



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

Discovering the many career choices available 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 can 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
- Companies and organizations can demonstrate 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.

### **PARENT/HOST GUIDE INFORMATION**

#### **BEFORE THE DAY**

- Expose your child to the many career possibilities; ask them questions about their career interest
- Highlight how education relates to workplace training, lifelong learning transferable skills, and workplace learning
- Inform your workplace that you plan to participate in the program and determine if there are others participating
- Plan an agenda for the day and include an orientation, introductions and workplace tour

#### **ON THE DAY**

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

#### **AFTER THE 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 (great resources for future jobs)

### **STUDENT GUIDE INFORMATION**

#### **BEFORE THE DAY**

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

#### **ON THE DAY**

- Arrive on time and be prepared to start work as if it were your actual job
- Bring any materials that you may need -- pen, notebook, protective equipment
- Ask for business cards from the people that you meet -- these contacts could be helpful in future work or volunteer positions

#### **AFTER THE DAY**

- Send a thank you note or e-mail to the workplace you visited
- Note anything that you learned that may be valuable for career planning -- careers to research, company information, skills and training required
- 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, certificates for training received or participation in etc....
- Include information about your participation on a resume to demonstrate your experience

### **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 a few ways for your child to participate.

#### **Here are some suggestions:**

- Ask a co-worker, relative, neighbor 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 with finding a suitable placement
- Ask the parent of another Grade 9 student who is participating if your child can join them for the day

For additional assistance, please contact the Business Education Council of Niagara, School Career Connections at 905-684-7200.

