

TO BE RETURNED TO YOUR HEALTH TEACHER BY FRIDAY, NOVEMBER 1, 2019

Take Our Kids to Work

Wednesday, November 6, 2019

October 1, 2019



241 Fir Street
780-467-5930

Dear Parents and Workplace Hosts,

Students know one day they will become part of the world of work. **Take Our Kids to Work** gives **grade nine** students the opportunity to glance into this world, to gain respect for the contributions people make, and to strengthen the bonds between parents, students, and the community. In the process, young people can discover the links between education and their own futures in a practical way.

Take Our Kids to Work is timed to coincide with Canada Career Week. Although **Take Our Kids to Work** is a one-day event, it offers many potential benefits as students prepare and think back on it:

1. Before their workplace visit, they consider the importance of work in our lives and in our society.
2. On the job, their view of the work adults do becomes sharper; they gain understanding and appreciation of the challenges people face daily along with the achievements they accomplish.
3. After the event, the positive effects of seeing the workplace and their parent/host in a new way may have lasting effects. In addition, students begin to think about the choices they will have to make and the path they must follow to meet career goals.

The national initiative from The Learning Partnership of **Take Our Kids to Work (TOKW)** is scheduled for Wednesday, November 6, 2019. We hope you will be able to arrange for your son/daughter to accompany you to your place of employment for the entire day. Students are expected to interview other employees to answer questions about the workplace. Please read and complete the accompanying forms and return them to your Health teacher no later than **Friday, November 1, 2019.**

Please feel free to contact the school if you have any concerns about the program, or check the website at The Learning Partnership and look for TOKW resources. Our school website at www.sherwoodheights.org will also have a link for further information.

Take Our Kids to Work

Appropriate Dress

Clothing should be:

- Neat, clean and crisp looking.
- Well ironed or wrinkle free.
- Appropriate for the environment you are going to be in, to observe for the day.

It is not:

- Clothing that is baggy, wrinkled, worn-out, dirty, torn, or full of holes.
Generally shorts and t-shirts are not recommended nor appropriate.

Males should consider:

- Well pressed cotton dress pants or khakis for most business locations. Clean jeans may be appropriate for some worksites.
- Long sleeve shirts are preferred over short sleeve shirts.
- Solid colors have a classic look.
- Golf shirts are ok, but they should be tucked in.
- Shoes and belt should be leather or fabric. Running shoes may be appropriate.
- Ties are not usually expected, but that would be the way to be more dressed up in some business environments.
- Jewelry should be kept to a minimum.

Females should consider:

- Well pressed khakis are great as well. However, you may prefer dress pants (dark colors are usually preferred). Clean jeans may be appropriate for some worksites.
- Skirts should be knee length and not too tight. Slits in the skirt should allow for easy movement, but should not reveal too much leg.
- Dress sweaters, tailored shirts or blouses are appropriate.
- Leather or fabric shoes look the best. Sandals, thin straps, chunky heels do not really go well with business casual. Running shoes may be appropriate.
- Jewelry should be kept to a minimum.

Remember, you are representing your school, your parents and yourself.

Make clothing choices that are acceptable and appropriate for the environment you will be visiting.

Student Name:

Homeroom Class:

Sherwood Heights – Take Our Kids to Work™
Student Agreement



The *Take Our Kids to Work™* program was implemented by The Learning Partnership in 1994. Since that time, more than 2 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. Its mission is to nurture partnerships among schools, businesses, and communities devoted to strengthening our publicly funded school system; to encourage adults to share their ideas, talents, and resources with students; and to create learning opportunities that young people will find challenging and exciting.

PART A: Student Agreement

Fill in the information below and discuss it with your parent/guardian and your host **before** your workplace visit.

Obtain all of the required signatures and return completed form Parts A, B and C to your Health teacher by **Friday, November 1, 2019**.

1. I would like to investigate an occupation on *Take Our Kids to Work™* Day, November 6, 2019. For this “**observation**” experience, 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
 - ☐ Refrain from operating any equipment, tools or machinery.

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
(Name of Host) _____ and understand what is expected of me.

Student Signature: _____ Date: _____

Sherwood Heights – Take Our Kids to Work™

Parent/Guardian Consent



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 **Mrs. Sherri Johnston** at **Sherwood Heights Junior High** Ph: **780-467-5930**, or contact the workplace.

Please 'X' the appropriate boxes. Select 'Yes' or 'No' for each statement

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | My child _____ has my permission to participate in <i>Take Our Kids to Work™</i> Day on November 6, 2019. I understand there are risks associated with my child visiting a workplace. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | My child will accompany me to work on November 6, 2019 at _____. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | My child will accompany a relative, neighbor, or friend at _____. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | My child may participate but I am unable to have my child accompany me. My child has permission to participate if a suitable placement can be arranged. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | I have reviewed the Elements of Risk section below with my child. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | A colleague at my workplace would be willing to host another student.
Colleague's Name: _____ Tel #: (____) ____-_____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | My child may be photographed, interviewed or videotaped on this day. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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 my child gets home safely, at my expense. |

Elements of Risk:

All experiential learning programs, such as field trips, cooperative education, job shadowing and *Take Our Kids to Work™*, involve certain elements of risk. This is an "**observation only**" experience. 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 more information see the recommendations for Workplace Health & Safety at www.thelearningpartnership.ca.

Look under Resources at www.thelearningpartnership.ca/events to find additional TOKW Resources for Parents.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____



Student Name: _____

Homeroom Class: _____

Sherwood Heights – Take Our Kids to Work™ Workplace Agreement

PART C: Workplace Agreement

To the Workplace Host:

This is an **observation only** experience on November 6, 2019. Students are not to perform any tasks in relation to equipment, machinery or tools. The workplace must offer a **safety orientation** discussion with the student and provide direct supervision of the student while on-site. Discuss your expectations for the day with the student you will be hosting. Complete the following information and sign below. This agreement must be returned to **Sherwood Heights** with Parts A and B by Friday, November 1, 2019.

Workplace Host Name: _____

Occupation: _____

Relationship to student:

☐ Parent/Guardian

☐ Relative

☐ Neighbor

☐ Friend

☐ Other Workplace Representative

Place of Employment (Company or Organization): _____

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 @ 780-467-5930. I will also ensure that the child will remain supervised until appropriate arrangements can be made.

My company is willing to provide a placement for _____ additional grade 9 students.

I 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 vehicles, tools or equipment. For more information see the recommendations for Workplace Health & Safety at www.thelearningpartnership.ca.

Look under Resources at [The Learning Partnership - Workplace Guide](#) to find TOKW Resources for Workplaces.

Workplace Supervisor Name (printed): _____

Workplace Supervisor Signature: _____ Date: _____

Student Name: _____ **Homeroom Class:** _____

Liability Statement: A student must be treated with identical care to that of any visitor to an employer's premises. Employers must take reasonable care to ensure that their premises are safe for the visitor. Employers may be liable for damages if a student is injured while on their premises. It is recommended that employers have appropriate liability insurance in place and that they consult their insurance providers in this regard.



FIELD TRIP PERMISSION FORM

AP 260 Field Trips

Dear Parents/Guardians, this is to inform you that we are planning the following field trip.
Please retain Section 1 for your reference and return Section 2 to the appropriate supervisor.

SECTION 1: Field Trip Information (to be completed by the Field Trip Supervisor)

Name of field trip	School
Take Our Kids to Work Day	Sherwood Heights Junior High (7-9)

Today's date	Trip Supervisor/Staff Liaison (if not a staff member)	Position
October 1, 2019	Parent/designated workplace supervisor	Parent/Guardian

Description of field trip

On Wednesday November 6, 2019, hundreds of thousands of grade 9 students across Canada will spend a day in the workplace job shadowing a parent, relative, adult friend, or volunteer host as part of Canada Career Week. Each workplace host has been briefed and has provided consent regarding safety and supervision responsibility to be eligible. (See TOKW Parent Guide and TOKW Workplace guide at www.thelearningpartnership.ca). This is an observation experience only, students will not perform any tasks in relation to equipment, machinery or tools. The workplace host will provide a safety orientation and direct supervision of the student on site.

Departure Date	Time	Return Date	Time	
Wednesday, November 6, 2019	Start of Day	Wednesday, November 6, 2019	End of day	<input type="button" value="+"/> Add a row <input type="button" value="-"/> Remove a row

Subject/Block	# of Students	Grades	Other supervisors (indicate if supervisor is a teacher, classified staff, parent or other volunteer)
all		9	Workplace supervisors as identified and approved by parents.

Destination(s), include the address whenever possible

Varied. Specific workplace information included on accompanying consent.

Purpose of the trip (include curriculum/program alignment)

TOKW provides opportunities to cover the Life Learning outcomes of the Grade 9 Health curriculum

Activities

Varied

Risks and safety precautions

Varied, as per work placement, approved by parent and workplace

Special clothing or equipment required

as specified by the workplace

Transportation arrangements

parent arranged

If your child has any **allergies or medical conditions** which require special consideration, please contact the school at 780-467-5930

Request for Volunteers (Field Trip Supervisor please indicate if volunteers are needed and provide a description of duties) ☐ Yes ☒ No

Payment Information ☒ Amount/cost for field trip 0.00 or ☐ Amount/cost is included in grade/course field trip fee

School fee information for the current school year is expected to be posted on the PowerSchool Parent Portal by early **October**. All fees are due within 30 days of being posted. To access your fee information, simply log in to the [PowerSchool Parent Portal](#) and go to "Student Fees." There you can view your fees and pay them online using Visa, MasterCard or INTERAC Online - when available from your financial institution.

How will refunds be issued? (Refund Statement - AP 505)

Freedom of Information and Protection of Privacy - Notification of Use

The information collected on this form is for the purpose of coordinating field trips in EIPS, including tracking permission and maintaining accurate emergency contact information. This personal information is collected pursuant to the provisions of the *School Act* and Regulations thereto, and the *FOIP Act*, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204, or your school principal.

SECTION 2: Parent/Guardian Approval *(Students will be required to follow all applicable school rules for the duration of the trip.)*

If this form is not completed and returned to the school, it will be considered that you have **NOT PROVIDED CONSENT** for your child to participate in the field trip as described above.

Field Trip:Take Our Kids to Work Day **Trip Supervisor/Staff Liaison:**Parent/designated workplace supervisor

I _____ allow, _____ to participate in this field trip.

Parent/Guardian Signature

Date

Emergency Contact Information

Emergency contact name

Home phone

Work

Emergency

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