



SULLIVAN HEIGHTS SECONDARY SCHOOL

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October 7th, 2026

Dear Parents and Caregivers,

As part of the Career Education 9 curriculum and our Sullivan Heights Career Center program, your student (grade 9) is being asked to participate in the National **Take Our Kids to Work Day**, on **Wednesday, November 4, 2026**.

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 cannot 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.**

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 4 2026**. Be sure to inform the supervisor or employer that this educational experience is an observational experience only.
- 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/consent form for the day.

Your child will need to complete the Take Our Kids to Work permission form by **October 28th, 2026**. Please take the time to fill this out with your child and return it to the **CAREER CENTRE** at Sullivan Heights – room B112.

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 2026, 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 Secondary



TOKTW NOVEMBER 4th 2026

To be completed and signed by a parent or guardian and student, then returned to the school CAREER CENTRE room B112 by October 28, 2026

The Students Commission of Canada (SCC) is excited to present **Take Our Kids to Work™**, as Canada's most recognized career exploration event, engaging students with employers and the community for 30 years. Join the Event on **November 4th, 2026**.

To the Parent or Caregiver: 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 name: **Parent/Caregiver Name:**.....

SELECT OPTION A or B

Option A

☐ My child has my permission to participate in this program with (select 1) – Sign Below
a ____ parent ____ a relative ____ a responsible adult ____ community host - City of Surrey

The workplace is aware that my child will be visiting on Wednesday, November 4, 2026, between the hours of ____ and ____ . We have discussed lunch arrangements and appropriate clothing/safety attire.

Name of adult responsible for the student:

Workplace name:

Work Host Telephone:

Address of the Workplace:

The City of Surrey Parks, Recreation and Culture Department (community host), is offering 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: <https://www.surrey.ca/news-events/events/take-our-kids-work-day>

OR

Option B

☐ My child will attend their normal school schedule_ (indicate with an X) and sign below

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.

Parent/Caregiver signature:

Date:

Student signature:

Date: