

Work Exchange Program 2017-2018

The Work Exchange Program is an important part of the school community. It allows families to be involved in key aspects of the school in exchange for a tuition reduction. These responsibilities strengthen the family's relationship with the school. Also, it benefits the children as they have the opportunity to interact with other parents in the school.

Applications are reviewed by the Financial Committee, which consists of the Administrator, the Principal, and a Board Member. The Committee tries to meet each family's request while dividing the positions fairly. Positions are re-applied for every year.

The following work exchange positions are available:

Playground Supervisor 10 positions, may apply for one, or more

This position is for lunchtime playground supervision. The key responsibilities are to be available for problem solving and safety awareness, as well as sweeping & tidying the playground area before students are dismissed at 11:45. The children love parents who organize games such as soccer, hockey, etc. There will be two supervisors on the playground for each lunch time period. The Supervision shifts runs from 11:30 – 12:30.

One day per week equals a tuition reduction of **\$650/yr.**

School Cleaner 4 full-time (or 8 half-time) positions allotted - plus one head cleaner – may apply for half, full, or more

The **full-time** cleaner position is responsible for one daily clean each week (approx 3 hours) plus one Friday/weekend every 4 weeks.

The **half-time** cleaner position is responsible to clean one day, every other week, plus one Friday/weekend every 8 weeks.

In addition, there are 4 yearly deep cleanings of 6 hours each (3 hours for part-time cleaners). The **head cleaner** is responsible for ordering supplies, training new cleaners, maintaining equipment, transferring paper towel to the compost area, creating and monitoring the holiday deep clean schedule and is compensated for this time with a tuition reduction equaling **\$250/year.**

A full-time cleaner receives a tuition reduction of **\$3250/yr** and a half-time cleaner receives a reduction of **\$1625/yr.**

Maintenance 1 position

The maintenance person is responsible for general building, playground and property repair and maintenance – including a weekly Ministry-required, inspection of the property around the school. This includes acquiring supplies and tools for required tasks.

The maintenance person receives a tuition reduction of **\$750/yr.**

Yearbook Editor 1 position

This position requires a background in computer generated graphic design and entails creation of the school's annual yearbook. Working in coordination with the Principal, this task occurs in April and May for completion by June 1. The Yearbook Editor receives a tuition reduction of **\$250**

Groundskeeper 1 position

The groundskeeper is responsible for maintaining the outdoor esthetics, and safety, of the schoolyard and playground – this includes a weekly, Ministry-required, inspection of the property around the school. Tasks will include planting, weeding and watering the flower beds, sweeping the blacktop, stairs and entries, removing snow/ice from blacktop and stairways, ensuring the storage area and sports cupboards under the outside stairs are kept tidy. The Groundskeeper will also transfer school garbage to the edge of the parking lot on Monday mornings, and paper/cardboard recycling on Tuesday mornings. The Groundskeeper receives a tuition reduction of **\$750/yr.**

Promotions 1 position

This position requires a background in computer generated graphic design and entails creation of promotional materials for the school including posters, rack cards and newspaper ads. The Promotions person receives a tuition reduction of **\$750** per year.

Librarian 1 position

The librarian is responsible for the upkeep of all books in the school library. This includes receiving, sorting, repairing, displaying and organizing. This position requires 1/2 hour each week.

The librarian receives a tuition reduction of **\$360/yr.**

Theatre Production Coordinator 1 position

Working with the director and staff, the Theatre Production Coordinator assists to organize the production of our annual Spring Musical Play, and coordinate all logistics (hours will be mostly in February thru May). The Theatre Production Coordinator receives a tuition reduction of **\$330/year.**

Yearbook Photographer 1 position

The photographer is responsible for photographing each student and staff member, and supplying those photos to the yearbook editor. The yearbook photographer receives a tuition reduction of **\$150/year**

Application for Work Exchange 2017-2018

I, _____, am making application for participation in the Salt Spring Centre School Work Exchange Program. I would like to apply for the following position(s).

- Playground Supervisor one two three four five
- School Cleaner part-time full-time head cleaner
- Hot Lunch Provider
- Maintenance
- Yearbook Editor
- Groundskeeper
- Promotions
- Librarian
- Theatre Coordinator
- Yearbook Photographer

If applying for **supervisor or cleaner**, please indicate at least 2 days of the week that you can be available. _____ -

Please read this section on work exchange policies and sign below.

I understand that I am responsible for arranging my own appropriate substitute on any day I am unavailable. If I am unable to find a substitute, I will reimburse the school for the amount appropriate for what I have missed.

I understand that there is a **\$30** administration fee for each change made to work exchange throughout the year.

I understand that work exchange is classed as taxable income. I will receive a T4 from SSCS.

School policy requires anyone, whether volunteer or work exchange, spending time alone with any group of children, without staff supervision, give consent for the school to have a criminal record check done. This information will be kept strictly confidential.

Signature

Date

Social insurance number