



ST. PATRICK'S CATHOLIC HIGH SCHOOL
24th Annual Take Our Kids to Work™

Dear Parent/Guardian:

On **Wednesday, November 14, 2018**, the Grade 9 students at St. Patrick's Catholic High School will take part in **Take Our Kids to Work™**. On this day, students across Canada will be observing the workplace to gain a better understanding of career opportunities and to view how the workplace operates. Parents/Guardians, educators, business people, and community leaders are committed to making this day a valuable experience for our young people by showing them how important skills, training, workplace health and safety, and education are to their success.

What Can A Parent/Guardian Do?

Talk with your supervisor, employer, or union representative and tell him/her that you support the **Take Our Kids to Work™** project and would like to bring your child to work with you on **Wednesday, November 14**. Please see the attached Parent Guide or visit the website www.takeourkidstowork.ca which provides further information for parents, students and employers. You may also contact Dave Howson, at 519-332-3976 ext. 20829, who is coordinating the day for St. Patrick's Catholic High School.

Important Dates:

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| October 19 | Information Package given to students in homeroom.
(Letter and Commonly asked Questions, Liability Insurance Memo,
Parent Guide with Consent Form) |
| October 24 | Take Our Kids To Work Consent Form returned to Period 1 teacher.
<i>Preparation for a Day in the Workplace</i> questionnaire distributed in
homeroom for completion by Nov 1st. |
| November 1 | <i>Preparation for a Day in the Workplace</i> questionnaire due and returned to
homeroom teacher. |
| November 7 | Co-op /Student Services teachers to visit classrooms to: <ul style="list-style-type: none">• Review student expectations• Distribute thank you cards for employers/host company• Hand out Workplace Interview assignment |
| November 14 | Take Our Kids to Work <ul style="list-style-type: none">• Assignment for Students: <i>Workplace Interview</i> to be completed with
parent/guardian or workplace host. |
| November 16 | Workplace Interview handed in to homeroom teacher. |

- Cooperative Education Teachers and Guidance Counselors will be visiting many of the work sites to talk to students and employers and to take pictures.
- There will be photos taken for the yearbook as well as for a Take Our Kids to Work display board. **I encourage all students/parents/guardians to bring a camera and take pictures on that day and submit them to the main office OR to dave.howson@sccdsb.net**
- Finally, as a follow-up to the day, students will share the Workplace Interview with the homeroom teacher and class.

SOME COMMONLY ASKED QUESTIONS

Neither of us works at a place that my child is interested in. What should we do?

Ask a relative, neighbour or family friend to host your child at his/her workplace. If you cannot arrange a placement, your child will be expected to attend school, as per usual, on that day.

What does my child do if we choose not to participate?

First of all, we would be very disappointed, but you do have every right to opt out of this event. If your child does not participate, he/she is expected to attend school as usual and continue with regular in-class instruction.

What will prepare my child for this day?

- Information for students and parents will be distributed leading up to this day.
- Parent/Guardian input on what to expect on this day.
- Awareness of health and safety issues.

Age Matters. Are there any placements that my child cannot attend?

First and foremost, students must not be left alone in the workplace, and they should not be expected to complete any tasks for which full training has not been provided.

The Ministry of Labour provides a list of workplace minimum age requirements, which are very specific. Under the Occupational Health and Safety Act, minimum age requirements are in place for workers to be in a workplace and for "visitors" to be in the workplace. These age requirements also apply to unpaid students. Ultimately, it is the employer's responsibility to ensure that minimum age requirements are met in the workplace.

For most types of workplaces such as offices, stores, factories, restaurant kitchens, automotive service garages, etc., students are allowed to "visit" as long as they are accompanied by a person who has attained the age of majority; are being guided on a tour of the workplace; or are in an area of the workplace to which the public generally has access.

However, the **Regulations for Construction Projects prohibit anyone under 16** years of age from being on a project or a construction site when work is being performed there. This includes not only large sites, but plumbing and electrical repair, painting sites, demolition, renovations, etc. These workplaces are all considered to be construction.

If you have any questions regarding minimum age requirements, please contact the Ministry of Labour for further information. The regional office contacts can be found at www.labour.gov.on.ca.

WHAT NEXT?

Please consider the possibility of participating in the national **Take Our Kids to Work**™ day on **November 14**.

_____ C. Kehoe, Principal

_____ Dave Howson, School Contact

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