



Welcome
Glad you're here!

TEACHER EXCHANGE PLANNING GUIDE

*A Guide to fill out to help your exchange partner!
(Print off applicable pages and leave for your incoming exchange partner & family)*



**(Can you think of anything we've missed that you think should be included in this guide?
Please feel free to contact us with your suggestions at teachers@ceef.ca)**

DETAILS ABOUT MY SCHOOL/ INSTITUTION

School Name: _____ School Hours: _____

Address: _____

Tel: _____ Fax: _____

No. Students: _____ No. Staff: _____ Age of School: _____

Type of School: _____ Grades in my school: _____

Avg. Class Size: _____ Distance to drive to your School: _____

Staff to possibly ride with to school:

_____ phone: _____

_____ phone: _____

School website: _____

School Staff:

Principal: _____

Principal's Personal Contact Number: _____

Vice-Principal /Head Teacher: _____

School Secretary: _____

Department Head: _____

Librarian: _____

Custodian: _____



If you need to be absent or leave during the day - notify/call/email:

Tech Coordinator and phone number: _____

A Staff handbook can be obtained from: _____

A Collective Agreement can be obtained from: _____

A map of the school is enclosed. Yes No

A map of the easiest route from home to school is enclosed. Yes No

School bell times and Timetable enclosed. Yes No

Location of Supplies:

Course Curriculum / outlines: _____

Textbooks: _____

Fobs or Keys: _____

Your desk / office: _____

Professional materials: _____

Reference books: _____

Office Supplies: _____

AV/Tech supplies: _____

Photocopiers: _____

Computers/ipads: _____

The staff room is located: _____

- It has the following things available for your use:

Fridge	Cutlery
Stove	Plates
Microwave	Coffee maker
Dishwasher	Tea kettle
Other:	

- it is necessary for you to supply: _____

- lunch arrangements are: _____

Lunch/Break Duties (if applicable) attached: Yes No

Class register/rolls (taken to keep attendance) can be found in:

Colleagues on staff who are helpful:

Name: _____ Phone number/email: _____

Name: _____ Phone number/email: _____

Name: _____ Phone number/email: _____

Staff Social funds/Coffee Fees (if applicable):

amount: _____ pay to: _____

amount: _____ pay to: _____

Enclosed is a copy of the school calendar for the _____ school year.

INFORMATION FOR YOUR CHILDREN

Local schools for your children:

Elementary:

School: _____ Phone: _____

School: _____ Phone: _____

Secondary:

School: _____ Phone: _____

School: _____ Phone: _____

Daycare Names and Numbers:

Name: _____ Phone: _____

Name: _____ Phone: _____

Possible Babysitters:

Name: _____ Phone: _____

Name: _____ Phone: _____

Girl Guides and Scouts:

Location: _____ Phone: _____

Other Children's Recreational Facilities or Clubs:

Location: _____ Phone: _____

Location: _____ Phone: _____

SPONSORS

Each exchangee should give careful consideration to the selection of their sponsors. Choose someone who can give of their time and listen. Talk to or provide a list for your sponsors of what you expect them to do while you are away. A good rule of thumb is to **think what you might like done for you at the other end**. Take the time to ensure that each sponsor is aware of their expected role, which will enable small problems to be solved quickly without turning into major ones. Appointing both a community and work sponsor is necessary. Both obviously play different roles.

The role of a **community sponsor** is an important one in ensuring the success of the Teacher Exchange Program. Sponsors ensure a smooth transition into the local community. Community sponsors can assist in the following ways:

- meet the visiting exchange educator at the airport and/or prepare a meal for their arrival
- introduce the visiting exchange teacher to your family and friends
- provide social support during the early stages of the exchange and be available for advice throughout the year
- provide everyday information such as location of stores, banks, doctors, dentists, travel agents, service stations, etc.
- provide details regarding community facilities, garbage collection and operation of household appliances
- act as liaison and negotiate with both exchange partners if issues or concerns should arise in relation to accommodations or vehicles during the exchange year

The role of a **school sponsor** is also an important one in ensuring the success of the Educator Exchange Program. Your **school sponsor** can assist in the following way:

- Call a few days before school starts to ensure your exchangee knows how to get to school and if they need assistance getting there the first day.
- Arrange for the exchange teacher/instructor to visit the school prior to commencement of the exchange
- Meet the visiting exchange teacher / instructor prior to school commencing. If this is not possible, introduce themselves on the first day of term
- Meet them as they get to school and show them to their classroom.
- Give them a tour of the school.
- Introduce them to the school staff.
- Help with any classroom needs or problems.
- Help them to find supplies or resources
- Ensure that curriculum documents are available for the exchange educator
- Provide support during their stay at the school/college especially that first critical report period

COMMUNITY SPONSOR:

Name: _____

Address: _____ Postal Code: _____

Telephone: _____

Cell #: _____

E-mail: _____

SCHOOL SPONSOR:

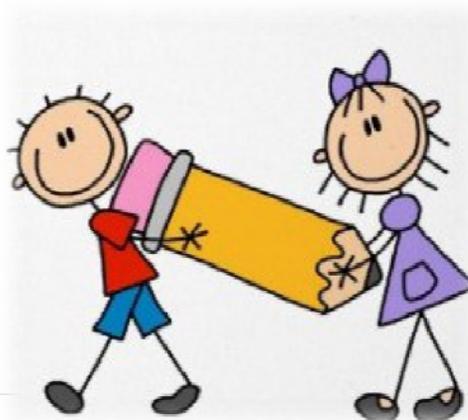
Name: _____

Address: _____ Postal Code: _____

Telephone: _____

Cell #: _____

E-mail: _____



ACCOMMODATION INFORMATION
(Each exchangee should complete for the other.)

HOME AWAY FROM HOME:

Official Postal Address:

Postal Code: _____

Telephone: _____



THE CITY, MUNICIPALITY, TOWN:

Description: (include street directory or map, if available, showing important local amenities, such as hospital, doctor, school, church, shopping centre etc. Also helpful is to include a local newspaper.)

Give an honest description of your neighbourhood and any special extra advantages or disadvantages.

A PLAN OF THE HOUSE:

Provide room sizes and whether or not each bedroom contains beds (important if guests are staying). With respect to external areas, list play equipment for children and items such as pools and barbeques.

You may wish to send additional photographs of exterior and living areas.

HEATING AND COOLING:

Indicate whether the house has:

- natural gas
- electric heating
- oil/ propane
- air conditioning
- no air conditioning

Other Comments:

ESSENTIAL PHONE NUMBERS:

Services	Telephone No.
Ambulance	
Police (emergency)	
Police (non-emergency)	
Fire	
Hospital	
Doctor	
Hydro Gas/Electricity	
Oil or Propane	
Internet provider	
Cablevision or Satellite TV	
Telephone service provider	

OTHER IMPORTANT CONTACTS:

	Name	Telephone
Insurance/Car		
Insurance/House		
Maintenance of House		
Who is dealing with my Finances?		
Who is dealing with my Mail?		
School Colleagues		

POWER OF ATTORNEY:

The person to whom I have delegated responsibility for the maintenance of my house and finances is:

Name: _____

Address: _____

Telephone: _____

ANNUAL HOUSEHOLD EXPENSES:

You are responsible for utility costs unless our agreement states otherwise. I will pay property and related taxes where applicable. I will also maintain the insurance on the house and contents.

Make sure that your home insurance covers the property you bring to my house.

	Approximate Annual Cost	Arrangements
Electricity		
Natural Gas		
Propane		
Oil or other heat		
Telephone		
Cablevision		
Internet		
Others:		

Additional Comments:

REPAIRS:

Arrangements for these should be in our housing agreement. In case they were not....

I would like to make arrangements with you about repairs. Here are my ideas regarding major and minor repairs. I will leave a list of emergency repair people with their phone numbers.

Major Repairs:

Minor Repairs:

HOUSEHOLD ITEMS:

The following items are available (please tick as applicable and indicate where they are stored).

<i>Item</i>	<i>Where Stored</i>	<i>Item</i>	<i>Where Stored</i>
Bed Linen		Garden Tools	
Bicycles		Gas Meter	
Blankets		Hairdryer(s)	
Camping Equipment		Hot Water Tank	
Car Tools		Iron	
Cleaning Materials:		Ironing Board	
- general		Keys and Spares	
- kitchen		Lawnmower & Fuel	
- laundry		Light Bulbs	
Clothes Line			
Cook Books			
Cutlery:		Security Alarm	
- daily			
- entertaining			
Dictionaries/Books		Tea Towels	
Dishes-daily		Tools	
Electricity meter		Towels/Bath Mats	
Breaker Box		Vacuum Cleaner	
Fans (Portable)			
First Aid Equipment			
Other items:			

HOUSEHOLD APPLIANCES

The following appliances are available (tick as applicable) and in good working order. A few, however, do have little idiosyncrasies and these are specified. I will leave a file containing the instructions for using most of the appliances in the house. ****NOTE:** Electrical appliances use 110 Volt AC power. Most circuit breakers are 15 to 20 amp breakers and I shall explain in the file where the circuit breaker box is located.

<i>Appliances</i>	<i>Idiosyncrasies</i>	<i>Where to repair</i>	<i>Maximum I will pay for repairs</i>
Clocks			
Blender			
Coffee Maker			
Computer (s)			
Crock Pot			
Curling Iron			
Dishwasher			
Dryer			
Electric Blankets			
Electric can opener			
Electric Fan			
Electric Fry pan			
Electric Jug/Kettle			
Freezer			
Furnace			
Hair Dryer			
Iron			
Lawnmower			
Microwave Oven			
Mixer			
Piano			
Printers			
Refrigerator			
Sewing machine			
Stereo			
Stove			
Television			
Toaster			
Vacuum Cleaner			
Washing Machine			

V.C.R./ DVD			
Other:			

RECREATION EQUIPMENT

The following items are available for you to use: (please tick as applicable)

Sports:	Bicycles		Others:		
	Golf Clubs		(please list)		
	Skis				
	Tennis Racquets				
Camping:	Air Mattress		Others:		
	Cooler (esky)		(please list)		
	Sleeping Bags				
	Stove				
	Tent				
	Trailer(s)				

Comments regarding public and private recreational facilities in the local area:

WHAT YOU SHOULD NOT EXPECT TO FIND

I have mentioned here any features of our house about which you should be warned in advance. I have also listed some facilities we do not have that you may be accustomed to at home:

HOUSE AND GROUNDS: MAINTENANCE & CLEANING

Item	Time schedule Per week/year	Location of supplies	Special Instructions
Carpet			
Floors-special			
Gardening			
-Indoor Plants			
-Outdoor Plants			
-Fertilizing			
-Mowing Lawn			
Gutters and Downpipes			
Garbage collection			
-Regular			
-Recycling			
-Garden refuse			
Composting			
Snow removal	(as needed)		
Other:			

SHOPPING & SERVICES

Products	Stores	Location	Store Hours
Adult Clothes			
Banks			
Delicatessen			
Pharmacy/Chemist:			
-regular			
-all-night			
Children's Clothing			
Department Stores			
Grocery Stores/ Supermarket			
Liquor/Beer Stores			
Restaurants			
Others:			

HOME & REPAIR SERVICES

<i>Store</i>	<i>Products</i>	<i>Location</i>	<i>Store Hours</i>
Auto Repair			
Home Cleaners			
Service Station(s)			
House:			
-Carpenter			
-Electrician			
-Gas and fuel			
-Plumber			
Road Service (auto club)			
Shoe Repairs			
T.V. Repair			
Computer Repair			
Appliance Repair			
Snow removal services			
Others:			

COMMUNITY SERVICES

Service	Location	Telephone No.
Baby Health Care		
Hospital & Closest Walk-in Clinic		
Libraries		
Post Office		
Public Transport:		
- Bus Service		
- Taxis		
- Sky Train		
- Subway		
- Go train		
Recreational Facilities:		
- Skating		
- Skiing		
- Swimming		
Travel Agencies:		
CAA		
Other-		

Miscellaneous:

Appliances are not the only things in a house that have peculiarities. The following items need special attention/care/peculiarities. Please include information on house structure, windows, doors, locks garden, animals, etc.

Fabrics in the house needing special care: (Nylon/wool carpets, etc.)

Fabric/Item	Cleaning Product	Location/obtainable at

Special Note

I have put all my priceless heirlooms away.

Everything, with the exceptions noted below, is for your use.

(There should not be locked rooms in your house. If necessary, store your heirlooms somewhere out of the house or in one, out of the way closet not needed by your exchangee.)

A LITTLE ABOUT ME



My Family

My wife's/husband's name: _____

Her/his occupation: _____

Her/his interests: _____

Children's names	Age	Interests

My Neighbour(s)

Name(s)	Address	Telephone No

Travel Arrangements

My/our travel plans are:

Provisions

I have left the following provisions for your use on arrival here:

In Refrigerator

In Pantry

In Refrigerator	In Pantry

INCOMING DEPENDANTS

Should your spouse not obtain or wish to obtain employment during your exchange, he or she might want to consider:

- taking care of the paperwork and administrative details (e.g., make travel plans, arrange for services, keep documents up-to-date)
- maintaining a journal or blog of the exchange (and the collection of all associated audio/visual materials)
- planning the family's recreational activities
- preparing presentations on comparative lifestyles for various groups, clubs, and organizations
- joining local volunteer organizations---local sports teams, cultural clubs, daycare and schools, and senior citizens' residences would all be thrilled to have volunteer assistance
- starting a Spouse League with the help of the local Exchange Teachers' Club

TRANSPORTATION

Having an automobile is almost essential to any exchange. In only a very few cases is it feasible to get around on public transportation alone. Outside of the largest cities, fully developed public transportation is rare.

To have the use of a car for a year, exchange teachers have three options:

- an exchange of cars between partners
- a temporary transfer of ownership
- independent acquisition of a vehicle (e.g., lease or purchase).



Exchange of Cars (this is discouraged by CEEF but if you do it....)

Following are some factors to keep in mind when considering a private car exchange:

- It is rare that partners have cars of comparable age, quality, and condition. Such inequities may lead to feelings of dissatisfaction.
- There are hard drivers and gentle drivers in all countries — There is no guarantee which type you'll get.
- Exchange teachers often want to see as much of the country they are visiting as possible. To do this they usually travel by car. Neither your car nor your partner's car will be in the same condition at the end of the year.
- Repair bills are a potential source of disagreement. When the car breaks down, it is likely that the exchange partner will not feel responsible for the wear and tear that caused the breakdown, especially if it occurs toward the beginning of the year. Also, car repairs and parts costs differ from country to country.
- Accidents do happen. Specify in writing how finances will be settled should an accident occur, including the cost of higher insurance premiums.

Exchange of automobiles as part of the exchange program is not encouraged. However, should you decide to exchange cars with your partner, seriously consider a formal, written agreement. This agreement should stipulate uses or driving distance allowed (e.g., unlimited, to and from school or work, shopping, no holiday travel), the renewal of the motor vehicle permit, and financial responsibility for accident repairs, servicing. Each partner should pay the insurance premium on the car he or she will be driving for the year.

Buying a Car

If you plan on buying a car when you arrive, consider:

- the local cost and availability of new or used cars
- parking
- the cost of insurance
- the cost of registering the car with the Motor Vehicle Branch
- **buying from a returning exchangee**

Upon request, your exchange partner may be able to provide some of this information.

Car Insurance - See Handbook

Driver's License - See Handbook

Auto Clubs

The Canadian Automobile Association (C.A.A.) has affiliates in every province (B.C.A.A. in B.C. and C.A.A. in Ontario, New Brunswick, Nova Scotia and PEI) which provide valuable service to members. C.A.A. services include breakdown assistance, towing, road safety tests, travel advice, and so on. Before leaving home, check to see if your partner's local automobile association has a reciprocal membership agreement with C.A.A.

MISCELLANEOUS CONSIDERATIONS

Pets

Having your exchange partner take care of your pets can sometimes be an imposition. It is **strongly recommended** that you make alternative pet care arrangements. Be sure you and your exchange partner make your expectations regarding pets absolutely clear. Most exchange teachers will use weekends and holidays for travel.



Publicity

You may receive invitations to speak to various groups, or be interviewed by local journalists or the media. Such invitations are certainly excellent opportunities to discuss the exchange and to offer information about your home country/province, its school system, lifestyle, etc.

However, it is important to remember, particularly with the media, the importance of your ambassadorial role. Should you be asked to be interviewed on radio or television, consider:

- asking your interviewer for a list of questions or topics in advance
- discussing these topics with your principal and buddy teacher on staff to identify any sensitive issues of which you may be unaware
- declining to answer questions that make you feel uncomfortable
- having someone accompany you to the interview

Postal Services

Postage requires Canadian stamps. The cost varies according to weight and type of postage. Current basic rates for standard envelopes (not including GST) for mail are:

- \$.85 cents within Canada - regular letter size if stamps bought in booklets
- \$1.00 for purchase of a single stamp
- \$1.20 to United States destinations - regular letter size
- \$2.50 to all other destinations ("AIR MAIL" must be clearly indicated) - regular letter size

You can buy stamps at the post office or at many local drug or corner stores.

Winter Clothing

Weather is changeable in Canada. Temperatures can vary greatly within the same month or season throughout the provinces. Winter weather, however, merits careful preparation. Generally, buildings are well-heated, but when you venture outdoors, you should wear proper clothing. Winter clothing is available for reasonable prices at second-hand shops (run by charitable organizations), garage sales, and flea markets. Your local teacher exchange club may also be able to help.



Holiday Travel

It's never too early to plan your vacation trips. Spring break and Christmas holiday reservations are required well in advance. To take advantage of any package deals, plan and book early. Be sure to investigate extra medical insurance coverage, particularly if you plan to travel in the U.S.A. Also, if you drive a car other than your own into the U.S.A., you must have a letter of permission from the owner to proceed across the border (you do not need this letter for a rental car).

Tips for a Happy Exchange

A successful exchange is based, in part, on careful and thorough preparation. Once you have taken care of the practical aspects of your stay such as finances, accommodation, and teaching assignment, take some time to mentally prepare for the year ahead. The following collection of former exchange teachers' observations may help you with your personal preparations:

- Not only is there an exchange of jobs, but there is an exchange of lifestyles as well.
- Always be prepared to have your expectations altered. Keep an open mind.
- Be frank in all correspondence with your exchange partner. Honesty is essential. Represent all components of the exchange clearly and honestly.
- Approach the year as an exchange, not an even trade on all accounts; some things will be better, some you may consider worse. Essentially, things will be different, as they should be.
- Be flexible, and the year will become a marvelous experience. Realize that there are subtle as well as obvious differences in food, climate, and culture - try not to prejudice the experience.
- Be *humble*, and not a "know-it-all." Showing an eagerness to learn about things will encourage those around you to offer help.
- Take half the clothes you think you'll need and twice the money.
- Keep your passport and visa with you at all times.
- Seize this unique opportunity and see and do as much as you can.
- **Be respectful.** You are a guest.
- Be excited! Be rested and in good health. And bring your sense of humour!
- Recognize your year as a privilege and thank everyone involved.
- Treat others' homes with respect. If you break something, replace it with something of equal value.

