

Take Our Kids to Work™ Day began 16 years ago. It is an annual, national program in which Grade 9 students get their first taste of the world of work and the variety of future career choices available to them after high school. **Take Our Kids to Work™ Day** supports career development by helping students connect school, the workplace and their own futures.

Locally, it is expected that over 2,500 Niagara businesses and some 4,700 Grade 9 students will take part in this one-day job shadowing initiative. Students will spend the day with parents, relatives or volunteers at work and discover what they do to earn a living.

If you are unable to participate

OTHER WAYS TO PARTICIPATE

Parents are encouraged to invite their own child to spend a day on the job. If you are unable to host your own child, there are still ways for your child to participate.

Here are some suggestions:

- ➔ Ask a relative, neighbour or family friend to host your child at his/her workplace
- ➔ Contact your school, speak with your guidance department or **Take Our Kids to Work™ Day** coordinator and ask if they can assist you with finding a suitable placement
- ➔ Ask the parent of another grade 9 student who is participating, if your child could join them for the day
- ➔ For additional assistance, contact the Business Education Council Of Niagara, School Career Connections at 905-684-7200.

Thank You!

Success of
Take Our Kids to Work™ Day
would not be
possible without
the cooperation, efforts
& overwhelming response
from:

**EMPLOYERS
PARENTS
SCHOOL COORDINATORS**

Many thanks to our sponsor:



In cooperation with:



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD



Coordinated locally by:



TAKE OUR KIDS TO WORK™ DAY

Wednesday, November 2, 2011



ENCOURAGE and INSPIRE *Grade 9 students*
to explore future career possibilities

**Parent/Host and Student
Information Guide**

PARENT/HOST GUIDE INFORMATION

What you need to know about making
Take Our Kids to Work™ Day
a success for your student/child and company!

Before Take Our Kids to Work™ Day

- ✔ Expose your child to the many career possibilities; ask them questions about their career interests
- ✔ Highlight how education relates to the workplace -- training, lifelong learning, transferable skills, workplace learning
- ✔ Inform your workplace that you plan to participate in the program
- ✔ Find out if there are others in your workplace who are participating in the day and plan activities together if possible
- ✔ Plan a draft agenda of activities for the day and include an orientation, introductions, workplace tour(s), meetings, etc.

On Take Our Kids to Work™ Day

- ✔ Introduce your child to supervisors and co-workers
- ✔ Ensure Health & Safety policies and procedures are followed and any orientation materials are reviewed with your child
- ✔ Describe your job and what training/qualifications you needed for your job
- ✔ Ensure your child is with you at all times and/or is supervised by an adult.

After Take Our Kids to Work™ Day

- ✔ Have your child send a thank you note to your supervisor/employer
- ✔ Encourage your child to place any items from the day into a portfolio.

Connecting SCHOOL, WORK & the FUTURE

The Benefits

of Take Our Kids to Work™ Day

Discovering the many choices of careers to choose from after high school can be a difficult and overwhelming task for today's students. **Take Our Kids to Work™ Day** is the beginning framework for choosing a career pathway and illustrates the importance of education, skills development and training. Through this one day job shadowing opportunity, students can begin to put the pieces together regarding their future.

They also benefit from the following:

- ➔ Exposes students to the world of work and encourages career exploration
- ➔ Workplace learning highlights how education and the workplace are linked
- ➔ Students can begin to develop and recognize skills that employers want **"employability skills"**
- ➔ Companies and organizations can highlight their products/services to current or potential markets
- ➔ Students have the opportunity to see what their parents do for a living; parents have the opportunity to share an educational experience with their child; which in turn contributes to the increased understanding of the parent's role in the household

STUDENT INFORMATION

What you need to know about making
Take Our Kids to Work™ Day work for you!

Before Take Our Kids to Work™ Day

- ✔ Plan a "meeting" with your parent or volunteer host about what you can expect -- how long are you going to be there, what to wear, Health & Safety regulations, personal protective equipment, bringing food/lunch etc
- ✔ Prepare a few questions you may want to ask
- ✔ Complete and return all Permission Forms to your school.

On Take Our Kids to Work™ Day

- ✔ Arrive on time and be prepared to start work as if it was your actual job
- ✔ Bring any materials that you may need with you - pen/pencil, journal/notebook, clipboard, safety gear
- ✔ Ask for business cards from the people you meet ...these contacts could be helpful in future work or volunteer positions.

After Take Our Kids to Work™ Day

- ✔ Send a thank you note or e-mail to the workplace you visited
- ✔ Note anything you learned that might be valuable for your career planning -- careers to research, company information, skills and training learned
- ✔ Place items in your portfolio (GREAT time to start one if you haven't already!) to document your day - could include worksheets, items from the workplace, work samples (with permission from employer), certificates for training received or participated in, etc.