

# TEACHER PRESENTER HANDBOOK

2015-2016



## Dress Code

- Presenters should do their best to wear the most elaborate and convincing costumes that they can during field trips.
- Clothing worn under costumes must be professional in nature. No jeans, yoga pants, work out wear, ripped or unkempt clothing, running shoes or sandals should be worn unless it is part of your costume.
- Many schools have a dress code and we need to be respectful of that. We have been informed by several schools that visible tattoos and body piercings (except for ears) is against their dress code policy. As a visitor to their school, it is imperative that we adhere to their expectations, so please follow the policy accordingly.

## Professional Conduct

- Every time you go to a school you are representing Teacher's Pet and yourself. Your conduct should be professional in nature at all times.
- Always arrive at a school 30 minutes early (this is when the teacher has been told to expect you). Upon arriving at a school check in at the office, introduce yourself and sign into the schools visitor sign in book.
- Water is the **ONLY** beverage you should bring into a classroom. This includes shadowing.

## Schedule

- Login to our online booking system at <http://bookings.tpet.ca/login/> to run field trip reports on a daily basis.
- 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, please contact the office at [info@tpet.ca](mailto:info@tpet.ca) or 780-434-8224
- Anything that appears unusual on your schedule should be reported to the office immediately.

## Timers

- Each presenter will receive a visual timer to borrow for the school year. These will be signed out in September and signed back-in when kits are returned in June.
- Do not store your timer in your kits as you might forget to bring it to your following presentations.

## Arriving at Schools

- Check into the office to find out where you are setting up.
- ALWAYS talk to the classroom teacher BEFORE you set up. Often teachers will have you set up in a science room or library. A well-meaning secretary could easily confuse the teacher's direction so it's important that you talk to the actual teacher FIRST.
- When meeting a teacher for the first time, introduce yourself and say the following things:
  - Where will we be having the field trip?
  - I have that the field trip is starting at \_\_\_\_ o'clock. Is that correct?
  - How many students are you expecting today?
  - \*Remember to count the students yourself, confirm with the teacher and record the number for the Student Count Form. The classroom teacher must sign this form. This form will be submitted once a month to [accounting@tpet.ca](mailto:accounting@tpet.ca).**
  - How many parent volunteers are you expecting and when are you expecting them to arrive? Are there any ESL parents?
  - Have you photocopied the student booklet? (If there is one)
  - Can you please make sure that the students have name tags and pencils for the start of the presentation?
  - When does your lunch hour start/school day end?

## Shadowing

- Please arrive at the school 30 minutes prior to the field trip so you can observe how the presenter sets up the classroom and interacts with the parents, teacher and students.
- Bring a notebook and a pen to jot down notes during the field trip and any questions you might have for the presenter AFTER the presentation.
- Avoid chatting with the presenter, parents and teacher during the presentation.
- Get involved! Sit down at the stations with the students and learn what each station is about (without intruding) and help students with activities if necessary.
- Any questions can be answered by the presenter at the end of the presentation in an empty classroom or outside of the school so as not to disturb staff and students.

## Training Videos

- We are excited to offer training videos to help you become familiar with particular field trip topics! These will be available in our password protected subdomain on our website. You will be able to watch them on your own time to help you learn or refresh your memory about a variety of field trip topics.
- Although new Presenters will still shadow a few of the field trip topics, the majority of your training will come from these videos. Technology is so great!! 😊

## Parent Volunteers:

- Introduce yourself. Give an overview of the field trip and the activities that will occur. It may sound like this:

Hi. My name is Tiana and I will be running the in-school field trip today. First of all I want to thank you for volunteering. We will be starting the field trip in about 15 minutes. I'll start by gathering the students on the story rug to do a brief introduction with them. This particular field trip is about Acadia. Now if you don't know, Acadians were some of the earliest settlers in Canada coming here from France. In the grade 2 social studies curriculum, students are required to learn about Acadian history and culture. After my introduction, which will give the students some historical context, they will break up into 4 smaller groups where they will rotate through 4 stations. As a volunteer, you will be working at a station guiding the students through the activities at that station. You will not move, the student groups will move through you. You do not need to be worried about stopping or starting the stations or moving the students. I will do that for you. What you do need to know is that every group gets 20 minutes to complete the activities. I will be placing a visual timer in the corner. Please glance up at in every now and then to see if you need to speed up or slow down the activities accordingly. You will see a duo tang at each station. Everything you need to say and do at your station is in those duo tangs. **I find it makes more sense if you have a chance to read through the duo tang FIRST. I will assign you to a station, read through the duo tang and when I see you are finished I will come over and give you some tips and tricks and clarify anything that seemed confusing.** 😊

- Parents rarely arrive all at the same time. The first parent helper to arrive should be given the hardest station.
- Save the easiest station for the last parent that arrives. Be aware of ESL parents and assign them to stations they can manage.
- If you are in a room for both morning and afternoon, please make sure your AM parents leave the station set up for the PM but that the PM parents clean up after the field trip.
- Always have the students thank the volunteers at the end of the field trip.
- Thank the volunteers yourself.

## 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 [www.tpet.ca](http://www.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.
- **Orders MUST be submitted to [supplies@tpet.ca](mailto:supplies@tpet.ca) by 9AM Monday morning. This applies to all Presenters in Edmonton and Calgary.**
- **Supplies will be available for pickup starting on the days indicated below**
  - **Edmonton: Thursdays**
  - **Calgary: Friday after school**
- 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.
- Occasionally you may be scheduled to work on a Thursday afternoon (Edmonton Presenters). When this occurs, it is your responsibility to look ahead and order enough supplies to get you through to the next supply pick up date.
- Please pay attention to the order form and order supplies properly. 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 in labelled boxes.

## Checking Kits

- When you first receive your kits, it is your responsibility to check them to make sure ALL the supplies are there. **Do this first inspection at least 5 business days BEFORE you present that topic.** This will ensure the office can replace any missing items.
- Check your kits and supplies often. Kits should be checked for consumables before every field trip.
- Report items that go missing or break ASAP to [supplies@tpet.ca](mailto:supplies@tpet.ca) (Be aware that some items may take a longer period of time to be replaced since they need to be created or ordered from elsewhere)
- Please remember that ALL kits MUST be stored in a heated area. Kits cannot be left in your vehicle or stored in an unheated garage.
- Always count your duo tangs before leaving the school and check your kit after each day of presenting to ensure nothing was forgotten at the school. It is your responsibility to go back to the school and pick it up.

## Caring for your kits

- Many of the kits deal with water and therefore have bins that need to be washed out at the end of each day of presenting and/or aired out to dry to prevent mold.
- Glue sticks should be cleaned on a regular basis. Baby wipes work best for wiping them down.
- Please keep your bins tidy and make sure the supplies are returned to their proper bags and bins before your next presentation.

## Holiday/Time off

- Requests for holidays or time off must be directed to Ruth. Please e-mail all requests to [rpabst@tpet.ca](mailto:rpabst@tpet.ca)

## Illness

Please follow these steps, in order, if you cannot attend a field trip on your schedule:

1. Send a group text to ALL of the Presenters in your city, even if they do not have your field trip topic listed on their roster, to see if anyone can cover the field trip for you. Even if a Presenter does not have that topic on his/her roster this year, he/she may be familiar or experienced with it and may be able to cover your field trip as long as you can arrange for the kit to be available.
2. If you do not hear back within 30 minutes, call each presenter individually. Start with the Presenters that have that topic on their roster. A list of contact information will also be emailed to you.
3. If you **are** able to get someone to cover the field trip(s), you must call or text someone at the office immediately and let us know. We will need to change the field trip assignments in our system so that our reports are accurate and the correct Presenter gets paid for those field trips.
4. If you cannot find someone to cover your field trips, please determine if you can possibly still do the field trip yourself.
5. If you cannot find someone to cover your field trips and you have determined that you cannot do the field trip yourself, then you must do the following:
  - a. Send a group text to Val, Tiana AND Ruth. Again, if you do not hear back within 30 minutes, please begin calling us individually and leave messages. Our contact information can be found at the end of this Handbook. You must keep trying to call us if you do not hear back from one of us. Please do not assume that we are aware of your situation unless we have contacted you back.
6. **IMPORTANT: The deadline to contact other Presenters, Val, Tiana, or Ruth is 9:00 pm on the night before the field trip (PREFERRED) and/or 6:30 am on the day of the field trip (if absolutely necessary).**
  - It is preferable to notify us of your absence the day before the field trip instead of the morning of the field trip.

- Contact after 9 pm should only happen rarely and in emergency situations only. Of course, if an emergency occurs during the night, you will need to follow this process in the morning, but please be aware that this greatly increases the chances that no one will be able to cover your field trips.
- Trying to find someone to cover your field trips will take time so please give yourself plenty of time to do so.

## Student Counts

- Please count the number of students and confirm this number with the classroom teacher. The classroom teacher must sign the Monthly Student Count Form. In the past, we have had some discrepancies between student counts that Presenters submitted to us and the number of students that the teacher believes was in attendance. Using this form will help to alleviate this.
- Please scan and email the Monthly Student Count Form to [accounting@tpet.ca](mailto:accounting@tpet.ca) by the first of the month. If you do this at the same time as you submit your timesheet, it will be easy to remember!
- You will receive an email after every field trip to remind you to send in your DAILY Student Counts to [accounting@tpet.ca](mailto:accounting@tpet.ca). Please include all relevant information (as listed in the email). This will ensure fast and efficient processing of invoices.

## Time Sheets

- Time sheets are automatically generated in our booking system.
- You will receive an email at the end of each month that will remind you to go into your profile on the booking system and check your time sheet. You will need to verify the information and then use the link provided to submit it to [accounting@tpet.ca](mailto:accounting@tpet.ca).
- **All time sheets must be submitted by the first of each month to ensure processing by our direct deposit company.** *Time sheets 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.*
- Upon time sheet submission, please scan and email your **Monthly Student Count Form** to [accounting@tpet.ca](mailto:accounting@tpet.ca).
- We will need both your time sheet AND the Monthly Student Count Form in order to process your hours of work.

## Additional information

- Always take brochures to classrooms and offer them to teachers. Please take a few moments to become familiar with our website so that you are aware of all the services that we offer in the event a teacher asks you. For example, we offer:
  - private tutoring
  - online tutoring
  - Homework Help sessions
  - We sell Teacher Resources as eBooks (downloadable electronic books)
  - We also sell Classroom Projects that teachers can do themselves with their students.
- It is recommended that you purchase a cart to transport your kit. These carts can be found at Costco, Wal-Mart, Canadian Tire, London Drugs etc. This will be a tax deduction.

## E-Mail

General inquiries (Val):

[info@tpet.ca](mailto:info@tpet.ca)

Supply questions/requests (Tiana):

[supplies@tpet.ca](mailto:supplies@tpet.ca)

Accounting/Time sheets/Student Count Forms (Wendy):

[accounting@tpet.ca](mailto:accounting@tpet.ca)

Development (Tiana):

[development@tpet.ca](mailto:development@tpet.ca)

Time off/Job Related Questions (Ruth)

[rpabst@tpet.ca](mailto:rpabst@tpet.ca)

Our contact information for emergencies and after hours:

Val: 780 718 3556

Tiana: 780 718 9158

Ruth: 780 984 7884