















2025-2026

General Policies Document

Teacher's Pet Educational Services

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Getting Started as a TPET Presenter

Welcome to the Teacher's Pet team! This guide will walk you through everything you need to know to begin your journey as a TPET Presenter. Please follow each step carefully and refer back as needed.

Step 1: Submit Your Information

Presenter Information & Availability Form

Complete this form to provide your contact information and schedule preferences.

 [Presenter Information and Availability Form](#)

Update Changes Promptly:

If your personal information changes, email HR at hr@tpet.ca.

Step 2: Required Security Documents


Police Clearance with Vulnerable Sector Check (annually)

- Required for all contractors
- Bring **2 pieces of government ID** when applying
- Email results to hr@tpet.ca


Intervention Record Check (IRC)

- Required **only for Edmonton presenters**
 - Can take up to **30 business days**, so apply early
 - [Get IRC Info & Form](#)
 - Email results to hr@tpet.ca
-

Step 3: Set Up Direct Deposit

 Submit a **void cheque** to: accounting@tpet.ca

✓ Ensure cheque details are accurate

 Payments are made at the **end of each month**

Step 4: Field Trip Roster & Shadowing

Your “roster” is a list of kits and topics you'll be trained to present.

Shadowing

- You'll observe experienced presenters to learn your programs
- \$30 flat rate per shadow session
- Shadow bookings will appear on your online schedule

Kit pickup:

- **Edmonton:** You'll get an email from supplies@tpet.ca with time and date for pickup
- **Calgary:** Office staff will contact you directly on how to pick up or receive your kits.

Your Field Trip Kits

Kit Maintenance Checklist

- Stock for **at least 70 students** (order additional based off your bookings)
- **Report missing/damaged items** to: supplies@tpet.ca
- **Store kits in a heated location (some material can freeze)**
- Clean and Dry water-based materials thoroughly (avoid mold and rust)
- Wipe glue sticks with baby wipes
- It is your responsibility to pick up or drop off forgotten supplies or teacher-requested extras

Transport Tips: Easy way to carry your kits.



Use a **hand cart & bungee cords** (save your receipt for taxes) available at Home Depot, Walmart, Costco, and other retailers.

Ordering Field Trip Kit Supplies

 Go to: www.tpet.ca/login

Click **Presenters Login** → **Admin** → **SUPPLIES**

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

 **Order Deadline: Mondays @ 9 AM**

 **Pickup Days:**

- Edmonton: When you receive “***your completed order***” email from supplies
- Calgary: Usually Mondays or Tuesdays (shipped from Edmonton)

 Always bring materials for **35 students minimum to each presentation**

- You can order supplies **for one-three weeks** at a time. Look ahead at your schedule and order what you need! Double check your upcoming week’s supplies and place an order for the subsequent weeks up to three weeks.

 **Return These Materials:**

- Soapstone boxes
- Mailers
- Gray convoluted foam

For Calgary: Bundle items, email **supplies@tpet.ca** indicating how many boxes and/or bundles are ready for pick up, and ship via courier (you print labels provided).

- ✓ 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.
- ✓ Place boxes with shipping label and leave the shipment outside in the morning.

 **Presenting in Schools**

 **Presenter Expectations**

Before You Leave Home:

- ***Check your Schedule a week in advance and check private or public notes that may have Important information about your booking! (i.e. French, special needs, parking etc)***
- **Ensure your kit is stocked for enough students, batteries are charged, and you have all required materials a week in advance!** Bring your presenter binder. Your field trip kits should be kept in the bins you received them in to ensure consistency.
- Check Google Maps for travel time***IMPORTANT
- Call school/TPET if running late

- Professional Conduct & Dress Business Casual (bring indoor shoes)
- No drinks (except water), **no cell phone usage during the program**

On Arrival at the School:

- **Arrive 30 mins prior to the field trip start time (i.e.: 8:30 AM or 12:30 PM) Always check your schedule as these start and end times may slightly change based on teacher request. Programs are 2 hours in length and should go for that entire duration.**
- Check in at school office, tell them the teacher you are assigned to, and sign in. ***Important to name the teacher as you may be mistakenly sent to the class of another teacher who also has a Teacher's Pet program booked that day!**
- Meet the booking teacher before hand to clarify:
 - **Start/end time** and # of volunteers
 - Number of students attending the field trip
 - Special needs or requests, land acknowledgement reading
 - Room setup

Setting Up:

- Organize and lay out program materials & set up station areas
- Give a good overview to the volunteers on what their role will be – review station and volunteer guides prior to the start of the program.
- Log in to the presenter site to load videos/slides for the program if available
- Follow all school policies accordingly and adapt as necessary to unexpected happenings.

During the Program:

- Welcome the Students and introduce yourself.
- Follow your presenter plans and check in with the teacher during the program.
- Thank the volunteers, the teacher and the class for having you.

■ See [Appendix A](#) for classroom management and set up tips.

After the Program

- **Clean** and pack up your kits. **Check** for forgotten materials. **Log Out** of the computer.
- Have the teacher sign the Monthly Student Count Form.

- Check if the teacher wants extra materials left behind (see [Extra Materials](#)).
- Submit your automated student count form **Immediately** after the program! (see [Submitting Forms](#)).

IF YOU HAVE ANOTHER PROGRAM THAT DAY

- Repeat the entire process for your next school

END OF DAY – ARRIVAL AT HOME

- Unload and restock your program kits
 - Replenish supplies for up to 70 students
 - Sanitize reusable items if needed
 - Air out damp items (e.g. cloths, soapstone bins)
 - Recharge technology if applicable (e.g. VR headsets, robots, batteries)
- Add any low items to your supply order list
- Review your schedule for the next day
- Ensure all bins are restocked and ready to go

Enjoy your evening—you've earned it!

WEEK-TO-WEEK CHECKLIST

- Review bookings one week in advance
 - Check for special notes or requirements for upcoming programs (e.g. French language requests, program modifications, unique materials, school-specific instructions)
 - Ensure you have the kit and all materials/supplies


Notes:

- Teachers are sent a confirmation email when they book the program. They are also sent a 30 day and a 7-day reminder email prior that includes a “Teacher’s Package” that tells them what they need to know for set up for the program.
 - If you are at the school for both the AM and PM – you can ask the afternoon teacher if you can leave your kits in their classroom after your morning program. **Do Not interrupt** their class in any way- this will not set a good tone with the teacher for the afternoon. It is better to bring your bins back to your car in that case.
 - Teachers are sent a feedback form after their program. These are shared with presenters as an opportunity for growth and learning.
-

Shadowing Tips

- Arrive **30 minutes prior** to the start time (check your schedule for the exact start time) this allows you to meet with the Presenter and observe the presentation set up and implementation.
 - Take notes- and be engaged!
 - Observe and ask questions **after** the program
 - Check in if help is wanted with setup/cleanup by the presenter
 - **No cell phones during sessions** Make note of effective behaviour management techniques used by the presenter.
 - 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. Rotate opposite students during station-based programs so you have a different group of students and see each station.
 - Make note of effective behaviour management techniques used by the presenter.
-

Training Resources

 Visit: www.tpet.ca/login or TPET.ca and click on Presenters Login at the bottom of the page


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.

→ **Admin → Training Videos**

 **Practice** your kits at home using the **presenter plans and view the supporting online media**

→ **Admin → Other Training Videos**

This section has videos to support operational or administrative needs.

 Ask questions about the field trip content in the **Presenter Only WhatsApp group** or email: **development@tpet.ca**

Working with 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 Language Proficiency Guide

Use the symbols in your Presenter Plan to place volunteers effectively who are English Language Learners (ELL) to ensure they feel comfortable during the program.




Symbol Reading Level Description

★	Minimal	Little to no reading
★★	Moderate	Some reading aloud
★★★	Proficient	Full paragraph reading aloud

 Always:

- Greet volunteers
- Explain station roles clearly
- Thank them at the end

Staying Connected

-  Join our **Presenter Facebook Group**
-  Use **WhatsApp** to connect with your team
-  Enable **Bluetooth in your car** for maps, calls and texts.

Submitting Forms & Getting Paid

Daily & Monthly Student Counts

- After each field trip, email your **Daily Student Count** to: accounting@tpet.ca Include all relevant information (as listed in the automated email sent to you after each field trip) and submit this information **immediately after** the field trip ends. 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).
- 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.

- Teachers must sign the **Monthly Student Count Form**
- **Scan and send this signed form via email** at every month-end to: accounting@tpet.ca

Invoicing

- TPET emails you a draft invoice monthly invoice for all the in-school field trip programs you shadowed and facilitated, travel fees, etc. at the end of each month
- Review, confirm accuracy, and submit
- All Pay cheques are processed on the business first day of the month by TelPay & payments arrive **3–5 business days** after.

Reimbursement Form-

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

- For approved supply purchases for fieldtrips that require fresh supplies not available from the warehouse.
 - Submit form + receipt (no personal items!)
 - Email to: accounting@tpet.ca at the end of the month it was purchased.
-


Extra Materials Left Behind

- We bill schools for additional materials left behind for absent students
 - Refer to **Extra Materials Pricing List to advise teachers of the additional cost**
 - If there are less than 15 students in attendance, 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).
-

Incident Reporting

In the event that an incident and/or accident occurs during one of your programs:

- **Presenter Incident Form** (if it affects you)
- **General Incident Form** (if it affects others)

 Email both to hr@tpet.ca

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

Your Booking System & Presenters Website

We have two online sites that presenters use:

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


1. The Booking System

Used for:

- Accessing and viewing your schedule
- Booking time off
- Submitting invoices

 Bookings are **locked in 7 days out**

 Changes within 7 days = TPET will contact you to ask for changes and acceptance

 Outside 7 days = changes may be made without notice so please check your schedule regularly

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.

2. The Presenter's 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.)

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](#)

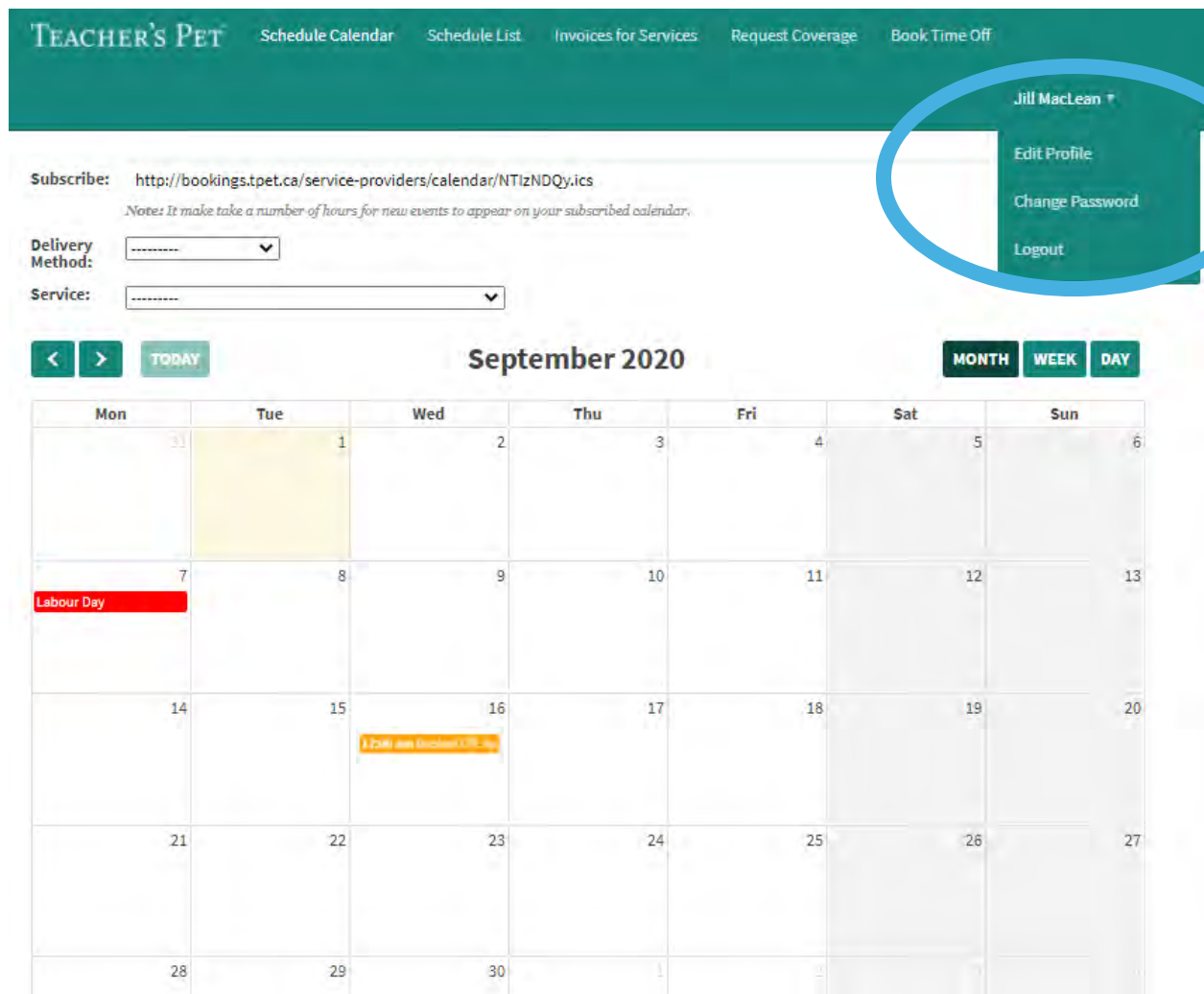
Legal
[Changes and Cancellations](#)
[Privacy Policy](#)

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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 displays the Teacher's Pet web application interface. At the top, a dark green navigation bar contains the logo and several menu items: "Schedule Calendar", "Schedule List", "Invoices for Services", "Request Coverage", and "Book Time Off". On the right side of this bar, a user profile dropdown menu is open, showing the name "Jill MacLean" with a small upward-pointing arrow. Below the name are three options: "Edit Profile", "Change Password", and "Logout". A blue circle highlights this dropdown menu. Below the navigation bar, there is a "Subscribe:" section with a URL: <http://bookings.tpet.ca/service-providers/calendar/NTIzNDQy.ics>. A note below this states: "Note: It may take a number of hours for new events to appear on your subscribed calendar." There are also dropdown menus for "Delivery Method:" and "Service:". Below these is a calendar for "September 2020". The calendar has navigation arrows and a "TODAY" button. The days of the week are labeled: Mon, Tue, Wed, Thu, Fri, Sat, Sun. The calendar shows dates from 1 to 30. A red box labeled "Labour Day" is on Monday, September 7th. An orange box labeled "1,234 am (closed) 1:38 Ag" is on Wednesday, September 16th. The calendar also shows a yellow highlight for Tuesday, September 1st.

UNDERSTANDING YOUR CALENDAR

The screenshot shows the Teacher's Pet calendar interface. At the top is a green navigation bar with the following links: [Schedule Calendar](#), [Schedule List](#), [Invoices for Services](#), [Request Coverage](#), and [Book Time Off](#). The user's name, Jill MacLean, is visible in the top right corner.

Below the navigation bar, there is a "Subscribe" section with the URL: <http://bookings.tpet.ca/service-providers/calendar/NTizNDQy.ics>. A note states: "Note: It may take a number of hours for new events to appear on your subscribed calendar." There are dropdown menus for "Delivery Method:" and "Service:". A callout box points to the "Delivery Method:" dropdown, stating: "Filter bookings based on the delivery method (In-person or Video Conference)".

The calendar itself is for September 2020. It features navigation arrows, a "TODAY" button, and view toggles for "MONTH", "WEEK", and "DAY". A callout box points to the view toggles, stating: "Review your bookings with a day, week or month view." The calendar grid shows dates from 1 to 27. A callout box points to the left navigation arrows, stating: "Use arrows to scroll through your monthly and weekly views of the calendar." A callout box points to the "Subscribe" information, stating: "Use this Subscribe information to set up your Calendar feed." A callout box points to the "Schedule List" link, stating: "Click here to get a listing of your bookings that you can print." A callout box points to the "Invoices for Services" link, stating: "Access Invoicing information here".

Specific events on the calendar include "Labour Day" on Monday, September 7th, and a "Field Trip" on Wednesday, September 16th, from 1:00 pm to 4:00 pm. A callout box points to the field trip event, stating: "Your field trip bookings will appear in your schedule. Click on a booking to see more details." Another callout box points to the "Field Trip" event, stating: "Filter your schedule by field trip topic here."

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 CALENDER 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 Google 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" and view or print a list of your field trips.
4. Subscribe to a Calendar Feed.

The screenshot displays the Teacher's Pet account interface. At the top, a green navigation bar contains the following links: [Schedule Calendar](#), [Schedule List](#), [Invoices for Services](#), [Request Coverage](#), and [Book Time Off](#). The user's name, Jill MacLean, is visible in the top right corner. Below the navigation bar, there is a subscription section with the following details:

- 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:

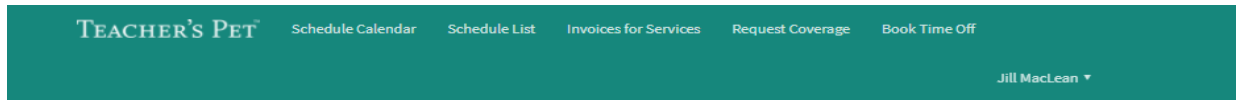
The main content area shows a calendar for September 2020. The calendar is currently set to the 'MONTH' view. The days of the week are labeled: Mon, Tue, Wed, Thu, Fri, Sat, Sun. The dates are numbered from 1 to 20. A red bar labeled 'Labour Day' is visible on Monday, September 7th. A yellow bar labeled '1:20M am Booked (1:20 - 4p)' is visible on Wednesday, September 16th. Annotations 1, 2, 3, and 4 are placed on the page with arrows pointing to specific elements:

- Annotation 1 points to the 'Schedule Calendar' link in the navigation bar.
- Annotation 2 points to the 'Schedule Calendar' link in the navigation bar.
- Annotation 3 points to the 'Schedule List' link in the navigation bar.
- Annotation 4 points to the 'Subscribe' link in the subscription section.

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

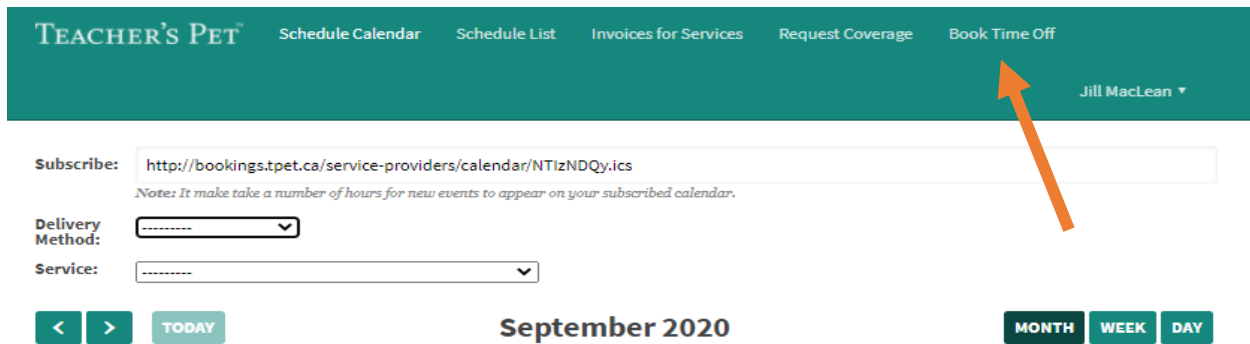
Date	Type	# of Students	School	City	Teacher	Travel Fee
------	------	---------------	--------	------	---------	------------

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.



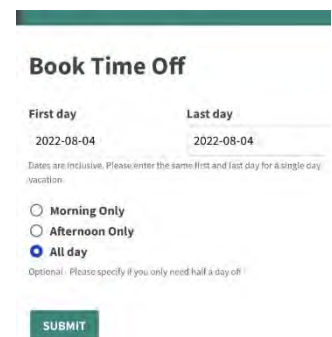
The screenshot shows the top navigation bar of the Teacher's Pet website. The 'Book Time Off' tab is highlighted in green and has an orange arrow pointing to it. Below the navigation bar, there is a 'Subscribe' field with the URL 'http://bookings.tpet.ca/service-providers/calendar/NTizNDQy.ics'. Below that is a 'Delivery Method' dropdown menu and a 'Service' dropdown menu. At the bottom of the form, there are navigation buttons for '<', '>', and 'TODAY', and a calendar for 'September 2020' with buttons for 'MONTH', 'WEEK', and 'DAY'.

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.



The screenshot shows the 'Book Time Off' form. It has two input fields for 'First day' and 'Last day', both containing the date '2022-08-04'. Below these fields is a note: 'Dates are inclusive. Please enter the same first and last day for a single day vacation.' There are three radio button options: 'Morning Only', 'Afternoon Only', and 'All day'. The 'All day' option is selected. Below the radio buttons is a note: 'Optional. Please specify if you only need half a day off'. At the bottom of the form is a green 'SUBMIT' button.

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.

The infographic is titled "Coverage Request Protocol" and is divided into two main sections: "Imminent Requests" and "Long Term Requests".

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.

The infographic includes icons for WhatsApp, an envelope, and a group of people.

Teacher's Pet

Coverage Request Information

How to Create a Poll in WhatsApp

- 1. Select the 'COVERAGE ONLY - EDM/CAL PRESENTER' Group Chat**
You are already a member of the group chat.
- 2. Create a poll by clicking the + or 📎 sign beside the text box and choose 'Poll'**
- 3. In the Question field, input:**
 - Topic
 - Date & Time
 - School Name
 - **3 Options:** "Yes", "No", "Maybe"
- 4. 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

12:01 PM

Follow Up with Poll Responses

- 1. YES – Contact Presenters who respond **Yes** first.**
- 2. 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.
- 3. 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.**

Field Trip Coverage and Absences

Whenever possible, notify us of an absence **the day before** your scheduled field trip—**not the morning of**. The more notice we have, the better our chances of finding coverage.

Only contact us between 9 PM and 6 AM in true emergencies. If something urgent arises overnight, let us know as early as possible in the morning, but please understand that last-minute coverage is often difficult or impossible to arrange.

Finding coverage takes time and may require topic or schedule changes. **Give yourself as much lead time as possible.**

As outlined in **Clauses 2 and 3** of your contract: Presenters are expected to deliver the field trips assigned to them at the scheduled date and time. If you're unable to present due to unforeseen circumstances, it's your responsibility to try to find another Presenter to cover your booking.

In cases of serious illness or emergencies, TPET will assist in finding coverage or rescheduling. However, if neither you nor TPET can arrange a replacement, the field trip may be canceled or rescheduled, and **TPET may need to offer compensation to the client.** **In non-emergency situations where no coverage is arranged, the Presenter may be responsible for this cost.**

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. This situation is rare.

We try our best to avoid having last minute cancellations because TPET loses the booking revenue, and Canada Revenue Agency and the law state 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 (i.e. cancellation fee). This is handled on a case-by-case basis and there is no guarantee of any payment by schools to TPET or presenters.

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
	hr@tpet.ca	

APPENDIX A -Teacher's Pet Presenter Tips and Tricks

Arrival

Arrive 20- 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

- Do not 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.
- 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: virtuallyeg@tpet.ca; password: vcedmonton2 (Edmonton Presenters)
 - Login: virtuallyyc@tpet.ca; password: vccalgary (Calgary Presenters)
3. Once you are in the TPET Google account (virtuallyeg@tpet.ca or virtuallyyc@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: virtualyc@tpet.ca ; Password: VConference#Calgary
 - Login for Edmonton Presenters: virtualeg@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.

