

September 2018

Dear Parents/Guardians:

RE: “Take Our Kids To Work” Day – Wednesday, November 14, 2018

As part of the Brandon School Division’s commitment to Career Education, our grade 9 students will be participating in the “**Take Our Kids to Work**” event, which occurs annually across Canada on the Wednesday of National Career Week. This year, the program will take place on **Wednesday, November 14, 2018.**

The purpose of this program is to give students the opportunity to explore the world of work in a supportive and positive manner with the help of a team consisting of parents, hosts, employers and teachers. This experience will provide the students with increased understanding of what their parents do to support the family and can help build and strengthen the bond between parents, students and the community. This project helps the students discover – in a practical way – the links between what and how they do in school and their futures. The experience encourages students to think about the choices they will have to make, and the path they must follow to meet their future career goals.

During this event, a great deal of the focus is on the understanding of safety issues in the work place. It has become apparent that students entering the workforce are not as aware of the health and safety related issues they face day to day, as well as the rights they have in the workplace. The intention is to have employers provide information to the student upon their request so they are better prepared for their experience at the work site. This is the student’s responsibility and the information gained beforehand will ensure a safe and informative day. The students are registered with and are covered by Worker’s Compensation during Take Our Kids to Work Day on Wednesday, November 14, 2018

With your help and support, this will be another positive step on the student’s road to self-discovery and a practical beginning to their career exploration process. For additional information on this national program, visit [www.takeourkidstowork.ca](http://www.takeourkidstowork.ca)

Please complete the permission form and return to your child’s home school as soon as possible. Should you have any questions, please feel free to contact me (204) 729-3925.

Sincerely,

**Erin Mills**  
Career Education Coordinator  
Brandon School Division  
Phone: 204-729-3925  
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[mills.erin@bsd.ca](mailto:mills.erin@bsd.ca)

English Teacher Name: \_\_\_\_\_ Due Date: October 29<sup>th</sup>, 2018  
Student's name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **HOW PARENTS CAN HELP**

- *Ask your employer to participate*
- *The host can be a parent, friend, relative or volunteer*
- *Inquire about hosting other students at your work place*
- *Return the signed permission form to the school before October 29th, 2018*

### **PLANNING THE DAY**

#### ***Before the day***

- *Inform your co-workers that a student (YOUR CHILD) is coming and find out if other students will be at your workplace that day.*
- *Find out what your employer is planning for the students, including lunch arrangements.*
- *Arrange for visits to other departments or sections*
- *Talk about what to wear*
- *Discuss what the student would like to do and discuss ideas with your supervisor*
- *Talk about the work environment (formal, noisy, casual, quiet)*
- *Organize some tasks and assignments*

#### ***On the day***

- *Introduce your child to your co-workers*
- *If your employer has an information kit, review it with your student/child*
- *Explain your organization's structure and where you fit in*
- *Describe how you got your job and what qualifications you needed*
- *Take your student/child on a tour of your building*
- *Assign the tasks that you prepared*
- *Encourage the student/child to ask lots of questions*
- *Provide time at the end of the day for the student/child to describe the experience*

#### ***After the day***

- *Have your son or daughter share their experience with the family*
- *Encourage your son or daughter to send a "Thank-you" to the employer*

### **Questions you may be asked**

- *What do you like about your job?*
- *What does your job involve?*
- *What kind of experience/education is required for this job?*
- *Why did you choose this kind of work?*
- *What new skills are you learning?*
- *How much could I earn in this kind of job?*
- *What would you change about your job if you could?*
- *What other jobs could you get with your experience?*
- *What advice can you give me about preparing for my future?*

English Teacher Name: \_\_\_\_\_ Due Date: October 29<sup>th</sup>, 2018  
Student's name: \_\_\_\_\_ Phone: \_\_\_\_\_

**“TAKE OUR KIDS TO WORK” DAY**  
**Wednesday, November 14<sup>th</sup>, 2018**  
**STUDENT AGREEMENT AND PERMISSION FORMS**

The Take Our Kids to Work program was implemented by the Learning Partnership in 1994. Since that time, more than one million students and 75,000 workplaces have participated in the program. The Learning Partnership is a not-for-profit organization dedicated to providing innovative programs for students in publicly funded education across Canada. Their mission includes encouraging caring adults to share their ideas, talents and resources with students, and to create learning opportunities students will find challenging and exciting.

**WE NEED YOUR CONSENT**

**To be filled out and signed by a parent or guardian and student, then returned to the school**

To the Parent/Guardian, your child has the right and responsibility to have a safe and educational workplace visit. Health and Safety education is an important element of this program. Review this form with your child and sign below. If you have additional questions about safety, contact the school or the workplace.

**Take Our Kids to Work is Wednesday November 14, 2018**

**Form Due: Oct.29th, 2018**

My child will accompany a

parent/guardian  relative  friend  community host  school organized host (Brandon Biz Panel, ACC, CFB Shilo) These fill quickly to get your forms in as soon as possible

Workplace Name: \_\_\_\_\_

Parent/Guardian/Workplace Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**Emergency Contact for the day of Take Our Kids to Work Wednesday November 14, 2018**

Emergency Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

- My child has my permission to participate in this program
- Arrangements have been made for transportation to and from the workplace
- We have discussed lunch arrangements
- Arrangements have been made for appropriate clothing / safety attire for this particular workplace

If going to Maple Leaf please indicate the following

PPE Suit – small medium large x large xx large circle the appropriate size

Rubber Boots - men's size \_\_\_\_\_ women's size \_\_\_\_\_

- My child may be photographed, interviewed or videotaped on *Take Our Kids to Work* day by the workplace, school or media for the purpose of promotion and public relations related to the *Take Our Kids to Work* program.

**Elements of Risk**

All experiential learning programs, such as field trips, cooperative education, job shadowing and Take Our Kids to Work participation involve certain elements of risk. Injuries may occur while participating in this activity without any fault of the student, the school board, or the host employer. By allowing your child to take part in this activity, you are accepting the risk that your child may be injured.

For information see the recommendations for Workplace Health & Safety at [thelearningpartnership.ca](http://thelearningpartnership.ca)

I understand that there are risks associated with my child visiting a workplace and I have reviewed the Elements of risk section above with my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_