

## One Credit Summer School Cooperative Education Application Form (2024)

**Please Note:**

1. Summer pre-placement classes will be online synchronous on Tuesday July 2 and Wednesday 3 from 8:30 am to 2:30 pm.
2. **Work placement can be in-person or virtual, pending availability**, and begin on Thursday July 4, 2024. The hours of work at the placement will vary depending on the number of credits a student is earning.
3. If you have not been notified by June 26, please contact Thomas Merton Centre for Continuing Education immediately.

**Please indicate the Cooperative Education Program that you are applying for. Application due dates are indicated below.**

Summer School (1 credit, 100 hrs)

Student Name (Please print clearly):	Current Grade:	Date of Birth: MM/DD/YYYY
Home Address (Unit/Apartment Number, Street, City, Postal Code):		
Email Address: *to be used for co-op communication only	Home Phone: Cell Phone:	
Name of Secondary School:		
Are you currently enrolled in Specialist High Skills Major (SHSM)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, complete:		
SHSM Program (ex. Business): _____	Focus (ex. Marketing): _____	
Are you currently enrolled in OYAP program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, complete:		
OYAP Program: _____	Focus: _____	
<p>Placement: Students are encouraged to begin securing a co-op placement upon registration. Students can access their homeschool SHSM leads or co-op teachers for suggested placements in their community. While all attempts will be made to find suitable co-op placements, please be advised that securing a placement is not guaranteed.</p> <p><input type="checkbox"/> I do not have a co-op placement      <input type="checkbox"/> I have a potential placement      <input type="checkbox"/> I have a secured placement</p>		
Name of Organization/ Business: _____		
Address: _____		
Name of Employer Contact: _____		Phone number: _____
Email Address: _____		

\_\_\_\_\_  
Guidance Counsellor (printed)

\_\_\_\_\_  
Guidance Counsellor Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
School Administrator (printed)

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

**Please send completed application and Parent/Guardian Consent & Student Agreement to:**

**Thomas Merton Centre for Continuing Education**

**255 Morden Rd, Oakville ON L6K 2S2**

**Email: [ssregistration@hcdsb.org](mailto:ssregistration@hcdsb.org) by Tuesday June 25th, 2024**

## **PARENT/GUARDIAN CONSENT & STUDENT AGREEMENT**

The Cooperative Education Program strives to ensure a successful learning experience for every student.

### **1. In order to remain in the Cooperative Education program, the student will comply with the following requirements:**

- 1) The student will earn one credit upon successful completion of all in-school and placement components: however, the placement experience may be terminated by the school or the employer resulting in a potential loss of credits if expectations are not met.
- 2) The student will report to their teacher and their work placement as scheduled and indicated on the Work Education Agreement.
- 3) The student and/or parent/guardian will notify the placement supervisor and Cooperative Education teacher prior to the beginning of the shift if the student is unable to report for work due to illness or emergency.
- 4) The student will respect and adhere to the school and employer regulations and expectations.
- 5) The student will work in a courteous, responsible, and business-like manner.
- 6) The student will meet the employer's expectations of dress and behavior.
- 7) The student will adhere to the employer's health and safety regulations.
- 8) The student will complete and submit **weekly** activity log sheets as well as other required assignments and employer evaluations by the assigned due dates.
- 9) The student will commit to working approximately 100 hours before the end of summer school for 1 credit Co-op.

### **2. Insurance Coverage**

- 1) Students will receive Workplace Safety and Insurance Board Coverage from the Ministry of Education in unpaid co-op placement.
- 2) The co-op teachers must complete a safety visit and receive a signed WEA before the student can begin working. All pre-placement assignments are completed and submitted prior to the start of a work placement.

### **3. Transportation to and from the co-op placement is the student's responsibility.**

*We, the undersigned, agree to participation in the Cooperative Education Program of the Halton Catholic District*

*School Board under the conditions set forth in this agreement:*

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Student Last Name, First Name (printed)	Student Signature	Date (MM/DD/YYYY)
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Parent/Guardian Last Name, First Name (printed)	Parent/Guardian Signature	Date(MM/DD/YYYY)
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The information in this application will be used for purposes consistent with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act.

**Please send completed application and Parent/Guardian Consent & Student Agreement to**

**Thomas Merton Centre for Continuing Education  
255 Morden Road, Oakville, ON L6K 2S2  
Email: [ssregistration@hcdsb.org](mailto:ssregistration@hcdsb.org) by Tuesday June 25th, 2024.**