



Core Education & Fine Arts (CEFA®) Teacher Two-Day Immersion

Date: _____ School: CEFA _____
(location name)

Teacher's Name: _____

Classroom assigned: CEFA Baby JK1 JK2 JK3 Support Teacher

Immersion Training from: _____ to: _____

Principal: _____

Key:

●Teacher to do

□Principal to do

- Meet with Principal to go over contract and tour the school
 - salary*
 - bonuses*
 - overtime*
 - confidentiality*
 - hours of work*
 - benefits*
 - vacation*
 - sick days*
 - good days*
 - professional days*
 - birthday*
 - official CEFA training*
 - raise procedures*
 - family tuition discount (if applicable)*
 - child sick days and activity days (if applicable)*

- Talk to Principal about the importance of attending staff meetings and classroom meetings
 - explain ATO and how hours go towards Spring Break*
 - explain expected conduct and professionalism during the meetings*

Administrator Meeting:

- Meet with the Administrator to set up email and extranet
 - choose password for email and extranet*
 - make sure it works*
 - explain how to use it*

- How to use and answer the phone
 - give copy of manual page on Telephone Procedures (Section 8.12 HR manual)*

- Get a copy of emergency numbers and staff contact list from Administrator
 - explain the need of having the copy handy at home*

Teacher's name: _____

- Get a copy of most updated substitute list from Administrator
 - explain the need of having the copy handy at home*
 - explain the need of finding a substitute whenever away*
 - explain they must let the Principal and Partner Teacher(s) know, and send an email to all school staff to let them know and explain where activities are (curriculum and co-curriculars)*

- Use of the classroom and staff room computers, photocopier, camera, etc.
 - explain need of taking pictures/documentation*
 - explain how to use photocopier and what to do in case of paper jam*
 - give computer screen password (if needed)*
 - show how to create files on the computer*

In the classroom:

- Look at Teacher's board in the classroom with Principal
 - show allergy list*
 - show and give school calendar*
 - show layout*

- Meet with one of the Teachers from assigned classroom and talk about upcoming events and meetings
 - arrange meeting and make sure the Teacher that leaves the classroom has coverage or can leave if ratio permits (e.g. nap time)*
 - go over classroom newsletter*

Organization:

- Talk to the Principal about prep and how to use this time
 - prep hours*
 - can take the time to do it, or ask the Prep Teacher to do it*
 - plan activities*
 - create and submit new games*
 - change the set up in the classroom areas (science, drama, etc)*
 - explain how to use prep time wisely*
 - explain what happens if prep-time is missed*

- Read latest important memos and staff meeting minutes
 - explain how to contribute to minutes and to bring up ideas or topics to staff meetings*
 - explain how a Teacher can bring up an idea, issue, etc to discuss at the Principal's meeting*

Policies and Procedures:

- **Read Main Manual**
 - Schedules
 - Volunteers and practicum students
 - Emergency evacuation procedures
 - Location of the emergency bag
 - Location of the key for the outside playground
 - Location of the emergency kit
 - Show how to fill out a fire drill sheet

Teacher's name: _____

- Look at pick-up Authorization Binder, and learn how it works
 - tell Teacher about any pick-up restriction*
 - tell Teacher the importance to have the binder in the same place always*
- Learn about Expenditure forms
 - show expenditure forms*
 - talk about classroom budget*
- Explain how Principal conducts classroom observations
 - show Periodic Activity and Classroom Observation forms*
 - talk about evaluation process and bonus*
 - discuss any questions*
- **Read Teacher Manual**
 - Illness policy
- Go over guidance policy, missing child policy, behaviours, child special assessment
 - Classroom organization
 - Events, field trips
 - Teacher duties and responsibilities
 - Gradual Entry
 - discuss any questions*
- Read Parent Package and CEFA Founder handout
 - discuss any questions*

Curriculum

- Review schedule of activities
 - describe the schedule in detail*
 - discuss duties and responsibilities of each Teacher within the schedule*
- Discuss curriculum and planning
 - Train basics of the area of curriculum that they will be teaching.
 - Go over sample planning sheets for the classroom that they are teaching.
 - Explain transitions
 - Explain classroom set-up
- Review co-curricular binder
 - go over Teacher presentation letter*
 - go over co-curricular newsletter*
 - go over what is expected from Teacher*
- Plan for activities I will teach and go through my planning with the Principal
 - give feedback, ideas and show where to find resources*
- Learn about resources available on site
 - make sure Teacher knows where to find materials*
 - show art room*

Teacher's name: _____

Children's files:

- Look through children's files, especially the ones in the classroom you will be working in; learn about and understand details of all allergies for all children and staff
- carefully review the children's allergies and point them out to the new Teacher*
- carefully review the staff allergies, and point them out to the Teacher*
- explain what to do if a child has an allergic reaction (**set up an appointment with the nurse to do an epi-pen demonstration if the Teacher has not had experience with one)*
- communicate any cases under supportive childcare*
- communicate special needs children*

Prepare documents:

- Write and send bio
- Take photograph for bio and classroom door
- Write a welcome letter for the parent board on nice paper
- Post license and first aid in frames (colour copies please)
- Fill out an earthquake and emergency form
- Sign up for official CEFA training
- Complete Admin forms (Benefits selection form, MSP (for BC Residents only), Extended Health, Provincial and Federal Tax forms, Criminal record check, personal information form etc)
- bring family pictures for washroom frames
- all documents must be ready after the two-day immersion to be filed in personal binder and to submit to CEFA Systems, or the person responsible for payroll as appropriate*

I have read and understand everything in this list, and will abide by all policies and procedures at Core Education & Fine Arts (CEFA®). I will follow the CEFA philosophy and conduct myself professionally at all times.

Date: _____ Teacher's Name: _____

Teacher's Signature: _____

Internal use only

I have explained everything in this form to:

_____ on _____
(Teacher's name) (Dates)

Notes:

Principal's Signature: _____