## TAKE OUR KIDS TO WORKTM

Preparation for A Day In The Workplace



Student Name:	Homeroom Teacher:		
Workplace / Company Name:			
Complete the following questionnaire by talking to a parent/guardian <a href="mailto:before you go to the workplace">before you go to the workplace</a> . If you are not going with a parent, make sure you call the person you are going with to obtain the following information. Please complete and return this form to your homeroom teacher by <a href="Mov.9">Nov.9</a> , <a href="mailto:2018">2018</a>			
Punctuality & Time	. What time must I be on the job?		
Management	. What time will the workday end?		
	. What time will lunch be?		
	. What will I do for lunch?		
	. What facilities are available for lunch and breaks?		
	breaks during the day?		
	Thow will I get home from the workplace?		
Grooming / Dress / Etiquette	. What will I wear to work? Why is type of dress appropriate?  (Consider safety and appearance) School Uniform is acceptable.		
	introduced during the day? What is their job title? What are their responsibilities?		

Health / Safety / Confidentiality	<ol> <li>Are there any special health or safety concerns of which I should be aware?</li> <li>Are there any issues of confidentiality of which I should be aware? How will I be expected to deal with these issues?</li> </ol>	
Job Tasks	<ol> <li>What kinds of things does my parent / supervisor feel that I will learn on Take Our Kids to Work Day?</li> <li>Is there any information that I need to know before I visit the workplace?</li> </ol>	
Workplace goals	It is important to set expectations of what you hope to achieve at the workplace. Set two goals for your visit.	1.