

# SCHOOL AFFILIATION & STUDENT PLACEMENT AGREEMENT

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This Agreement (the “Agreement”) is  
**BETWEEN:**

**Stenberg College Inc.**  
#750-13450 102 Avenue  
Surrey, BC V3T 5X3  
(the “SCHOOL”)

**AND**  
**Cocomelon Learning Center**

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Multiple Locations  
Vernon, B.C.

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(the “ORGANIZATION”)

## BACKGROUND

1. The SCHOOL wishes to provide practical placements for the Programs outlined in Appendix 1 (“Placements”) in order for its Students (“Students”) to obtain practical education at the ORGANIZATION. The Placements will provide the necessary learning opportunities for the development of the Students’ vocational competence; and
2. The ORGANIZATION has indicated its willingness to provide such an experience at the ORGANIZATION locations (“Site”) within the limitations of regional resources at the time the Placement is scheduled.

The Organization and the School agree to be bound by the attached Terms and Conditions (“Agreement”).

## TERMS AND CONDITIONS

### 1. DEFINITIONS

- **“Education Coordinator”** means an assigned designate from the Organization who has the authority to approve and assign placements.
- **“FIOPPA”** means the Freedom of Information and Protection of Privacy Act (British Columbia) and regulations thereto, as amended or substituted from time to time.
- **“Placement Administrator”** means any School representative who is involved in the coordination of practice education experiences which includes the program’s assigned Student Placement Coordinator and any Department Managers or Director.
- **“Supervision”** means the direct or indirect oversight of students on the premises of the Organization. It is expected in the early stages of the practicum experience students will work under the direct (immediate) supervision of a qualified employee (supervisor) of the Organization. The student performs procedures/tasks in the presence of the supervisor

who is then able to provide instant performance feedback. The supervisor is in the room to observe, support, and correct the student. In the later stages of the practice education experience, once the student has demonstrated competence, they may be able to work under indirect supervision of the supervisor who is on the premises (in the vicinity) and is available for immediate assistance to the student when necessary, all per the reasonable discretion of the Organization.

- **“Student”** means an individual enrolled in a program at the School who is participating in a practicum or final preceptorship as a requirement for graduation from their respective program.

## **2. STUDENT PLACEMENT**

- 2.1 The SCHOOL will, prior to the commencement of the Placement, confirm in writing to the ORGANIZATION’s Education & Training Coordinator(s) (“Education Coordinator”), the number of Students and the requested dates for each Placement.
- 2.2 The ORGANIZATION’s Education Coordinator(s) will oversee and be responsible for the coordination of their Placement at the ORGANIZATION. The ORGANIZATION’s Education Coordinator(s) will be responsible for ensuring that all communication with the SCHOOL’s Placement Administrator on all matters related to the academic, clinical and administrative components of the Placement has occurred.

## **3. ROLES & RESPONSIBILITIES**

### **3.1 The ORGANIZATION will:**

- a) retain overall responsibility for the care and safety of its clients;
- b) have the right to intervene when a Student is functioning in a manner thought to be harmful to the well-being of a client or contrary to the ORGANIZATION’s regulations, rules, policies or procedures, including the right to refuse the Student or to terminate Student training;
- c) keep the SCHOOL informed at all times of the ORGANIZATION’s relevant policies and procedures;
- d) upon the occurrence of an incident or accident involving the Student, follow its internal process as well as the SCHOOL’s Worksite Injury Procedure as outlined in the Guidelines and Policies Handbook provided by the School;
- e) for all preceptorship placements, ensure that the student is Supervised at all times by a qualified employee.

### **3.2 The SCHOOL will:**

- a) plan, record and submit to the ORGANIZATION, Education Coordinator, the Placement details as indicated above in 2.1;
- b) require Students to respect the client’s privacy with respect to all written and unwritten information;
- c) inform the Student that they may be required to sign an ORGANIZATION Confidentiality Agreement upon arrival, or beginning any work, at the Placement;
- d) require Students to sign a SCHOOL’s Confidentiality Agreement form;
- e) upon receipt of an incident report from the ORGANIZATION, be responsible for all follow-up with the Student regarding the incident;

- f) require Students to adhere to the ORGANIZATION's dress code and to wear school identification at all times when working with clients unless otherwise directed by the ORGANIZATION;
- g) require Students to comply with the ORGANIZATION's regulations, policies, and procedures. This includes ensuring the Student has met all required prerequisites such as immunizations, criminal records checks, etc., and the SCHOOL will provide the ORGANIZATION with a copy of all documentation, upon request by the ORGANIZATION and with the permission of the Student;
- h) ensure Students participate in health and safety training, including but not limited to: personal protective equipment, WHMIS and Provincial Violence Prevention Training Curriculum.
- i) require Students to comply with The Health Information Protection Act (HIPA), Freedom of Information and Protection Privacy Act (FOIPPA) and the Occupational Health and Safety Act and any other applicable regulations;
- j) clearly define the method of Student assessment for the Placement, and provide a copy to the ORGANIZATION prior to the commencement of the Placement.
- k) provide a clinical instructor to supervise students on site for all clinical group placements.

3.3 The ORGANIZATION and the SCHOOL will inform the other party of any concerns about the Student's performance.

#### **4. Suspension and Removal**

- 4.1 The Organization may suspend or exclude a Student from program activities at their site, either temporarily or permanently, in any circumstance where the Organization or School has identified that the student has
- a) Failed to comply with the health and safety standards or any other rules, regulations and policies of the organization
  - b) Endangered the health and safety of any person
  - c) Or otherwise interfered with or compromised the operation of the Organization.

#### **5. TERM & TERMINATION**

- 5.1 The term of this Agreement shall be in effect until terminated commencing from the date of signature from the Organization (the "Effective Date").
- 5.2 Either party may terminate this Agreement on any date in any year by giving to the other party 60 days written notice.
- 5.3 Termination of this Agreement by either party will not relieve either party from its obligation to allow a student who is currently on Placement to complete the SCHOOL's program and Placement requirements.
- 5.4 The Organization retains the right to refuse any and all of the students considered for placement without triggering termination as described above in 5.3.
- 5.5 The SCHOOL recognizes the right of the ORGANIZATION, after consultation with SCHOOL, to terminate the Placement of an individual Student if the Student's behavior is unacceptable or client service is being compromised. In such circumstances, the organization's Education Coordinator will ensure that the SCHOOL's "Placement Administrator" is advised in writing of

the reasons for this decision and action. Termination of an individual Student will not result in the termination of this Agreement.

## **6. INDEMNIFICATION, LEGAL LIABILITY AND INSURANCE**

- 6.1 The SCHOOL will indemnify and save harmless the ORGANIZATION, its affiliates, and its and their respective servants, agents, employees and contractors from all claims of every kind in respect of injury, loss or damage resulting from the performance or non-performance of this Agreement, unless the injury, loss or damage is caused or contributed to by the gross negligence, willful act or omission of the ORGANIZATION, its servants, agents or employees while performing activities within the scope of their Placement.
- 6.2 The ORGANIZATION will provide a safe work environment and proper supervision of the Students at the ORGANIZATION' facilities.
- 6.3 The SCHOOL will maintain in force for the duration of this Agreement, a policy of commercial general liability insurance, in an amount not less than \$5 million per occurrence, on behalf of the SCHOOL, its servants, agents and employees, including Students, against bodily injury and property damage, personal injury and malpractice. The SCHOOL will provide the ORGANIZATION a Certificate of Insurance evidencing such coverage, upon request by the ORGANIZATION.
- 6.4 The SCHOOL will ensure that Students with placements in British Columbia are covered under WorkSafe BC policies and will produce to ORGANIZATION documentation of this coverage upon request by the ORGANIZATION. Students from all other provinces will be covered under the General Liability insurance policy as outlined in 6.3 above.

## **7. RELEASE OF STUDENT INFORMATION**

- 7.1 In keeping with privacy laws, the SCHOOL's academic policies consider all Student records to be personal information and are therefore confidential. The SCHOOL will not release any information pertaining to the sponsored Students to the ORGANIZATION without the written consent of the Student(s).

## **8. GENERAL TERMS**

- 8.1 **Force Majeure.** In the event of circumstances beyond the control of the ORGANIZATION such as community disaster, strike, or fire, in which the continued provision of Placements under this Agreement substantially interferes with the ORGANIZATION' primary responsibility of care to its clients, the SCHOOL acknowledges that the ORGANIZATION reserves the right to suspend performing its obligation under this Agreement immediately, and that the ORGANIZATION' Education Coordinator will ensure that communication occurs directly with the SCHOOL's Student Placement Coordinator with as much advance notice as possible. Similarly, the ORGANIZATION's Education Coordinator should determine and ensure communication with the Student Placement Coordinator occurs regarding when the Placements can be resumed.
- 8.2 **Entire Agreement.** The terms and provisions of this Agreement, its attachments, exhibits, schedules and amendments, represent the entire understanding of the parties and supersedes and overrides any prior or other written or oral agreements, representations,

warranties, understandings and explanations between the parties with respect to the subject matter of this Agreement. This Agreement may not be amended or modified in any respect except by both parties in writing.

- 8.3 **Assignment.** This Agreement may not be assigned by either party except with the prior written consent of the other party which may not be arbitrarily or unreasonably withheld, provided that the SCHOOL or ORGANIZATION shall be able to assign this Agreement to an affiliate of the SCHOOL or ORGANIZATION or a purchaser of the business without such consent.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_ 202\_\_ (Effective Date).

**School:** Stenberg College International Inc.

**Signature:** \_\_\_\_\_  
**Name:** Amy Norton  
**Title** Director of Practice Education & Industry Relations  
**Email:** [anorton@stenbergcollege.com](mailto:anorton@stenbergcollege.com)

**Cocomelon Learning Center**

**Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Email:** \_\_\_\_\_

## Appendix 1: List of Programs

- ☐ Cardiology Technology
- ☐ Counselling Therapist
- ☒ Early Childhood Education
- ☐ Health Care Assistant
- ☐ Practical Nursing
- ☐ Medical Lab Assistant
- ☐ Nursing Unit Clerk
- ☐ Pharmacy Technician
- ☐ Registered Diploma in Psychiatric Nursing
- ☐ Therapeutic Recreation Assistant – Gerontology Specialization
- ☐ Special Education Assistant

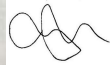
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Signed this 8th Day of September 2025 (Effective Date).

**School:** Stenberg College International Inc.

**Signature:**



**Name:**

Amy Norton

**Title**

Director of Practice Education & Industry Relations

**Email:**

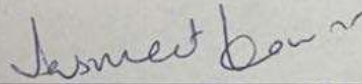
[anorton@stenbergcollege.com](mailto:anorton@stenbergcollege.com)

**Cocomelon Learning Center**

**Organization:**

Cocomelon Learning Centre

**Signature:**



**Name:**

JASMEET KAUR

**Title**

MANAGER

**Email:**

admin@ cocomelonlearning.com.