

Take Our Kids to Work Day 2017

Wednesday, November 1st, 2017

October 11, 2017

Dear Parents/Guardians of Grade 9 Students,

Take Our Kids to Work Day is a one-day job shadow event, occurring nation-wide during Canada Career Week. All Grade 9 students are expected to spend a day at work with a parent, relative, adult friend, or volunteer host. The student's evaluation of this experience will count towards their Career Education 9 credit.

The Take Our Kids to Work Day initiative has three main objectives:

- To offer students a view of the work world and to foster an understanding of its demands and opportunities.
- To allow students to see their parents or other adult volunteer hosts in different roles and to understand what they do to support a family.
- To emphasize that education goes far beyond the classroom walls and that the preparation of younger generations for the future is a community responsibility.

It will be up to students and families together to plan for this day. **Grade 9 students will NOT be expected to be in attendance at school on this day; their day should consist entirely of being at a work site.** Students will get some support and suggestions for finding an appropriate experience through a guidance class and by talking with their counsellor.

Take Our Kids to Work Day involves a three-stage process. This notice will initiate the first stage, that of preparation for participation. After the actual workplace visit, there will be a follow-up written reflection activity submitted by each student. This activity will assist in meeting the learning objectives of Career Education 9.

To begin, please read the following pages, then complete the Permission Form and **return to Ms. Pacheco by Monday, October 30th**. Your efforts will help ensure that your child enjoys the benefits of a rich and practical learning experience.

Please contact Ms. Pacheco if you have any questions about this initiative, or check out the website at <http://www.thelearningpartnership.ca/what-we-do/student-programs/take-our-kids-to-work>.

Thank you for your support,

Lisa Pacheco
Grade 9 Counsellor
Gladstone Secondary School

Take Our Kids to Work Day 2017

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Guide for Parents/Hosts—Planning the Day

How you can help:

- Ask your employer to participate.
- If you cannot host, help your child connect with an adult relative, friend or neighbour.
- Inquire about hosting additional students at your workplace.
- Have the signed permission form returned to Ms. Pacheco by Oct 30th.

Before the Day:

- Inform your co-workers that your child is coming and find out if other students will be at your workplace on that day.
- Find out what your employer is planning for the students, including lunch arrangements.
- Arrange for visits to other departments or sections.
- Discuss with your child what they would like to do during the day.
- Talk about what clothing to wear.
- Organize some minor tasks/assignments.
- Talk about the culture of your workplace (i.e. formal, casual, noisy, quiet).
- Discuss these ideas with your supervisor.

On the Day:

- Introduce your co-workers.
- If your employer has an info kit, review it with your child.
- Explain the organization's structure and where you fit in.
- Describe how you got your job and the necessary qualifications.
- Attend events/meetings that your employer has organized.
- Take your child on a tour.
- Assign tasks for your child to do.
- Encourage your child to ask lots of questions.
- Provide time at the end of the day for your child to reflect and describe the experience.

After the Day:

- Have your child share the experiences with your family.
- Encourage your child to send a thank you letter to your employer.
- **Have your child return their Student Evaluation to Ms. Pacheco by Tuesday, November 14th.**

Questions You May be Asked:

- What do you enjoy about your job?
- Why did you choose this kind of work?
- How much can I earn in this job?
- What activities does your job involve?
- What new skills are you learning?
- What would you change about this job?
- What kinds of experience and education are required for this job?
- What other jobs can you get with your experience and skills?
- What advice can you give about preparing for the future?



- Signed Permission Form is due to Ms. Pacheco by Monday, October 30th.
- Take Our Kids to Work Day—Wednesday, November 1st, 2017.
- Completed Student Evaluation forms to be handed in to Ms. Pacheco by Tuesday, November 14th.

Take Our Kids to Work Day 2017— Student Evaluation

Student evaluation **MUST** be submitted for your Career Education credit.

Name: _____ Student #: _____

Name of Company or Organization: _____

Address: _____

Name of Host: _____ Supervisor's Phone #: _____

1. Briefly describe the workplace that you visited.

2. Describe your activities throughout your day.

3. Would you like to do this sort of work in the future? Why or why not?

4. What was the most significant thing you learned from this job shadow experience?

(Please return this completed form to Ms. Pacheco by Tuesday, November 14th, 2017)

GLADSTONE SECONDARY SCHOOL

Permission Form—Take Our Kids to Work Day

Please complete and return this form by Monday, October 30th, 2017

PART I—Student

I will spend a day at work with a relative, neighbour or adult friend on Wednesday, November 1st, 2017. I agree to arrive at the specified time and abide by all the rules and practices at the workplace. I understand that I am under the authority of the adult that I am accompanying to work.

Print Student Name

Student #

Student Signature

PART II—Parent/Guardian Permission

I authorize my child's participation in "Take Our Kids to Word Day" on Wednesday November 1th, 2017. I understand that neither the Vancouver School Board nor the sponsoring employer can be held responsible for any injuries which may result from participation in the program. I hereby release the Vancouver School Board, the sponsoring employer, their employees and agents from all manner of action, suits, losses, damages, or injuries, however caused, arising out of my child's participation in this program.

Print Parent/Guardian Name

Parent/Guardian Signature

_____ Yes, my child will accompany me to work on November 1st, 2017.

_____ Yes, I can host another student along with my own child.

_____ Yes, my child will accompany a relative, neighbour, or adult friend.

PART III—Workplace Information

(Please discuss your expectations with the student you will be hosting and sign below)

I will be hosting the above named student at my workplace on November 1st, 2017 and acknowledge that the student will be under my supervision for the specified hours.

Print Name

Occupation

Relationship: _____ Parent/Guardian _____ Relative _____ Neighbour _____ Adult friend

Place of Employment

Occupation

Phone #

The student will be present at my workplace between the hours of _____ and _____.

The student will need to supply her/his own lunch. _____ Yes _____ No

Signature

Date