October 27th, 2014.

Dear Parent or Guardian,

As part of our Health and Career Education 9 curriculum, your son or daughter is being asked to participate in the National *Take Our Kids to Work Day*, on Wednesday, November 5th, 2014.

We hope that every parent or guardian of a Grade 9 student will allow their son or daughter to accompany them to work on this day. If you are not able to host your son or daughter at your workplace, we hope you will assist in arranging an alternate placement with another adult, such as an aunt or uncle, other relative or friend, etc.

The experience will give your son or daughter several opportunities:

• To glance into the workplace by job shadowing an adult

• To gain respect for the contributions people make to the workplace

• To strengthen the bonds among parents, students and the community

• To discover, in a practical way, the links between education and their own futures

This is strictly an observational experience. **AT NO TIME WILL STUDENTS ENGAGE IN HANDS-ON ACTIVITY WHILE ON THE WORKSITE.**

If you are unable to have your son or daughter observe at your workplace, please have a close relative or friend act as a workplace sponsor. We also encourage students and their parents to network to help find a placement that is an area of interest to the student. If for some exceptional reason a placement is not found, please contact Ms. Skye for assistance at [kskye@sd43.bc.ca](mailto:kskye@sd43.bc.ca). Also you can find more information about this National Event at the following website <http://www.takeourkidstowork.ca/>.

Here are some pointers for getting started in the process of securing a placement or host site for the day:

* Talk with your supervisor, employer, or union representative. Ask him or her if you have permission for your child to come to work with you on the national *Take Our Kids to Work Day* which occurs on Wednesday, November 5th, 2014. Be sure to inform the supervisor or employer that this educational experience is an observational experience only. **AT NO TIME WILL STUDENTS ENGAGE IN HANDS-ON ACTIVITY WHILE ON THE WORKSITE.**
* Invite your Grade 9 child to accompany you to work for the day. Explain that you want him or her to see where you work, meet the people you work with, and see the kinds ofjobs available in your workplace.
* Talk to your co-workers; perhaps they will be interested in helping or will sponsor a friend of your son or daughter.
* If you do not have a workplace that is suitable for an experience like this, ask a relative or friend to take your child to work for a day. Perhaps you know someone who works in the field that your child is interested in and who would host him or her for one day.
* Talk to your child about work. Tell him or her how you prepared for the job you have today. Discuss the demands and the rewards of your job and answer questions that your child may have about your job.

Accompanying this letter is a three-part permission form to be filled out completely **by the student, the parent, and the workplace sponsor. All 3 parts need to be filled out even if you are also the workplace host.**

Please return the completed ***Take Our Kids to Work*** permission form **by Friday, October 31st, 2014**. Forms will be collected by Block 2 Teachers. Please take the time to fill this out with your son/daughter.

**If students do not participate in this activity, they are expected to attend school that day.**

Thank you for your support in this very worthwhile experience.

Sincerely,

Ms. K. Skye