



Education and Training

Deputy Minister

Room 162, Legislative Building, Winnipeg Manitoba, Canada R3C 0V8

September 2019

TO: Superintendents of School Divisions
Principals of Public Schools (Grade 9)
Principals of Funded Independent Schools (Grade 9)

Dear Colleagues:

Take Our Kids to Work™ (TOKTW) invites students in Grade 9 to spend a day at work with a parent, guardian, relative, adult friend or volunteer host to experience “a day in the life of” various professionals in today’s workplaces, and to explore possible future career options that are open to them.

When will it take place?

The date of TOKTW is the first Wednesday in the month of November, Wednesday, November 6, 2019. Every Grade 9 student in Manitoba is invited to spend a day in the workplace of a parent, guardian, relative, adult friend or volunteer host.

Safety First

Student safety and health in the workplace is a vital component of student learning, and a vital aspect of the TOKTW program. It is essential that both students and parents receive information about health and safety prior to their worksite visit. Parents need to be aware of the work that their children are engaging in at TOKTW. As part of their career development education, all students need to be aware of their rights and responsibilities for jobs that they may hold now and in the future.

What do you need to do?

New this year, TOKTW registration forms **will not** need to be submitted to Manitoba Education and Training.

Each school division office is asked to send one email with the total number of participating students from your school division to ruth.stargardter@gov.mb.ca on November 6, 2019.

Please note that TOKTW registration provides Workers Compensation Board coverage for TOKTW Day on Wednesday, November 6, 2019 only.

Packages containing the TOKTW Family Guide with Parent/Guardian Consent form and a SAFE Work Manitoba TOKTW Promotion Letter including safety resources will be sent to schools in September. Please provide Grade 9 students with a copy of the TOKTW Family Guide and share safety resource information with students and families. Parent/Guardian Consent forms are found in the Family Guide. They should be returned to the schools.

What resources are available? The following resources will be available at:

www.thelearningpartnership.ca/tokw, and
www.edu.gov.mb.ca/k12/cur/cardev/toktw.html.

- TOKTW Day Family Guide and Parent/Guardian Consent Form
- Educator Guide
- Safety Recommendations
- Employer's Guide including icebreakers, activities, signage, marketing and communications materials and Workplace Registration
- 2019 TOKTW Student Participation Certificate
- Student information to prepare for TOKTW and questions to ask their workplace host
- Posters
- Virtual Reality Workplace Videos

If you have any questions, please contact Ruth Stargardter, Career Development Consultant, at 204-945-0592, toll-free 1-800-282-8069 extension 0592, or ruth.stargardter@gov.mb.ca.

Wishing you and your students continued success with TOKTW day.

Sincerely,

Original signed by

Grant Doak
Deputy Minister
Education and Training

Attachments

- c. Chairs of School Boards
Ruth Stargardter, Consultant, Manitoba Education and Training