



October 18, 2022

Dear Sir or Madam:

On Wednesday, November 2, 2022, Grade 9 students from schools across the country including those from Toronto District Christian High School will be participating in the “Take Our Kids to Work Day” program. Thank you for your willingness to host a student at your place of work so that she/he may see first-hand the duties and responsibilities of a person in your occupation.

This is a day to offer the students a view of the world of work and to give them an understanding of career-related demands and opportunities. It allows students to see their parents, guardians, or volunteer hosts in different roles with specific responsibilities. It is also a day to emphasize that education goes beyond the classroom and that the preparation of younger generations for the future is a community effort.

We request your assistance in helping the student complete a questionnaire relating to the job shadowing experience. Please feel free to add any comments or observations regarding the student’s performance at your place of work.

Thank you again for your assistance and participation.

Sincerely,

A handwritten signature in black ink, appearing to read 'William Groot', written in a cursive style.

William Groot
Principal

377 Woodbridge Ave.
Woodbridge, ON
L4L 2V7
905-851-1772

What is the Take Our Kids to Work™ program?

Take Our Kids to Work™ is an annual program in which Grade 9 students are hosted by parents, friends, relatives and volunteers at workplaces across the country every November. The program supports career development by helping students connect school, the world of work, and their own futures. Take Our Kids to Work™ is our signature program which began in 1994 in the Greater Toronto area.

On the first Wednesday of every November, Grade 9 students spend the day in the workplace of a parent, relative, friend or volunteer experiencing and learning about the world of work as they begin to explore possible career paths.

Research suggests that today's students will have multiple careers over the span of their working years. To be successful, they will need to master both new technologies and complex social and organizational systems. Learning in school becomes more effective and relevant if students can see where their education might lead them in the future. Spending a '*day in the life*' of a profession or workplace is a fun and fascinating way to explore the world of work, think about career options, and make informed educational decisions.

Who Benefits From the Take Our Kids to Work Program?

The program benefits students, teachers, schools, parents and Canada's future work force.

Students benefit because - it's an opportunity for them to explore career options, through:

- Understanding the importance of staying in school by learning first-hand what skills are required in today's workplace.
- Thinking about what aspects of their "work day" they liked and what they didn't.
- Exploring career options in a practical way and gain a better understanding of just how many career choices are open to them.
- By spending a day in the life of a working adult, they develop an appreciation of their parents' work and motivations.

Parents benefit because - it helps them prepare their children for the future by:

- Discussing work experiences with their child.
- Beginning a career discussion based on actual experiences.
- Enriching their child's experience with discussions before, during and after the workplace visit.

Teachers benefit because - it allows real life experiences to bridge with learning in the classroom.

- Helps make the connection between education and future career paths.
- Demonstrates the complexity of career choices and the benefits of early exploration.
- Allows teachers and students to explore career options in practical ways.

Take Our Kids to Work Day Student Checklist

Student's First and Last Names: _____

I have handed the introduction letter from Mr. Groot to the employer/company I will be working at on November 2, 2022

The following FIVE items MUST be completed and the related sheets attached to this CHECKLIST page. Hand the completed package to MARG IN THE MAIN OFFICE on NOV. 3, 2022.

I have submitted the Workplace Agreement Form and had it filled out by the employer/company I will be working at on November 2, 2022.

I have filled in and submitted A Discussion about Work

I have filled in and submitted the Job Shadowing Assignment

I have submitted my Reflection

I have submitted a photo and/or video using the following QR code →



Note: If for SOME REASON items will come in later, please Edsby message Ms. Van Schepen or Mr. Hoving and hand it in ASAP after Nov. 2. Good communication is important.

Total Evaluation – Everything is due on Thurs., Nov. 3. Bring your package to the main office. MAKE SURE YOUR NAMES are on EVERY PAGE!

A DISCUSSION ABOUT WORK	/6 Application
JOB SHADOWING INTERVIEW	/10 Knowledge
“TAKE OUR KIDS TO WORK DAY” EXPERIENCE REFLECTION	/10 Communication
PHOTO or VIDEO sent to Marg	/4 Thinking

Note: If you are missing your Workplace Agreement Form, you will lose two Communication marks.

Due: November 3, 2022 (Hand in to Marg in the main office)

TO BE COMPLETED WITH A PARENT, GUARDIAN or HOMESTAY BEFORE NOVEMBER 2

To guide your learning, talk to a parent, guardian, or homestay parent about work (for at least 15 minutes) using the following questions as a guide. The idea is for YOU to think about work and home life by talking to one of them. Feel free to write or jot notes. Then, make sure to fill in the form.

#1. What would you like in your ideal job? Examples: Does it have to be fun? Would you learn new things? Would you work by yourself or with a team? How might it relate to your faith or beliefs?

#2. Think about other people's jobs (friends' parents, neighbours, relatives etc.) what do you think they do in these jobs and what would be fun or boring about these jobs?

#3. What would you want your home life to be like: when you are not at work how did you see your life at home? Would you have lots of friends coming over? Would you have a pet? Would you live alone or be part of a family? What might your family look like? e.g. Do you hope to have children?

#4. How do you think the type of job you do will affect the type of home-life you would like? For example, will you have to travel, work long hours, work in the evening?

#5. What do you think should be done to help people manage their work and family lives in a better way?

PLEASE HAVE THE PERSON YOU SPOKE WITH fill in and sign that you spent at least 15 minutes discussing work. REQUIRED. Without it, you will lose marks.

Student's First and Last Names: _____

Parent, Guardian, Homestay's Name: _____ Relationship to Student: _____

Parent, Guardian or Homestay's Signature: _____

JOB SHADOWING INTERVIEW

/10 Knowledge

TO BE FILLED IN BY THE STUDENT WITH THE JOB HOST or AFTER TALKING WITH HIM or HER.

Due: November 3, 2022 Student's First and Last Names: _____

Please complete the following in consultation with the person whom you are job shadowing.

Person you "shadowed": _____

Job Title: _____ Company Name: _____

#1. What level or type of training, education or experience is needed to be hired for this job?

#2. What are three main skills, abilities or talents that someone should have for this job?

#3. What are the main tasks and responsibilities involved in this work?

#4. What percentage of the work involves: people ____ % data ____ % things ____ %

What percentage of the employees in this job at this company are female ____ % male ____ %

What salary range could you expect in this job? Starting _____ Top Amount _____

#5. State or list the things that your host most enjoys about the job or work.

(continued on other side)

#6. State or list the things that your host least enjoys or finds the most difficult about the job or work.

#7. How many years has your host been in this job? _____ Why and/or how did your host choose this job?

#8. State or list ways that your host integrates his or her Christian faith in his or her daily work.

#9. What advice would your host give to high school students today concerning education and work?

#10. What did you learn and enjoy about today's job shadowing experience?

PHOTO AND/OR VIDEO

Marking Scheme (send all photos/videos using the QR code on the checklist page) /4 Thinking

0 marks – no photo or video

1 mark – photo of me at the placement

2 marks – photo of me and the host at the placement with a sign of the company included

3 marks – a 3 to 12 second video clip of my host and me at the placement saying something about "Take Our Kids to Work Day"

4 marks – a photo (see 2 marks) and a video (see 3 marks)

“TAKE OUR KIDS TO WORK DAY” EXPERIENCE REFLECTION

/10 Communication

Student’s First and Last Names: _____

Due: November 3, 2022 (Hand in to office)

Answer the following questions in complete sentences.

#1. Where did you go and who did you job shadow?

Was this the first time you ever job shadowed an adult? Yes No

List the times you left for your placement and when you returned. Left at _____ Returned _____

#2. List the things you did throughout the day, including lunch.

#3. Explain why you would or wouldn’t be interested in pursuing a career in this area.

#4. Write about three things you have learned from your job shadowing experience.

(continued on other side)

#5. What thing or event impressed you most about the day?

#6. What was the best thing that you experienced during your placement? You may list more than one.

#7. What do you think was the main purpose of the day for you?

#8. What do you think was the main purpose of the day for your host?

#9. Use three words that would use to rate this day (in terms of fun or learning).

#10. At this point in your life what are your educational and career plans, hopes and dreams.
(NOTE: "I don't know." Is not an acceptable answer!)

Circle how much this job interests you: None A little It's fine I like it I love it

WORKPLACE AGREEMENT

For TDChristian High School Student's "Take Our Kids to Work Day"

To be filled out and signed by the employer and handed in to the school by the student on Nov. 3.

Discuss the expectations for the day with the student you will be hosting and sign in the box below.

Name: _____ Occupation: _____

Relationship to Grade 9 Student:

Parent/Guardian Relative Neighbour Friend Other Workplace Representative

Place of Employment: _____

Address: _____

Phone: _____

The student _____ will be present at my workplace between the hours of _____ and _____ on Wednesday, November 2, 2022.

The student should bring a lunch. YES NO Not Applicable

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 agree to provide a safety orientation for the student and to ensure that there is properly supervision 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.

Workplace Supervisor's Name: _____

Signature: _____

Date: _____

Comments or Questions, if any: