

Primary EA Coverage Form

School Name: _____ Dates of Visit _____ to: _____

Name of EA Attending: _____ Student Name(s): _____

Student's Special Needs/Notes (Please provide further information as required):

IMPORTANT! Attention: Administrators and EA's

Please understand, except for field studies and evening teacher time, students are supervised by volunteer counsellors with limited training in supporting students with special needs. EA coverage during counsellor-supervised* activities is required in most cases, with time off provided during teacher-led activities when appropriate. If EA(s) are deemed necessary during field studies, the school-based administration will need to arrange and communicate this in advance. **2 way radios** are available for EA use when onsite. For students requiring overnight care, arrangements can be made for an EA or other care-giver (ie. parent) and the student to share **Cabin 7 or 8** with other students and counsellor(s).**

IMPORTANT: Scheduled times indicated as ON are required. Please indicate in the spaces below additional times EA coverage may be provided.					
Day 1 : Arrival Day		Day 2 - 4: Program Days			Day 5: Departure Day
10:45am – 12:00pm Safety/Site Tour*	ON	7:00am – 7:40am Wake-up, AM meds		7:00am – 7:40am Wake-up, AM meds	
12:00pm - 12:30pm Chores or Free-time*	ON	7:40am – 8:00am Chores or Free-time*	ON	7:40am – 8:00am Chores and pack-up*	ON
12:30pm – 1:30pm Lunch		8:00am – 8:45am Breakfast		8:00am – 8:30am Breakfast	
1:30pm – 3:30pm Field Study		8:45am – 9:30am Chores or Free-time*	ON	8:30am – 9:40am Cabin clean-up & packing*	ON
3:30pm – 3:45pm Snack		9:30am – 11:30am Field Study		9:40am – 11:30am Field Study	
3:45pm – 5:00pm Afternoon Prg*	ON	11:30am – 12:00pm Chores or Free-time*	ON	11:30am – 12:10pm Good-bye Ceremony *	ON
5:00pm – 5:45pm Chores or Free-time*	ON	12:00pm – 1:00pm Lunch		12:10pm – 12:30pm Chores or Free-time*	ON
5:45pm - 7:00pm Supper		1:00pm – 3:00pm Field Study		12:30pm – 1:45pm Lunch	
7:00pm – 7:30pm Teacher Evening Follow-up		3:00pm – 3:15pm Snack		1:45pm Depart	
7:30pm – 8:00pm Evening Prg*	ON	3:15pm – 4:45pm Afternoon Prg*	ON		
8:00pm – 8:45pm PM meds, cabin settling		4:45pm – 5:15pm Presentation*	ON		
8:45pm – 7:00am Overnight **		5:00pm - 5:45pm Chores or Free-time*	ON		
* Counsellor-supervised blocks (EA coverage required in most cases) ** If EA is staying in shared cabin overnight with student, or if help is needed assisting with such things as toileting, bathing, dressing student etc.		5:45pm - 7:00pm Supper			
		7:00pm – 7:30pm Teacher Evening Follow-up			
		7:30pm - 8:00pm Evening Program*	ON		
		8:00pm - 8:45pm PM meds, cabin settling			
		8:45pm - 7:00am Overnight **			

EA: _____ Contact Teacher: _____

Administrator: _____ Date: _____

ADMINISTRATOR: Please send completed EA Coverage Form as a separate attachment with relevant subject heading to odsclinic@sd44.ca. Additional questions re: EA support at Cheakamus Centre can be directed to cmcmullan@sd44.ca.