



Co op Education: Guidelines for Teachers & Students

Description of Activities:

- Co op placement at Macassa Lodge suitable for students who have reliable attendance and are able to work well independently.
- The co op program is managed by Volunteer Services. Contact Jennifer Krueger, Coordinator of Volunteers at **(905) 546-2800 ext. 1612 or Jennifer.krueger@hamilton.ca**.
- Students assist with feeding residents in the dining rooms. Full training and supervision is provided.
- Students have an assigned weekly schedule which may include: Recreation Therapy activities (large and small groups, one to one visits), Physiotherapy (morning only), Beauty Shop, and Adult Day Program.
- Students work with residents, families, co op students from other schools, volunteers, and staff.
- Staff co-workers include: Recreation Therapists, Nursing and P.S.W. staff, and Physiotherapy staff.

Fall and Winter Semester Hours:

- 5 morning Lodge students (8:30 to 11:30 a.m.)
- 5 afternoon Lodge students (12:00 – 3:00 p.m.)
- 1 afternoon Adult Day Program student (12:00 – 3:00 p.m.)
- Important: Unfortunately, there is NOT flexibility in the times due to the activities assigned and supervision assigned. **Please confirm that the student can arrange their personal schedule and transportation to commit to these times before they apply.**

Summer Semester:

- A limited number of placements are available for summer co op.
- Full day placement hours = 8:30 – 4:30 Monday through Friday

“Flu Shot” Immunizations:

- **Fall students must provide documentation of receiving a FLU SHOT by Nov. 1. They are invited to receive it at a Macassa Lodge clinic – days/times will be posted in October – or at a clinic/doctor of their choice.**
- **Winter students need to bring documentation of their FLU SHOT on their first day of co op.**
- Students report for their shifts during a declared Flu or other health outbreak at the Lodge.
- Summer students are not required to have a flu shot.



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TB Test (2 Step) Required:

- Co op students are required to produce documentation of a completed **2 Step** TB test on their first day of co op. This process can take up to 2 weeks so students are reminded to get this initiated well in advance of their first day.

Police Checks:

- Students who are 18 years and older are required to provide a Vulnerable Sector Police Check, (less than one year old) before their first day of co op.

Start and Finish Dates:

- Due to the orientation and training of multiple students, students need to be ready to start on their first scheduled day. They are also required to finish on the scheduled last day of co op, regardless if they have completed their assigned hours.