

Take Our Kids to Work at York University

Wednesday, November 6th, 2019

**HUMAN
 RESOURCES**
 Office of AVP

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York University is excited to participate in the annual *Take Our Kids to Work program*[™] (TOKTW), initiated by [The Learning Partnership](#). This is an annual event when Grade 9 students step into their future and get a glimpse into the working world, as well as document their experience in a final report for their teacher. The program is open to all University staff and faculty members and we encourage those who can to join us!

Why support the TOKTW Day initiative?

- TOKTW bridges the gap between the workplace and young people by introducing skills, abilities and knowledge they will need for the future.
- TOKTW allows employers to explain to students what skills are most important in the workplace – communication, team work, time management and more!
- The program gives employers a chance to promote their industry and professionals within it so that they can attract future specialists in their fields. It also gives students a glimpse into different fields that they may be interested in.
- TOKTW supports York University’s collaboration with TD Bank, committed to building a more engaged university and maintain interest of the surrounding community as an Anchor Institution.

How to Register:

- Faculty and staff who plan to bring a Grade 9 student to participate in the event must complete, sign and return all forms attached below (**Registration and Permission and Release**) by **Wednesday, October 30th**.
- York students who wish to bring their own Grade 9 student to campus must make prior arrangements with a York staff or faculty member to have the student observe the staff or faculty member in a work environment. **Completion of Registration and Permission Forms is required.**

Event Schedule:

Glendon Campus

9:30 – 9:45 am	Welcome to Glendon: York Hall B108
9:45 – 10:45 am	Campus Tour
11:00 – 12:00 pm	Refreshments & Discover Glendon Presentation (YH A224)
12:00 – 1:00 pm	Lunch: Glendon Dining Hall
1 pm onwards	Student accompany their parent/guardian to workplace

Keele Campus

8:00 - 8:30 am	Student drop off & registration at Tait Gymnasium
9:30 am	Campus tour: Including Tait Gymnasium, Bergeron, Observatory & AMPD
12:00 pm – 1:00 pm	Lunch: New Student Center
1:00 pm onwards	Student accompany their parent/guardian to workplace

If participating in tour, parents/guardians are expected to **drop off students at Tait Gymnasium between 8 – 8:30 am for sign in**, and then rejoin them for lunch at **noon**. Please make sure the student is wearing appropriate athletic attire as they will be doing a walking campus tour as well as engaging in activities at Tait Gymnasium.

1. Security, Health and Safety

York University would like to ensure the security, health and safety of visiting students. Each Faculty and Staff member sponsoring a Grade 9 student must obtain approval from their supervisor. The employee and their supervisor must review potential job hazards prior to the start of any job-shadowing. This includes reviewing personal safety equipment, safety rules and off limit areas. Safety rules of the workplace apply to visiting students.

For reasons of safety and privacy, no student may visit a work site indicated on the “**Off Limit Worksites**” list (Please refer to Appendix A). In addition, **no student participant is permitted to operate a motorized vehicle, electrical tool, or to use chemicals**. If you have questions about the suitability of any work site in relation to TOKTW, please forward them to Health, Safety and Employee Well Being (hsewb@yorku.ca).

2. Permission and Release Forms

School boards require parents/guardians to sign a permission form. York University also requires that parents/guardians sign the attached **Permission and Release Form** for any student who wishes to participate in the TOKTW program. (**Note:** Complete one form per student. If you are bringing more than one student, please complete additional forms as required.) Parents will also need to sign the attached **Photographs and Video Consent Form**

As mentioned, permission to bring a student into the workplace must be obtained in advance from the Supervisor (i.e. Vice-President’s/Dean’s Office, Unit Director or Manager) to ensure Supervisors have full knowledge of the students participating in their area. Permission forms submitted without supervisor/manager approval will not be accepted.

Please submit all forms to Human Resources, frafiq@yorku.ca, no later than Wednesday, October 30, 2019.



Registration Form TAKE OUR KIDS TO WORK

EMPLOYEE NAME: _____

DEPARTMENT: _____

EXTENSION: _____

EMAIL: _____

NAME OF STUDENT: _____

STUDENT'S SCHOOL AND TEACHER:

Which campus is the employee located?

Keele Glendon

Will Participate In:

Campus Tour Lunch

Dietary Restrictions: _____

Please Indicate if you have any food allergies: _____

Please share anything you feel would be helpful for us to better support your child:

Student Declaration

I would like to participate in York University's *Take Our Kids to Work*[™] Program on November 6, 2019. I agree to arrive at the specified time and location, and to abide by all the rules at the workplace. I understand that I am under the authority of the adult I am accompanying to work.

Student Signature

Date



Permission and Release Form

I, _____, the legal guardian or parent of _____, hereby give my consent to his/her participation in the *Take Our Kids to Work™* program (The "Program") at York University on November 6, 2019.

I am aware that job shadowing and the Program involve certain risks and dangers inherent in the workplace. I also acknowledge that York University does not carry medical, personal health, dental, accident or personal property insurance coverage with respect to the participant.

I hereby release York University, its officers, governors, employees, agents, contractors, and representatives (the "Released Parties") from any and all actions, claims and demands for damages, loss and injury, arising now or which may hereafter be sustained by me or the participant or both arising out of or in consequence of the attendance or participation of the participant program.

I hereby waive and promise not to sue the Released Parties for any damages or loss, and any claim or demands on account of injury or damage, or as a result of my death, whether caused by negligence or otherwise, in connection with my participation in the Program.

I agree to indemnify the Released Parties from any claims or demands which might be made against the Released Parties arising out of or in consequence of the attendance or participation by the participant in the Program.

I declare that I have read and understood the above Permission and Release Form for Take Our Kids to Work Program in its entirety. I understand and agree to be bound by the terms and conditions. I am aware that by signing this form, I am waiving certain legal rights which I, my heirs, next of kin, executors, administrators or personal representatives may have against York University, its officers, employees, agents, contractors or representatives.

Signature Legal Guardian/Parent

Date

Signature Supervisor

Date

Appendix A

Off Limits Work Sites

The following work sites are deemed off limits by York University. Students participating in the Take Our Kids to Work Program may not job shadow at these sites:

1. Facilities Maintenance workshops
2. University construction sites
3. Boiler rooms and power plant requiring the wearing of hearing protection, steel-toed boots and hard hats
4. Food service kitchens
5. Chemical and hazardous waste storage area
6. High risk labs, workshops and studios with chemicals, biological, radiological and/or physical hazards requiring the wearing of personal protective equipment
7. Counselling services
8. Private living areas of student residences
9. Shipping and receiving loading areas
10. Any other sites identified by the Dean or Unit Director or Department of Human Resources

If you have any questions regarding health and safety, please contact Health, Safety and Employee Well Being at hsewb@yorku.ca.



Photographs and Video Consent

I hereby grant permission to York University and its representatives to take photographs or videos of me and to make recordings of my voice. I further grant to York University and its representatives the right to reproduce, use, exhibit, display, broadcast and distribute these images and recordings in any media now known or later developed for promoting, publicizing or explaining York University and its activities and for administrative, educational or research purposes.

Photographs, video images and voice recordings are the property of York University.

Print Name _____

Signature _____ Date _____

I hereby grant permission to York University to use my name with these images and recordings.

Signature _____ Date _____

Privacy: Personal information including images and recordings in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for promoting, publicizing or explaining York University and its activities and for administrative, educational or research purposes. Personal information may be disclosed to outside service providers for processing and production. If you have any questions about the collection of personal information by York University, please contact: Information and Privacy Coordinator, York University, 1050 Kaneff Tower, 4700 Keele Street, Toronto, ON M3J 1P3, tel. 416-736-2100 Ext. 20359, info.privacy@yorku.ca.