



October 17th, 2023

Dear Parents/Guardians:

On **Wednesday November 1, 2023**, the Grade nine students at Sir John A. Macdonald, as well as thousands of other students from across the city, province and country, have the opportunity to participate in the national *Take Our Kids to Work Day (TOKW)*.

Take Our Kids to Work Day is an annual event that encourages grade nine students to spend a day with their parent, guardian, or other relative/family friend at their worksite. It is an opportunity for students to develop an appreciation for the importance of staying in school, gaining exposure to skills required in today's workplace, developing an appreciation for parents' roles in making a living, and explore career options in a practical way. The TOKW program helps students connect school, the world of work, and potential career opportunities.

The teachers at Sir John A. Macdonald would strongly encourage all Grade nine students to participate in this rewarding educational experience. If it is not possible for students to go to their parent/guardian's workplace, parents may make arrangements so that their son/daughter can participate with another parent/guardian.

What you need to know: We support your student's participation in this event, however it is not a CBE-sponsored event. This means that parents/guardians need to communicate with the school to arrange an **excused** absence for the day.

There is parent/student/employer support on the Student Commission [website](#). (Take Our Kids to Work) This website offers videos and suggestions on how to plan this day.

Students who choose not to participate are expected to attend school. They will be working on an alternate career exploration-based task.

Should you have further questions, please contact your son/daughter's teachers. They will be able to provide you with any assistance you may require. Thank you very much for supporting our students in gaining valuable, real-world experiences.

Sincerely yours,

Michelle Hornby

Ms. Michelle Hornby
Principal

Michael Hoblak

Mr. Michael Hoblak
Grade 9 Learning Leader

Noah Boivin

Mr. Noah Boivin
CTF Teacher

Todd Shea

Todd Shea
CTF Teacher

Take Our Kids to Work: Sir John A. Macdonald

To the Parent/Guardian: Your child has the right and responsibility to have a safe and educational workplace visit. Please review this form with your child and sign below.

Student Name: _____. Homeroom: _____

- I understand that there are risks associated with my child visiting a workplace.
- My child will accompany me to work at _____ on November 1, 2023.

Or

My child will accompany a relative, neighbour or family friend at _____ 11/01/2022

- My child will be present at the designated workplace between the hours of _____ and _____.

Elements of Risk on Wednesday November 1, 2023:

All experiential learning programs, such as field trips, job shadowing and Take Our Kids to Work, involve certain elements of risk. Injuries may occur while participating in this activity without any fault of the student, school board or 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 and Safety on the Alberta Government [OHS \(Occupational Health and Safety\)](#) website.

- We understand that due to the nature and scope of this activity the CBE will not be supervising students, nor has the CBE conducted a security check or other pre-screening of individuals in relation to this activity or the site.
- The CBE does not arrange for travel to and from this out of school unsupervised activity and therefore does not assume responsibility for students involved in this activity – parents should satisfy themselves as to the suitability of the activity which may involve travel.

I have reviewed the Elements of Risk section above with my child.

Parent/Guardian Signature _____. Date: _____ Phone # _____

Student Signature _____. Date: _____

To be filled out and signed by the parent/guardian and the student. This permission form must be returned to Mr. Todd Shea (room 43) or the Main Office by Tuesday October 31, 2023