



October 14th, 2025

Dear Parent or Guardian,

As part of our Career Center program, your son or daughter is being asked to participate in the National **Take Our Kids to Work Day**, on Wednesday, November 5, 2025.

We hope that every parent or guardian of a Grade 9 student will allow their child to accompany them to work on this day. If you are not able to host your child 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 city of Surrey also offers programs on that day that students can register for (see permission form for details)

The experience will give your child several opportunities:

- To observe 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 child 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.

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. Tell him or her that your child will come to work on the national **Take Our Kids to Work Day**, which occurs on Wednesday, November 5 2025.

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 them to see where you work, meet the people you work with, and see the kinds of jobs available in your workplace. Your child could attend with a friend, family member or other responsible adult.

Accompanying this letter is a permission form for the day.

Your child will need to complete the **Take Our Kids to Work** permission form by **October 30th, 2025**.

Please take the time to fill this out with your child and return it to the CAREER CENTRE at Sullivan Heights.

If students do not participate in this activity, they are expected to attend school that day and MUST indicate this on the permission form.

If you have any questions about TOKTW Day 2025, please contact Susan Rogerson in the Sullivan Heights Career Centre at 604-543-8749 or email Rogerson_s@surreyschools.ca.

Thank you for your support in this very worthwhile experience.

Regards,

Career Education Department – Career Centre at Sullivan Heights

Take Our Kids to Work Day™ Parent/Guardian Consent Form

To be completed and signed by a parent or guardian and student, then returned to the school

CAREER CENTRE by October 30, 2025

The Students Commission of Canada (SCC) is excited to present **Take Our Kids to Work™** powered by RBC Future Launch, as **Canada's most recognized career exploration event**, engaging students with employers and the community for 30 years. Join the Event on November 5th, 2025.

To the Parent/Guardian: Your child has the right and responsibility to have a safe and educational workplace visit. Health and Safety education is an important element of this program. Review this form with your child and sign below. If you have additional questions about safety, contact the school or the workplace.

Student's name: Block B Teacher's name:.....

My child has my permission to participate in this program with a parent. Sign at the bottom of page

☐ The workplace is aware that my child will be visiting on Wednesday, November 6, 2024, between the hours of _____ and _____. We have discussed lunch arrangements and appropriate clothing/safety attire.

Parent's name: Workplace name:.....

Telephone:

Address:

OR

My child **will** accompany a: (check one)

Sign at the bottom of the page

☐ relative ☐ friend ☐ community host - see City of Surrey info below

Contact's name: Telephone:

Workplace name: Address:

OR My child will attend their normal school schedule ____ (indicate with an X) and sign below

As an alternative, students may register with the City of Surrey Parks, Recreation and Culture Department (community host), which is offering three full-day activities and workshops designed specifically for Take Our Kids to Work Day. Spaces are limited and pre-registration is required. For more information and registration, please visit: surrey.ca/events/take-our-kids-work-day.

Elements of risk:

All experiential learning programs, such as field trips, cooperative education, job shadowing and Take Our Kids to Work participation, involve certain elements of risk. Injuries or exposure to communicable diseases may occur while participating in this activity without any fault of the student, the school board, or the host employer.

I understand that there are risks associated with my child visiting a workplace and I have reviewed the elements of risks with my child.

_____ SIGNATURES REQUIRED BEFORE HANDING FORM INTO THE CAREER CENTRE _____

Parent/Guardian signature: Date:

Student signature: Date: