**QUICK REFERENCE GUIDE Mother Teresa Coop Office (613) 823-1663** ext # 2075 (Michelle O’Sullivan) ext #2403 (Mario Francoeur)

**Accidents** If your student has an accident during his/her co-op placement, call the coop teacher immediately at 613-823-1663 and ask for the coop office (extensions 2075 and 2076). The coop teacher must fill out an accident report within 24 hours. If you cannot reach the coop teacher directly please call the main office of the school at 823-1663 and explain the situation and then the school administration will contact the parents, etc.

**Snow days** If school transportation has been cancelled it is policy for the student to stay home unless the parent can safely transport his/her child to the co-op placement.

**Student absence** Your MTHS Co-op student will call you(or send an email to you) to report his or her absence. The student’s parent is required to call the school to report the absence. If you do not receive a call from your student, please call our coop office at (613) 823-1663 ext # 2075 (for Mrs. Michelle O’Sullivan).

**Timesheets** We will be using a new program called Hour Republic to verify students’ hours. The coop employer will receive an email each week to either accept or decline the coop student’s hours.

**Common questions from Co-op Employers**

# Q 1. What workplace knowledge should I expect my co-op student to know when he or she starts to work for me?

A1. Your MTHS (Mother Teresa High School) Co-op student will have completed a 1-week pre-placement training week that includes the following: WHMIS, Workplace Rights and Responsibilities, Job readiness, Essential Skills, etc.

**Q 2. When my student arrives on the first day, what kind of training should I start with?**

A2. Your MTHS Co-op student will benefit from any training that you would give to a regular employee. In addition, please show your student where health and safety items (such as fire exits and first aid kits) are located on the student’s first day.

**Q 3. Can I hire my student while they are working for me on a co-op placement?**

A3. Your MTHS Co-op student can be hired to work for pay OUTSIDE of the student’s insured hours listed in the Work Education Agreement. This means that you can hire a student to work after school or on the weekend and you would hire them in the same way that you would hire a regular employee. Your student CAN NOT receive pay during the daytime hours when he or she is earning co-op credits.

**Q 4. How can I help my co-op student to succeed in his or her placement?**

A4. Teaching is an important part of the training. If you are able to take the time to explain things and show the student the value of the work, your student will usually respond in a positive way.