

# TEACHER EXCHANGE PLANNING GUIDE

*To leave filled out for your exchange partner*



**CANADIAN EDUCATION  
EXCHANGE FOUNDATION**  

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**FONDATION CANADIENNE  
DES ECHANGES EDUCATIFS**

## DETAILS ABOUT YOUR SCHOOL/ INSTITUTION

School / College Name: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

No. Students: \_\_\_\_\_ No. Staff: \_\_\_\_\_ Age of School: \_\_\_\_\_

Type of School /College: \_\_\_\_\_ Age Range (if applicable:) \_\_\_\_\_

Distance to School: \_\_\_\_\_ Avg. Class Size: \_\_\_\_\_

School website: \_\_\_\_\_

### **School / College Staff:**

Principal /President : \_\_\_\_\_

Vice-Principal/Head Teacher: \_\_\_\_\_

School Secretary: \_\_\_\_\_

Department Head /Dean: \_\_\_\_\_

Registrar: \_\_\_\_\_

Counsellor: \_\_\_\_\_

Librarian: \_\_\_\_\_

Audio-Visual Coordinator: \_\_\_\_\_

Nurse: \_\_\_\_\_

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 syllabuses/ outlines: \_\_\_\_\_

Textbooks: \_\_\_\_\_

Keys: \_\_\_\_\_

Your desk /office: \_\_\_\_\_

Professional materials: \_\_\_\_\_

Reference books: \_\_\_\_\_

Office Supplies: \_\_\_\_\_

Projectors/A.V. supplies etc.: \_\_\_\_\_

Photocopier: \_\_\_\_\_

Computers: \_\_\_\_\_

The office staff are: \_\_\_\_\_

They can do the following tasks: \_\_\_\_\_

The school phone(s) are located: \_\_\_\_\_

The principal's home number is: \_\_\_\_\_

If you need to be away from school or leave during the day notify: \_\_\_\_\_

The school parking lot is: \_\_\_\_\_

Other teachers to possibly ride with: \_\_\_\_\_

\_\_\_\_\_

The staff room is located: \_\_\_\_\_

• it has the following supplies: \_\_\_\_\_

• it is necessary to supply: \_\_\_\_\_

• lunch arrangements are: \_\_\_\_\_

You have been assigned the following duties which occur at the following times:

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Class register/rolls are taken to keep attendance in:

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Colleagues on staff who are helpful:

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Staff funds/Coffee Fees: \_\_\_\_\_

School Placement for your children:

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Enclosed is a copy of the school calender for the \_\_\_\_\_ school year.

# SPONSORS

Each exchangee should give careful consideration to the selection of their sponsors. Pick someone who can give of their time and listen. Talk or provide a list to your sponsors of what you expect them to do while you are away. A good rule of thumb is “think what you might like done for you at the other end.” Taking the time to ensure that each sponsor is aware of their expected role enables small problems to be solved quickly without turning into major ones. Appointing both a community and work sponsor is wise. Both obviously play different roles but can make all the difference in the world to the experience of the exchange.

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 /instructor 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 shops, 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

## COMMUNITY SPONSOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Fax No.: (        ) \_\_\_\_\_

E-mail: \_\_\_\_\_

The role of a **school sponsor** is also an important one in ensuring the success of the Educator Exchange Program. School/college sponsors can assist in the following ways:

- arrange for the exchange teacher to visit the school prior to commencement
- meet the visiting exchange teacher prior to school commencing. If this is not possible, introduce themselves on the first day of term
- introduce the exchange teacher to the Principal/Head Teacher/Dept. Head /President / Dean (as applicable) and staff
- familiarize the exchange teacher with school procedures and facilities and resources
- ensure that curriculum documents are available for the exchange educator
- provide support during their stay at the school especially that first critical report period

**SCHOOL SPONSOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Fax No.: (        ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**FORMS RELATED TO ACCOMMODATION**  
**(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.

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**A PLAN OF THE HOUSE:**

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

**Send photographs of exterior and living areas.**

**HEATING AND COOLING:**

Indicate whether the house has:

- natural gas
- electric heating
- oil
- other - identify: \_\_\_\_\_
- air conditioning
- no air conditioning

Other Comments:

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**ESSENTIAL PHONE NUMBERS:**

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

**CONTACTS:**

Name	Telephone
Insurance/Car	_____
Insurance/House	_____
Insurance/Tenants	_____
Maintenance of House	_____
My Finances	_____
My Mail	_____
School Colleague	_____

**POWER OF ATTORNEY:**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

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. It should do so.**

Approximate Annual Cost	Arrangements
Electricity	
Natural Gas	
Propane	
Oil	
Other heat	
Telephone	
Cablevision	
Internet	
Other	

Additional Comments:

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**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:

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**Minor Repairs:**

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**HOUSE AND GROUNDS:**

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

<b>Item</b>	<b>Where Stored</b>	<b>Item</b>	<b>Where Stored</b>
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		Oil Storage	
Cook Books		Phone Book	
Cutlery:		Security Alarm	
- daily		Street Directory	
- entertaining			
Dictionaries		Tea Towels	
Dishes-daily		Tools	
Electricity meter		Towels/Bath Mats	
Breaker Box		Vaccum Cleaner	
Fans (Portable)		Others:	
First Aid Equipment			

# 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.

Appliances	Idiosyncrasies	Where to repair	Maximum I will pay for repairs
Clock			
Blender			
Calculator			
Coffee Maker			
Computer			
Crock Pot			
Curling Iron			
Dishwasher			
Dryer			
Electric can opener			
Electric Fan			
Electric Frypan			
Electric Jug/Kettle			
Freezer			
Furnace			
Hair Dryer			
Iron			
Lawnmower			
Microwave Oven			
Mixer			
Piano			
Radios			
Refrigerator			
Sewing Machine			
Stereo			
Stove			
Television			
Toaster			
Vacuum Cleaner			
Washing Machine			
DVD / V.C.R.			
Other:			

## RECREATION EQUIPMENT

The following items are available (please tick as applicable)

<b>Sports:</b>	Bicycles		Others: (please list)
	Golf Clubs		
	Skis		
	Tennis Racquets		
<b>Camping:</b>	Air Mattress		Others: (please list)
	Cooler (esky)		
	Sleeping Bag		
	Stove		
	Tent		
	Trailer(s)		

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

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## 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:

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## HOUSE AND GROUNDS: MAINTENANCE & CLEANING

Item	Time schedule	Location of supplies	Special Instruction
Carpet			
Floors-special			
Gardening			
-Indoor Plants			
-Outdoor Plants			
-Fertilizing			
Mowing Lawn			
Gutters and Downpipes			
Garbage collection			
-Regular			
-Recycling			
-Garden refuse			
Composting			
Other			

## SHOPPING

Store	Products	Location	Store Hours
Adult's Clothes			
Bank			
Delicatessen			
Pharmacy/Chemist:			
-regular			
-all-night			
Children's Clothing			
Department Store			
Groceries			
Liquor Store			
Restaurants			
Supermarket(s)			
Late Night Shopping			
Others:			

## HOME & REPAIR SERVICES

Store	Products	Location	Store Hours
Auto Repair			
Cleaners			
Service Station(s)			
House:			
-Carpenter			
-Electrician			
-Gas and fuel			
-Plumber			
Road Service (auto club			
Shoe Repairs			
T.V. & Radio			
Others:			

## COMMUNITY SERVICES

Service	Location	Telephone No.
Baby Health Care		
Baby-sitting		
Bank		
Churches		
Health Care		
Libraries		
Post Office		
Public Transport:		
- Subway / Go Train		
- Bus Service		
- Taxis		
- Train		
Recreational Facilities:		
- Skating		
- Skiing		
- Swimming		
Scouts & Guides		
Schools:		
- Elementary K - 7		
- Secondary 8 - 12		
Travel Agencies		

## Peculiarities

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

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

Fabric	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. Locked rooms with goods in them create intrigue. (There should not be locked rooms. If necessary store your heirlooms somewhere out of the house.)

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**My Family**

My wife's/husbands 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:

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**Provisions**

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

In Refrigerator

In Pantry

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## 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 “memory book” 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 strongly 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---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, do make a written contractual 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

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

**Car Insurance** - See Handbook

**Driver's Licence** - 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 and New Brunswick) 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 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:

- 54 cents within Canada
- 98 cents to United States destinations
- \$1.65 to all other destinations (“AIR MAIL” must be clearly indicated)

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

## **Telephone Directory**

Local telephone directories contain a set of Blue Pages, which list the frequently called numbers of Federal, Provincial, and Municipal governments. Several of the references listed in this Handbook can be found in the Blue Pages.

## **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).

## **Other Ideas**

- Print business cards with your Canadian and your home address
- Arrange to meet the local mayor or other officials to talk about your home country – if you have letters of introduction from your own mayor or other officials
- Bring a selection of souvenirs unique to your home country to give as gifts. Include a momento to present to your host school (a book, DVD, poster, etc.) at the end of your stay.
- Start a photo album of your exchange year
- Be prepared to accept invitations on the first offer – people may be reluctant to invite you a second time

## 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 will be worse.
- 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 prejudge 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.

