September, 2018
Dear Parents/Guardians of Grade 9 students:

RE: Take Our Kids to Work™

The London District Catholic School Board, in cooperation with The Learning Partnership, business, labour, and the community, is proud to be involved in this educational initiative. Since 1994, Take Our Kids to Work™ has grown from a regional program into a nation-wide project involving more than 250,000 grade 9 students annually. This year, based on the strong support for Take Our Kids to Work™, we expect that even more students and workplaces will participate.

Wednesday, November 14, 2018 is the date of this event. Grade 9 students across Canada will go to work with a parent, relative, or adult friend. Students who are unable to accompany a parent, relative, or adult friend to their workplace will be matched, where possible, with a volunteer host. As well, some students may go with a classmate’s parent.

Learning first-hand about work and a range of career opportunities is an integral part of the curriculum. Take Our Kids to Work™ will provide opportunities for our Grade 9 students to:

- see their parents in different roles and responsibilities and understand what they do to support the family;
- develop a closer dialogue with their parents or another caring adult;
- enhance their understanding of individual jobs in the context of the diverse working community;
- directly link classroom and workplace experiences;
- recognize the importance of continuous learning in pursuing career opportunities;
- see the realities and demands of the workplace, including health and safety considerations;
- understand the importance of staying in school.

Workplaces will be informed of a guide to help them make the day meaningful for both students and employees. This guide includes all of the recommendations put forth by the Expert Health and Safety Panel and the Coroner’s Inquest dated February 12, 2001. This guide can be found at www.thelearningpartnership.ca under Resources.

A day at work will demonstrate the relevance of classroom lessons to students and adults. The project provides companies with an opportunity to showcase their work and to connect with members of tomorrow’s workforce. Employees can demonstrate how they work and the skills they require to work effectively.

What Can Parents/Guardians Do to Assist?

1. Please encourage your Grade 9 student to become enthusiastically involved.
2. Consider allowing a second Grade 9 student to accompany you and your child to work that day.
3. Talk to your friends and colleagues about this day and its opportunities for them to become involved.
4. Encourage your place of employment to endorse this program and to consider offering an invitation not only to Grade 9 children of employees but to other Grade 9 students who could benefit from the experience.
5. Read the “Parent and Host Guide” (obtained from www.thelearningpartnership.ca) so that you can become more involved in planning the day with your child.

This initiative has proven to be a beneficial one from all perspectives – workplaces, educators, parents, and most importantly, our youth. With this in mind, I ask that all families participate in Take our Kids to Work on Wednesday, November 14, 2018.

Sincerely,

[Signature]

Linda Staudt
Director of Education
Take Our Kids to Work™

PART A: STUDENT AGREEMENT

To the Student: Fill in the information below and discuss it with your parent/guardian and your host before your workplace visit. Then obtain all of the required signatures and return the completed form to your teacher by ________________________.

1. I would like to investigate an occupation on Take Our Kids to Work™ Day, November 14, 2018. I agree to:
   - [ ] arrive at the workplace at the specified time
   - [ ] follow the travel arrangements to and from the site as agreed upon with my parent/guardian
   - [ ] abide by all the rules at the workplace
   - [ ] follow the directions of my workplace host and any other on-site supervisors
   - [ ] stay at the workplace until the specified time

2. a) I will need the following personal protection equipment for the day:

   __________________________________________________________

   __________________________________________________________

   b) I will get this equipment from:

   __________________________________________________________

   __________________________________________________________

3. I have discussed potential safety hazards with my workplace host and understand what is expected of me.

Student Name ___________________________________________ Witness [Parent] Signature __________________________________

Student Signature _______________________________________ School Name ____________________________ Date _______________

PART B: PARENT/GUARDIAN CONSENT

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 and the information in the Student Agreement Form with your child and sign below. If you have additional questions about safety, contact the school or the workplace.

☐ Yes ☐ No My child __________________________ (student name) has my permission to participate in Take Our Kids to Work™ Day on Wednesday, November 14, 2018. I understand that there are risks associated with my child visiting a workplace.

☐ Yes ☐ No My child will accompany me to work on November 14, 2018 at ________________________________.

☐ Yes ☐ No My child will accompany a relative, neighbour, or friend at ________________________________.

☐ Yes ☐ No I have reviewed the Elements of Risk section below with my child.

☐ Yes ☐ No A colleague at my workplace would be willing to host another student.

Colleague’s Name ___________________________ Telephone __________________

☐ Yes ☐ No I am willing to accommodate students who need a job shadow placement at some time in the future.

☐ Yes ☐ No My child may be photographed, interviewed, or videotaped on this day.

☐ Yes ☐ No My child has my permission to participate in this program. In the event that my child does not abide by the workplace rules related to the zero tolerance policy for safety, I can be reached at { }-_____-_______ and I will be responsible for ensuring that my child gets home safely, at my expense.
Elements of Risk
All experiential learning programs, such as field trips, cooperation education, job shadowing and Take Our Kids to Work™, 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. See the Expert Panel's recommendations for Workplace Health & Safety on The Learning Partnership's Website at www.thelearningpartnership.ca.

Parent/Guardian Signature ___________________________ Date __________________

PART C: WORKPLACE HOST AGREEMENT

To the Workplace Host: Discuss your expectations for the day with the student you will be hosting and sign below. The Workplace Guide, Poster, Certificate of Participation and Expert Safety Panel Recommendations February 12, 2001 can be located on the Learning Partnership's Website at www.thelearningpartnership.ca.

Name ___________________________ Occupation ___________________________

Relationship:
☐ Parent/Guardian ☐ Relative ☐ Neighbour ☐ Friend ☐ Other Workplace Representative

Place of Employment ______________________________________________________

Address ___________________________________________________________ Phone __________________

The student should bring a lunch. ☐ YES ☐ NO

If the student is unable to complete the day as planned because of illness or for other reasons, I will contact the school. I will also ensure that the child will remain supervised until appropriate arrangements can be made.

I (host) agree to provide a safety orientation for all participating students and to ensure that they are properly supervised during the day. I understand that students are not permitted to operate any motorized vehicle or equipment, including but not limited to automobiles, motorcycles, tractors, forklifts, snow vehicles, watercraft, or all-terrain vehicles.

My company is willing to provide a place for ____________ additional Grade 9 students.

Workplace Host Signature ___________________________ Date __________________