



TEACHER'S PET GENERAL POLICIES

2019-~~2020~~

Getting Started

Police Clearance and Intervention Record Check

Teacher's Pet requires a Police Clearance with a Vulnerable Sector Check and an Intervention Record Check for all contractors. Two forms of government issued identification are required when applying for these documents.

A Police Clearance and/or an Intervention Record Check completed **within the past 6 months**, will also be accepted.

The Intervention Record Check takes approximately 5-20 business days to process. Send the receipt that indicates the application has been initiated. Once the official Intervention Record Check is received, scan a copy to Jill at hr@tpet.ca to be added to your file.

Email your police clearance and intervention record check to Jill at hr@tpet.ca as soon as possible.

Preferences Form

Presenters will fill out an online preference form to help us know which topics they would like to present. We will try our best to align the rosters with Presenter interests.

Here is a link for the presenter preference form:

<https://tpet.wufoo.eu/forms/presenter-preferences-form/>



Availability Form

Fill out the form attached to the link to inform Teacher's Pet of your availability.

<https://tpet.wufoo.eu/forms/presenter-information-and-availability/>

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 Wendy at accounting@tpet.ca

Emergency Contact

In the event of an emergency, we want to make sure the TPET office has all the information needed to help.

Email Jill at hr@tpet.ca with the following information:

Presenter's Full Name: _____

Home Address: _____ Postal Code: _____

Name of Emergency Contact: _____

Relationship to Presenter: _____

Phone Number: _____

Alternative Phone Number: _____

Date of Birth: _____

Presenter Profile and Picture (Optional)

Send a brief write-up, as well as a picture of yourself to Jill at hr@tpet.ca

This picture and description of yourself will be posted on our website so that teachers can see who is presenting to their class. Here is the link to the Presenter Page if you need some help/ideas: <http://www.tpet.ca/about/company/presenters/>

Facebook Group

Teacher's Pet has a Presenter Facebook group. It is completely optional to join the group. 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 & Presenter Sites

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

Your username for all three sites 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.

1. **Online Booking System** – To check your schedule, visit our website www.tpet.ca and click “Book Online!” 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.

If you are having trouble logging in to the Online Booking System, contact Jill at hr@tpet.ca

2. **Presenter Site** – <https://presenters.tpet.ca> This website allows you to watch field trip videos online, submit supply orders, and access important documents (e.g. monthly student count form, reimbursement form, etc.).
3. **Projects/Creative Art Series** - <https://creative.tpet.ca> This site allows 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 either the Presenter Site or Projects/Creative Art Site, contact Tiana at supplies@tpet.ca

Kit Pickup

Contact Tiana regarding a time to come to pick up your kits. She can be reached at supplies@tpet.ca

Presenters will receive a visual timer at the time of kit pick up. These timers are included as a presentation tool with the kit rental.

School Policies

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: Arrive 30 minutes prior to the presentation. Adhere to school policies upon arrival. Meet with the presenter and observe the presentation set up and implementation. Questions can be answered by the presenter at the end of the presentation, outside of the classroom.



Helpful Information

Student Counts

- Count the number of students and **confirm this number with the classroom teacher**. The classroom teacher must sign the Monthly Student Count Form.
- Scan and email the Monthly Student Count Form to accounting@tpet.ca by the first of the month.
- 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.



Less than 16 Students

- If there are less than 16 students in attendance during a presentation, ask the teacher if he/she would like you to leave the extra materials behind, up to the minimum of 16, students at no charge.

Extra Materials Left Behind

- 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

Checking Kits

- Kits must always be stocked for two field trips.
- 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 returned to their proper bags and bins before the next presentation. Any materials forgotten at a school after a presentation are the Presenters responsibility to pick up.

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 Teacher's Pet Team.
- All orders must be submitted online.
- **Orders MUST be submitted by 9AM Monday morning. This applies to all Presenters in Edmonton and Calgary.**
- **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. Each presenter will have 10. 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.
- **Always bringing enough materials for 35 students to each presentation.**



Packing Material Information

As we strive to be eco-friendlier 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
- birdhouse boxes
- 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

Toll free: 1-888-634-8738

E-Mail

General inquiries (Val):

fieldtrips@tpet.ca

Supply questions/requests (Tiana):

supplies@tpet.ca

Accounting/Invoicing/Student Count Forms (Wendy):

accounting@tpet.ca

Development (Tiana):

development@tpet.ca

Corporate Related Questions (Ruth)

rpabst@tpet.ca

Human Resources/Teacher Relations (Jill)

hr@tpet.ca

Our contact information for **emergencies and after hours:**

Val: 780 718 3556

Tiana: 780 718 9158

Ruth: 780 984 7884

Jill: 587 982 9804

