



2023-2024

General Policies Document

Teacher's Pet Educational Services



Getting Started

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. Here is the link: <https://tpet.wufoo.com/forms/mvlprc00xymhttp/>

Police Clearance and Intervention Record Check

Teacher's Pet requires a Police Clearance with a Vulnerable Sector Check for ALL contractors annually. Edmonton Presenters will require an Intervention Record Check completed as well. Two forms of government issued identification are required when applying for these documents.

Edmonton Presenters: The Intervention Record Check takes approximately 5-20 business days to process. Please send the receipt that indicates the application has been initiated.

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

Preferences Form

Fill out an online preference form to help us know which topics you are interested in. We will try our best to align the rosters with your interests if kits are available.

Here is a link for the presenter preference form: <https://tpet.wufoo.com/forms/r1a4idzf10hw2sk/>

Voided Cheque

Presenters are required to provide a voided cheque to our accounting department. 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

Facebook Group

Teacher's Pet has a Presenter Facebook group. It is completely optional to join the group, but it is recommended. Facebook is a good way to keep in contact with other presenters, to ask questions and to share tips. If you would like to join follow this link: <https://www.facebook.com/groups/tpetpresenters/>

You will need to request to join and we will approve your request. It is a closed group so only members can see what is posted or shared in the group.



Online Booking System

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

Your username to access our online booking system is your email address and your password is teacher.

Note: We recommend that you change your password once you log in for the first time.

Some important notes about the online booking site:

1. To check your schedule, visit our website www.tpet.ca and click "Book Now". Then, on the top right-hand corner, click "Log In".

Information for navigating this site is listed in the Teacher's Pet Online Booking System User Guide (see additional attachment in email).

2. To access field trip training videos online, submit supply orders, and access important documents (e.g. monthly student count form, reimbursement form, roster and contact lists, etc.) 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 www.tpet.ca/login

Your username is the first initial of your first name and your 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.

This "Presenter Login" section of the website will allow you to access slideshow presentations and other teaching resources that are needed for some in-school field trip topics.

If you are having trouble logging in to the Presenter Login section of the website, contact supplies@tpet.ca

Kit Pickup

Edmonton Presenters: Email supplies@tpet.ca to schedule a time to pick up the kits.

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

Absence Protocol

If you are sick or in need of coverage due to an emergency follow the steps, in order, listed in the **Booking System and Absence Protocol** document (see additional attachment in email).

You must contact the office as soon as possible to let us know that you have found coverage or need assistance in finding coverage for your upcoming bookings. Please do not attend an in-school presentation if you are sick.



School Policies for In-School Presentations & Shadowing

As a guest in the school, we must adhere to school policies:

- Conduct should always be professional in nature.
- Arrive at the school 30 minutes prior to the booking time.
- 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.
- Check in at the office and sign into the school's visitor sign in book.
- Meet with the booking teacher prior to setting up for your presentation.
- Confirm location of presentation, start/end time, number of students/volunteers, necessary student materials and if the teacher is taking the optional 5-minute snack break.
- Introduce yourself to parent volunteers.
- Have the students thank the volunteers at the end of the field trip.
- Thank the volunteers yourself.
- Follow all school policies accordingly.

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

Shadowing is an amazing opportunity to learn a kit. 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 for fellow Presenters as well as the teaching staff at the school.
- Arriving early 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.
- The best way to learn is to get involved so help out where you can throughout the program.
- Help set up and clean up at the end.
- 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. When it is time to rotate, move in the *opposite* direction of the students. This way you are always with a different group of kids each rotation and you 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.



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 the 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 Information

There are a few important documents that you will need for every presentation and/or will be beneficial to have on hand. These documents can be accessed through the website under the “Presenter Login”.

- Monthly Count Form
- Reimbursement Form
- Extra Materials Pricing

Student Counts

- 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 takes place, we would like to bill the schools 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., ice for Exploring Liquids, 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 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.

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.

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).

Checking Kits

- Kits must always be stocked for **two field trips (70 students)**.
- 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.

Home Business Insurance

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. If the agent asks you if you need coverage for your contents, the answer is no. You do NOT need coverage for the kits/supplies. 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.
- 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.

Having liability insurance is considered a business expense so you can factor it in to your taxes at the end of the year!

Ordering Supplies

- We have a supply ordering system on a subdomain of our website. This means that you will need to go to our website at <https://www.presenters.tpet.ca> and login into this subdomain to access 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 9AM 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 or two weeks at a time. (If the order form says, "order per bundle", then you must order per bundle and not per item or per dozen, etc.)
- Edmonton: Supplies will be set out in cloth supply bags. These must be returned when you pick up your new supply orders.



- 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 35 students to each presentation.** Teachers often prebook their programs from the previous year and estimate their class sizes.

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: vcedmonton2 (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.
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:

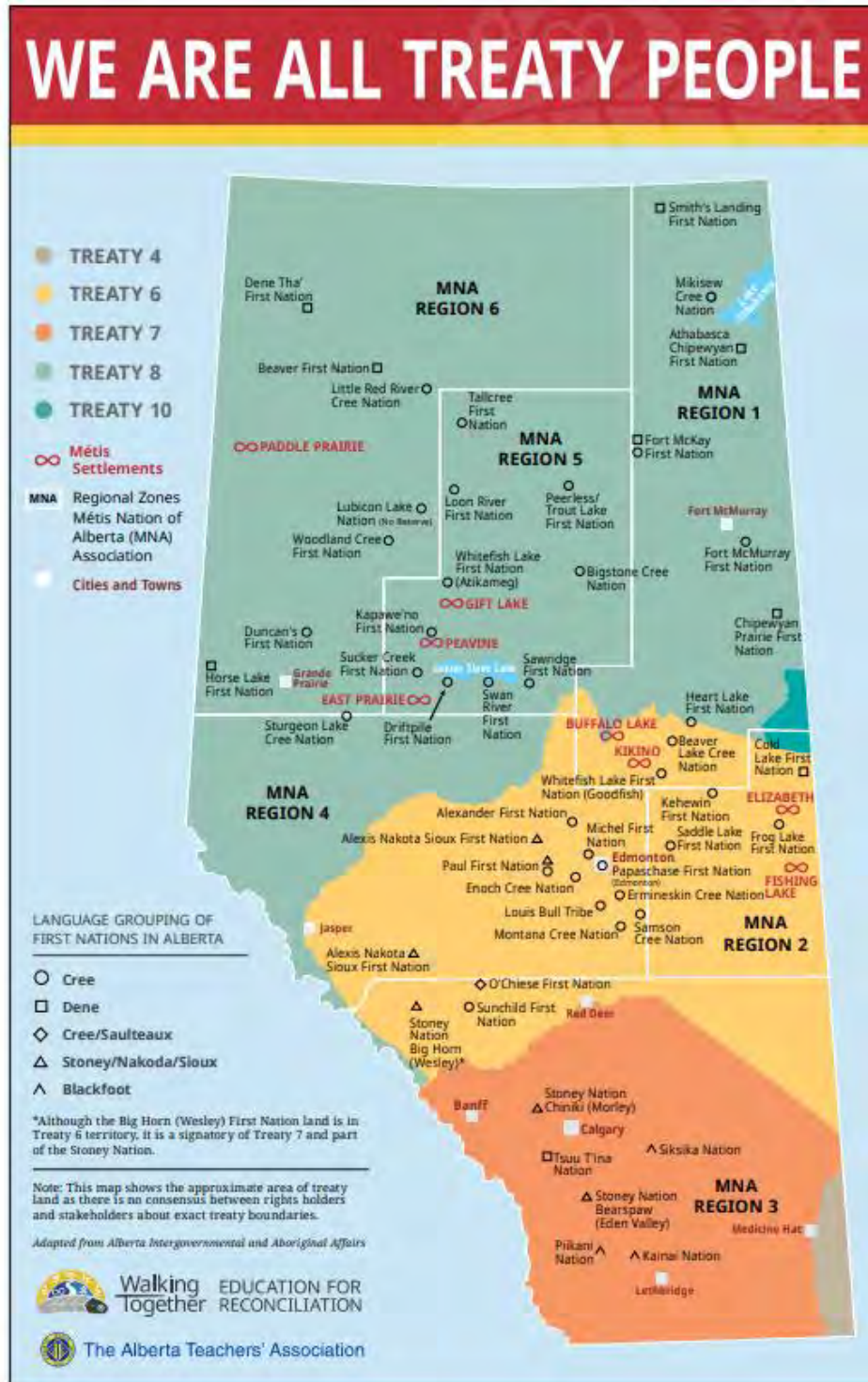
1. Familiarize yourself with the presentation well before your booking. If there are any issues with the presentation please email development@tpet.ca with the presentation, the slide number affected, and the issue. The earlier you let the office know of the issue the better.
2. This is where you will 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!



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.
- One member of the staff
- 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.



Packing Material Information

As we strive to be more eco-friendly and reduce the amount of waste we produce, there are certain packing materials that we collect from Presenters throughout the school year that are reused when filling new supply orders. We ask all Presenters to return the list of items below to the main office:

- bubble wrap
- white packing foam
- gray convoluted foam (soapstone)
- packing paper
- soapstone mailers
- soapstone boxes that hold 2 mailers
- boats boxes – singles
- boats boxes that hold 2 sets of boats
- clay plate mailers
- gently used Ziploc bags
- elastics



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.
 - ✓ Compile remaining packing materials into a box or two.
 - ✓ Break down any remaining boxes and bundle them together using string and/or tape.
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 and will bring the shipping labels with them.
 - ✓ 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!

Thank you for your cooperation and helping us reduce the amount of waste we produce!



Additional information

- Brochures 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.
- Carts and bungee cords make it easy to transport kits. These carts can be found at Costco, Wal-Mart, Canadian Tire, London Drugs etc.

Important Contact Information

Office Phone Number: 780-434-8224

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

Head Office E-Mails

General Field Trip/Coverage Inquiries:

fieldtrips@tpet.ca

Supply Questions/Requests:

Angie - supplies@tpet.ca

Rami - supplies@tpet.ca

Accounting/Invoicing/Student Count Forms:

Angela - accounting@tpet.ca

Development Related Questions:

Donna - development@tpet.ca

Human Resources/Teacher Relations:

Christine - hr@tpet.ca

Corporate Related Questions:

Ruth - rpabst@tpet.ca

Our contact information for EMERGENCIES AND AFTERHOURS:

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 of our office hours, **group text all the office staff below.**

	fieldtrips@tpet.ca	
Damouni, Rami	supplies@tpet.ca	780-718-9158
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	hr@tpet.ca	780-233-1350

