as an independent contractor unless you make prior arrangements with the government and contribute to EI regularly (eg. monthly).

For more information on working as a contractor in Canada you can visit: <https://www.canada.ca/en/revenueagency/services/formpublications/publications/rc4110.html>

As an independent contractor, **you are responsible for your own personal liability insurance**. You might be wondering, where do I even begin?

Start by looking into your current home insurance policy to see if the liability coverage extends beyond the boundaries of your home. If not, the most economical way to do this is to put a "Home Business" rider on your existing home insurance. This should allow your home personal liability insurance to include your business activities. This is a very inexpensive way to ensure that you are covered. As well, you do NOT need a commercial insurance policy.

As an independent contractor, here are some other points to keep in mind:

- TPET does not require a Presenter to be an incorporated entity.
- You may choose to work under a business name (be incorporated) if you plan to do consulting work for other organizations.
- Income from being a Presenter is indicated as self-employment income on tax returns.
- TPET does not deduct any taxes from the payment to Presenters. Presenters are responsible for this. T4E forms are provided to presenters by the TPET accounting department.
- Presenters do not need a GST number. CRA has ruled us GST exempt so we do not charge GST for our school services. Therefore, Presenters cannot charge GST for their services to us.
- Track your mileage (presenters are required to travel within the Edmonton and surrounding areas but are paid additional fees to travel outside these areas based on the Km's to the school).

"Day Of" Cancellations by Teachers or Schools

If you arrive at a school and for any reason and the teacher is asking to cancel or reschedule the booking- please say **"I am here and ready to present. Please contact our office- I will wait to hear what the decision is"**.

The TPet Office Staff know the Cancellation Policies so will handle the conversation with teachers and school administration.

We try our best to avoid having last minute cancellations because TPET loses the booking revenue, and Canada Revenue Agency and the law say that as independent contractors, the Presenters share in the financial risk of a booking being cancelled and not being paid. Clause 4 and 7 in your presenter contract refer to this.

Sometimes presenters may get some monetary compensation, depending on what TPET is able to accomplish with the school. This is handled on a case-by-case basis.

Important Contact Information

Office Phone Number: 780-434-8224

Office Toll Free Number: 1-888-634-8738

Head Office E-Mails

General Field Trip Inquiries and Coverage Requests: Cynthia - fieldtrips@tpet.ca

Supply Questions/Requests: Angie - supplies@tpet.ca
Logan - supplies@tpet.ca

Accounting/Invoicing/Student Count Forms: Angela - accounting@tpet.ca

Development/Fieldtrip Related Questions: Donna - development@tpet.ca

Human Resources/Teacher Relations: Susan- hr@tpet.ca

Corporate Related Questions: Ruth - rpabst@tpet.ca

EMERGENCIES AND AFTER HOURS Contacts:

Please call the TPET office (780-434-8224) if you have an emergency **within** office hours (Monday to Fridays 8:00 AM to 4:00 PM).

If you have an emergency or need assistance for imminent bookings **outside office hours**, Use **WhatsApp** or **GROUP TEXT ALL the office staff below**.

Note: We have a rotating schedule to deal with emergencies afterhours so do NOT just email or text one staff member. There is a chance the message could get missed. Please GROUP TEXT ALL of us. Thank you!

Grenier, Cynthia	fieldtrips@tpet.ca	587-532-8112
Locke, Angie	supplies@tpet.ca	780-903-8141
Politopoulos, Donna	development@tpet.ca	780-974-7543
Pabst, Ruth	rpabst@tpet.ca	780-984-7884
Robb, Angela	accounting@tpet.ca	780-993-9883
Tang, Christine	marketing@tpet.ca	780-233-1350
Langstaff, Susan	hr@tpet.ca	780-221-9837



APPENDIX A -Teacher's Pet Presenter Tips and Tricks

Arrival

Try to be 30 minutes early for a field trip, especially for topics that require extra time to set up.

Being late gives teachers unnecessary stress. Plan Ahead-check Google maps the night before and the morning of your field trip to see how long it takes to get there, park, bring in your bins, check in at the office, and still have 20-30 minutes to set up.

As well, there is never any guarantee that the parents or other volunteers will be there at the required time, even if the teacher has communicated this to them.

Try to be mostly or entirely set up by the time parent volunteers arrive so that you can focus on getting the volunteers comfortable and ready. Starting on time is crucial and arriving early ensures no one is feeling stressed.

Checking in with the Teacher

- Don't set up for a field trip without first talking to the teacher in charge. Please don't move or change anything in a classroom without the teacher's permission.
- When you enter a classroom, always greet the teacher with a smile and ask where you can place your bins so that they are not in anyone's way. Good rapport with the teacher right away allows you to work as a team and identifies any unknowns or unclears.
- Scan the set up of the room in case anything needs to be changed for the field trip set up.
- The conversation with the teacher includes how many volunteers are expected to be helping.
- (If extra parents have been asked to help, try to adapt and find a way to use them (their time is valued), determine if the volunteers are comfortable with English, how many students are actually present that day in the class (Numbers can change since the time of the booking), and whether the teacher wants a quick break, depending on the topic.
- Remind the teacher that the students will be working through recess.
- Usually, the teacher will make you aware of special needs students without asking. Thank the teacher for this information.
- It is most helpful if the teacher provides name tags and ask students to clear off their desks.
- Meet with the Volunteers and give them an overview of the program and what their role will be during the field trip.
- Confirm the Start and End times with the teacher.

Introducing Yourself to the Students

Introduce yourself to the students with a smile and enthusiasm. Encourage them to greet you back with enthusiasm. No matter what grade you are with, the students need to see that you enjoy what you do and that you want to be there, and it sets a positive tone right away.

Behaviour Management Tips

Before the field trip even begins, begin to assess the overall behaviour of the students and the classroom management skills of the teacher. With challenging classes, be very clear of your expectations before you transition to new stations or activities. Tell and show them what is expected. This way there are no surprises when you patiently wait for students to follow through on expectations. You can even let them know they may be sent back to try the transition all over again if it doesn't go smoothly. You may have to do this a few times, but it works, because they know you are serious.

The students will normally already know that they need to be sitting without talking. Some classes are so programmed to respond to their own teacher's way of getting their attention that you may want to use what the teacher always does to get their attention.

When asking the whole class for answers, ask for a quiet hand up. This way there is no confusion why you are not calling on certain students for answers. Sometimes you may need extra reminders to the students about this. Do not be afraid to wait for quiet.

If you have gathered the students on the floor, first give eye contact to disruptive students. If that doesn't work, address the students by name. If the teacher hasn't helped by this point, you can ask the students to move. This usually gets the attention of the teacher!

If presenting from the front of the room with the students in their desks, try to move around. Being stationary does not keep their attention.

If a student isn't paying attention, first give eye contact. If that doesn't work, walk closer to the student. If that still doesn't work, gently place a finger on the student's shoulder while you continue to talk without interrupting the flow of the presentation. Usually, the teacher is aware of what is going on and deals with the student.

Conclusion and Cleanup

Finally, thank the teacher and the class for having you, even if the field trip didn't go as expected.

Ensure you leave the room clean and tidy, **ensure you have all your supplies with you** (take a couple minutes to do a last check) to ensure you didn't leave anything behind!

Appendix B - Hazardous Weather Policy

Definition: When travel is not advised or recommended by Environment Canada due to hazardous weather or road conditions. For example, freezing rain or a combination of adverse weather that creates potentially dangerous driving conditions.

General Information:

- Presenters are responsible for monitoring weather conditions/forecasts and bus cancellation announcements and proactively contacting TPET.
- There is no compensation for Presenters for rescheduled bookings, or if the program is assigned to a different Presenter. Every effort will be made to reschedule with the original Presenter.
- Presenters must contact TPET directly if they are unsure if their program is cancelled or proceeding.
- **IMPORTANT:** The broad term of TPET is used as any team members can be the lead person and/or assist in this situation.

What will happen during Hazardous Weather Conditions?

- Depending on the conditions, 3 types of emails can be generated for clients using the booking system: Weather Warning, Program Cancelled; or Program Proceeding.
- Presenters will receive a text message alerting them to the status of their bookings.

Warning Email - Hazardous weather is forecast for the next day (in-school programs only)

- Presenter will contact TPET by phone or email by 4 pm to inform TPET of the weather forecast which may affect the Presenter's ability to facilitate the program; or TPET staff become aware of the situation themselves.
- TPET will look at all the bookings within that region and will proactively send out a warning email/text to teachers and presenters within that region who have bookings on the affected day.
- Teachers will have the option in the Warning Email to indicate whether they want to be proactive and cancel the program for the next day and reschedule OR if they want to wait to get an update the next day regarding the status of the booking.
- If the teacher wants to reschedule, TPET will contact the teacher via phone and/or email and reschedule the booking.
- TPET will send the Program Cancelled Email/Text to any affected Presenters to inform them of the cancelled program.
- If the teacher does not respond to the Warning Email or the teacher wants to wait for an update on the day of the program, then TPET will determine if the programs will proceed on the morning of the bookings.
- TPET will send out a group text to other staff members.

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- One member of the staff (as done previously) will take the lead.
- TPET will confirm the weather conditions.
- Depending upon the decision made, TPET will send either the Program Cancelled Email or the Program Proceeding Email to the teachers and Presenters.
- Programs will be rescheduled as soon as possible, preferably with the same Presenter.

Cancellation Email: Inclement weather without prior forecast, on the day of the in-school program

- Presenter will text TPET to inform them of concern over driving conditions due to weather conditions and/or bus cancellations.
- TPET may also become aware of the weather conditions and take action before hearing from any Presenters.
- TPET will confirm the weather conditions and decide whether to cancel in-school programs within that region.
- TPET will send a Program Cancelled email to all teachers and text to Presenters that have affected bookings within that region.
- Presenters who have bookings outside of city limits will be prioritized.
- TPET will phone and/or email the teachers to reschedule programs.
- Programs will be rescheduled as soon as possible, preferably with the same Presenter.

Program Proceeding Email: Hazardous weather warning has been lifted

- TPET will send an email to teachers and text to Presenters indicating that the weather warning has been lifted and the program will proceed as scheduled.

Video Conference Programs cancelled due hazardous weather and low attendance

- The teacher will contact TPET if they need to reschedule due to low student attendance as a result of hazardous weather/bus cancellations.
- TPET will send the Presenter a Program Cancelled Email/Text.
- TPET will reschedule the program, preferably with the same Presenter.



APPENDIX C – How to Do Video Conference Presentations

In order to successfully run a Video Conference presentation Presenters must have the following set up in their home:

- Designated location free of distraction and clutter within the visual field
- Computer/Laptop with a webcam, microphone and speakers
- High speed internet
- Updated web browser capable of running Google Meet, Microsoft Teams, etc.

VC Training Information

(For Presenters hired and trained to run VC Programs)

Steps for hosting a Video Conference presentation:

Before signing in, you should have the presentation up and ready to go on your computer. Do this prior to your presentation time to ensure the presentation loads properly.

1. Open Google Chrome on your computer (If you don't already have this application you must download it via Google. It is free to download).
2. Sign into the Teacher's Pet Google account.
 - Login: virtualyeg@tpet.ca; password: vcdmonton2 (Edmonton Presenters)
 - Login: virtualyyc@tpet.ca; password: vccalgary (Calgary Presenters)
3. Once you are in the TPET Google account (virtualyeg@tpet.ca or virtualyyc@tpet.ca) go to the waffle symbol in the top right corner. From this menu select "Drive."
4. Select **My Drive** from the menu on the left-hand side.
5. Presentations will be listed by name under **Files**. Creative Art and Soapstone presentations will be in their own folders. To access Creative Art or Soapstone presentations select the correct folder, then select the file specific for your presentation.
6. Once you are in your selected presentation, select the drop-down arrow beside the **Present** button on the top right-hand corner and select **Presenter View**. This will bring up the slides with the presenter notes.
7. In presenter view you will be able to see the current slide, the previous slide, the next slide and the notes for the current slide (the slide the class will see).
8. Once you have the presenter view ready, select **pause** at the top to stop the timer. You can use this timer to help you keep track of the pace of the presentation, select **resume** to restart timer when the presentation begins.
9. Now you can set up the meeting.

Setting up a Google Meet:

1. In your presenter profile you have a specific meeting link for Google Meet and Microsoft Teams. These links are specific for you and will be the meeting links the teachers will receive when creating the booking.
2. Copy the meeting link for Google Meet from your service provider profile or booking.
3. You should already be logged into the TPET Google Drive in incognito mode. Select the **My Drive** tab to get back to the drive screen.



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4. Paste the meeting link in the search bar at the top of your screen or go to the waffle symbol and select the icon for **Meet** from the menu, select **Start or Join a Meeting**, and paste the meeting code in the box (eg. xxx-xxxx-xxx). Allow Google Meet to use your microphone and camera.
5. Once you are ready you can select **Join Now**.
6. Minimize your window and move the meeting tab to a separate space on your screen. You should have two windows showing on your computer (the presenter view of your presentation, with the full screen presentation in another tab, and the chrome tab for the Google Meet).
7. When you are in the meeting room, select **Present Now** from the options on the bottom tool bar.
8. Select present **A Chrome tab**. This will ensure that only the presentation is shown to the classroom and not any other tabs that are open on your screen. Select the tab for the presentation that you would like to display to the class (Do not select the presenter view screen).
9. You will need to admit the teacher or other students when they ask to join the meet.

Setting up a meeting in Microsoft Teams:

1. Copy and paste your meeting link from your booking or profile into your search bar.
2. Sign into the virtual Microsoft teams account:
 - Login for Calgary Presenters: virtualyyc@tpet.ca ; Password: VConference#Calgary
 - Login for Edmonton Presenters: virtualyeg@tpet.ca ; Password: VConference#Edmonton
3. Open up Microsoft Teams in your browser. Allow Teams to use your microphone and camera.
4. Select **Join Now**.
5. Select **Share** from the share tray. Select **A Chrome Tab** and select the tab you would like the class to see.
6. Continue to present as you would through Google Meet.

Presenting the Video Conference presentation:

1. Familiarize yourself with the presentation well before your booking. If there are any issues with the presentation please email development@tpet.ca with the presentation, the slide number affected, and the issue. The earlier you let the office know of the issue the better.
2. This is where you will need to shine. Be energetic, be expressive, dress in costume. You will be bringing your presenter wow factor to this presentation. You will be on a small screen that will always be visible to the class. Use hand gestures and facial expressions.
3. Throughout the VC the dialogue is provided in the presenter notes. Everything you say will be in black and **(other instructions for the slides are written in red and in brackets for easy reference)**.
4. The presenter view has a running time feature – you can use this to set your pace.
5. Every presentation will begin with the Teacher's Pet home screen, on the next screen numbered buttons appear at the bottom of the slide for treaty areas.
 - For reference, here is a Treaty area map:
<https://www.albertaschoolcouncils.ca/public/download/documents/57314>
6. Select the correct button for the **treaty area of the school you will be presenting to**. This will take you to the slide for the treaty acknowledgement of that area. The video will automatically play. After the video has played click **START** on the bottom of the slide. This will take you to the start of your feature presentation.
7. In presenter view you can read the notes that accompany the slides and click the next slide to move through the presentation.
8. Trouble shooting: If you need to play and/or pause a video, use the highlighter or laser pointer feature, you will need to move out of the presenter view to the full screen presentation to



access the tool bar at the bottom of the slide with these options. Return to presenter view to continue through the slides.

- When you are finished the presentation, end the video conference session and sign out of the TPET Google account.

THE MORE YOU PRACTICE THE MORE COMFORTABLE YOU WILL BE... SO PRACTICE, PRACTICE, PRACTICE!

HAVE FUN!

