



University Hill Secondary School

Take Our Kids to Work Day

Wednesday, November 1, 2023

October 10th, 2023

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 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 in attendance at school on this day; their day will consist entirely of being at a work site.**

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 assignment will be provided to students (via Teams) on **October 30, 2023** prior to the workplace visit.

To begin, please read the following pages, then complete the attached Permission Form and **return to the office by October 27, 2023**. Your efforts will help ensure that your child enjoys the benefits of a rich and practical learning experience.

Thank you for your support,

David Bach
Vice Principal

Take Our Kids to Work Day 2023

Wednesday, November 1, 2023

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 neighbor.
- Inquire about hosting additional students at your workplace.
- Have the signed permission form **returned to the office by October 27, 2023**.

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 on 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 submit their Student Reflection in Teams by Monday, November 6th.**

Please note that the Student Reflection will be provided to students on October 30, 2023 (via Teams).

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 in the office by **Friday, October 27**.
- Take Our Kids to Work Day—Wednesday, **November 1**.
- Completed Student Evaluation forms to be handed in to the office by Monday, **November 6**.

University Hill Secondary

Take Our Kids to Work Day – Permission Form

Please complete and return this form by Friday, October 27th, 2023

PART I—Student

I will spend a day at work with a relative, neighbor, or adult friend on **Wednesday, November 1, 2023**. 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 Work Day" on **Wednesday November 1, 2023**. 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 1, 2023**
 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 1, 2023 and acknowledge that the student will be under my supervision for the specified hours.

Print Name

Occupation

Relationship: Parent/Guardian Relative Neighbor 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 their own lunch. Yes No

Signature

Date

Forms are to be submitted to the **main office**.