

- ✓ Today : hand in what you may still owe so that your checklist is complete!!!
 - who owes what?? DUE BEFORE YOU START YOUR JOB!!
 - **WEAF MUST be returned to Mr. K on the morning of your second day**
(get it signed when you get there on day 1 (Monday for most) and in your mailbox the NEXT MORNING (Tuesday) - *don't make me chase!!*)
 - ensure **ALL** the items on your Forms and Assignments Checklist are complete
- ✓ '**Student Safety Workplace Orientation Assignment**' – it's in the back of your 'Co-op Manual and Workbook'. **Complete with your supervisor on your first day** (again, Monday for most) and return to Mr. Kemperman the next (Tuesday)
- ✓ **Submit this week's hours using Hour Republic TODAY** before you go. Once you start your job, you will email your hours to your Co-op supervisor for their verification (next Friday will be most people's first email to their supervisor. **You'll need to get their email address on your first day if you haven't already and add them to your 'Settings' in Hour Republic;** Give them a heads-up that an email will be coming at the end of the week that they will need to please verify; ask me if you're unsure)
- ✓ Allergy/medical concerns? See me!
- ✓ Some of you will still be receiving an OYAP form for you and a parent/guardian to sign. If you don't hear from me, you don't need one!
- ✓ Complete "Would you hire yourself?" (W 7-7; in the back of your manuals)
- ✓ Review calendar (**FIRST INTEGRATION DAY – Monday, October 21;** Integration Days take place in the library too and they are MANDATORY)
- ✓ Review where to locate policies & procedures (& consequences). Reminder of how to handle bus cancellation/school cancellation days
- ✓ WEAF (Again, MUST BE SIGNED BY ALL 4 PARTIES AND RETURNED BEFORE YOUR SECOND DAY OF WORK; (**get signed as soon as you get there your first day and bring to me the next morning**))
- ✓ **ONTAP badges:** you should have completed all 3 (**using Explorer;** or 6 for those working in schools) and I will check TODAY if you haven't already showed me. Must be done before you begin your placements
- ✓ **Police checks / TB Skin tests / Proof of Working at Heights Training:** bring results with you on your first day of work if you haven't done so already
- ✓ First day of work checklist. Follow it!! ☺
- ✓ **If you're not starting Monday, go to the Co-op office (2114) at start of period C;** you can count hours spent at school until you start your job and email them to me for verification. Once your job begins, only hours spent at Co-op can be counted

- ✓ **Thank-you cards /blue Emergency Cards completed if you haven't yet.**
At this point, hand deliver thank-you cards on your first day rather than mail them. If hand delivered, an address isn't necessary (only their name on the envelope)
- ✓ Complete and submit **Co-operative Education Info Sheet** (in your manual) **right now** if you have your job and you haven't submitted it yet. Make sure your cell # and email are included.
- ✓ Review **Addendum** procedures
- ✓ Your first teacher visit – expectations
- ✓ QUESTIONS?
- ✓ CONGRATULATIONS ON (almost) COMPLETING PRE-PLACEMENT. GO AND DO YOURSELF AND BLUEVALE PROUD AND PROMISE YOURSELF TO FINISH THE SEMESTER WITH NO REGRETS!
- ✓ TODAY:
 - a) review and then final test
 - b) this checklist
 - c) any assignments/items you owe; Hour Republic
 - d) watch videos 'Bosses', 'Etiquette in the Workplace'; both were posted to the Google classroom on Monday, Sept 16

