October 2019

Dear Parents/Guardians:

RE: “Take Our Kids To Work” Day – Wednesday, November 6th, 2019

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 6th, 2019

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 6th, 2019

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

Please complete the permission form and return to your child’s home school by October 21st, 2019. 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
Fax: 204-727-2162
mills.erin@bsd.ca
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 workplace
- Return the signed permission form to the school before **October 21st, 2019**

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?
“TAKE OUR KIDS TO WORK” DAY
Wednesday, November 6th, 2019
STUDENT AGREEMENT AND PERMISSION FORMS

Form Due October 21st, 2019

WE NEED YOUR CONSENT - This is 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.

Student’s name: ___________________________________________ Teacher’s name: ___________________________________________

My child has my permission to participate in this program:

☐ My child will accompany (check one)
☐ Parent/ Relative  ☐ Friend
☐ School organized host (ACC, CFB Shilo) See Back of this form information

Workplace Name: __________________________________________

Work Contact Name: ___________________________ Phone: ___________________________

If going to Maple Leaf there will be a transportation from Crocus at 9am and returning by 3:30. There are only 30 spots and this fills up quickly. Get your forms in ASAP and indicate the following:

- PPE Suit – Small  Medium  Large  X Large  XX Large circle the appropriate size
- Rubber Boots - men’s size __________ women’s size __________
- Allergies (for lunch): ___________________________

If your child is spending the day with any of Prairie Mountain Health venues, please be aware that there is additional paperwork to be completed with the Human Resources Department at PMH. Please check here if this has been completed. __________

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

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.

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 (Print): ___________________________________________ Date: __________

Parent/Guardian Signature: ___________________________________________ Phone: ___________________________

Emergency Contact: ___________________________________________ Phone: ___________________________
“TAKE OUR KIDS TO WORK” DAY  
Wednesday, November 6th, 2019  
STUDENT AGREEMENT AND PERMISSION FORMS

WE NEED YOUR CONSENT  
Form Due October 21st, 2019

School Organized Host Information

Assiniboine Community College – Spend A Day in one of the following classes.

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Please indicate 1st, 2nd and 3rd Choices  
No transportation provided.  
Lunch is provided

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CFB Shilo

Spend the Day, listening to presentations and demonstrations in the following areas.  
Transportation is provided from Crocus at 7:30am and returns to Crocus at 4:30pm  
Bring lunch or you can purchase on site a lunch  
Visit Headquarters, Fire Hall, Engineering, Maintenance, Ammo and other building at the base in Shilo