YORK UNIVERSITÉ UNIVERSITY

EQUITY, PEOPLE & CULTURE

Human Resources

8 THE CHIMNEYSTACK RD
4700 KEELE ST.
TORONTO ON
CANADA M3J 1P3

Take Our Kids to Work (TOKTW) Day

York University is once again excited to host the annual Take Our Kids to Work (TOKTW) Day program in person on **Wednesday, November 5, 2025**, currently championed nationally by the Students Commission of Canada (SCC). This is an annual event for grade 9 high school students to visit and spend the day in the workplace with an adult sponsor (at least 18 years of age), who is a York University employee, faculty member, or student with a York job, that will be inviting and accompanying the visiting student to participate in programed activities and job-shadowing.

Registration Steps

Step 1	Step 2	Step 3
Page 3 Sponsor and manager to fill out "**Manager Approval Form**"	Page 4 Parent/legal guardian to fill and sign "**Consent, Waiver, Indemnity and Release**" form	Sponsor to submit forms from steps 1 and 2 here by **Friday, October 24, 2025**: https://www.yorku.ca/hr/toktw-registration/
Complete one form per visiting grade 9 high school student		

NOTE: Please ensure appropriate athletic attire is worn as students will be doing a walking campus tour and may engage in activities.

Consent, Waiver, Indemnity and Release

Visiting students are not required to be a direct relative of the sponsor, however, the "**Consent, Waiver, Indemnity and Release**" form found on page 6 must be filled and signed by the parent/legal guardian.

Manager Approval

The permission to bring a student into the workplace must be obtained in advance from the manager (i.e. Vice-President's or Dean's Office, Unit Director or Manager) by the sponsor using the form on page 5 to ensure managers have full knowledge of the visiting students participating in their area.

Health, Safety and Security

York University seeks to ensure the health, safety and security of visiting students.

Process: Employees sponsoring a student must first obtain approval from their manager. The employee and their manager will review job-shadowing opportunities in their area by assessing potential hazards prior to the start of any job-shadowing. This includes reviewing work tasks and safety requirements in place (if additional measures are required, this will be implemented ahead of the visit).

If Standard Operating Procedures (SOPs) exist, this must be reviewed with the student prior to job-shadowing and any required Personal Protective Equipment (PPE) will be made available. Orientation to safety rules, including any off-limit areas/activities in the workplace must be done with visiting students prior to job-shadowing.

For reasons of safety and/or privacy, **no student participant is permitted to operate a motorized vehicle, electrical tool, or to use chemicals**. Specialized equipment that requires an experienced operator are also not authorized.

In addition, sponsored students may not job-shadow at these sites (**"Off Limits Worksites"**):

1. Facilities Maintenance areas
2. University construction sites
3. Boiler rooms and power plants requiring the wearing of hearing protection, steel-toed boots and hard hats
4. Food service kitchens
5. Chemical and hazardous waste storage areas
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 Vice-President's or Dean's Office, Unit Director, Manager or Human Resources
11. Virtual working environments, such as Zoom and Teams meetings

If you have questions about the suitability of any job-shadowing opportunity in relation to TOKTW Day, please forward them to the Health, Safety & Employee Well-Being (HSEWB) office (hsewb@yorku.ca).

Manager Approval Form

I, _____ (employee name), request permission to allow

_____ (visiting student name), who is my

_____ (relationship to employee), to job shadow me on

_____ (date) for the TOKTW Day program.

I agree that I must review potential job hazards with my manager prior to the start of any job-shadowing. This includes reviewing work tasks and safety requirements in place (if additional measures are required, this will be implemented ahead of the visit). I understand that safety rules of the workplace apply to visiting students.

If Standard Operating Procedures (SOPs) exist, I agree to review them with the student prior to job-shadowing and any required Personal Protective Equipment (PPE) will be made available. Orientation to safety rules, including any off-limit areas/activities in the workplace must be done with visiting students prior to job-shadowing.

For reasons of safety and/or privacy, I agree that **no student participant is permitted to operate a motorized vehicle, electrical tool, or to use chemicals**. Specialized equipment that requires an experienced operator are also not authorized.

In addition, sponsored students may not job-shadow at these sites (**"Off Limits Worksites"**):

1. Facilities Maintenance areas
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11. Virtual working environments, such as Zoom and Teams meetings

Employee Signature _____ Date_____

Manager Name and Title _____

Manager Signature _____Date_____

Consent, Waiver, Indemnity and Release

Participant First and Last Name (over 18 years of age) _____
E-mail _____ Phone _____

Participant First and Last Name (under 18 years of age) _____
Parent/Legal Guardian Name _____
E-mail _____ Phone _____

Program 2025 Take Our Kids to Work (TOKTW) Day Date Wednesday, November 5, 2025

***Parents/Legal Guardians, please complete the "CONSENT TO PARTICIPATE" section below and sign if the Participant is under the age of 18 years. ***

CONSENT TO PARTICIPATE

I, _____, the parent or legal guardian of _____ the ("Participant Minor"), hereby give my consent to their participation in the 2025 Take Our Kids to Work (TOKTW) Day (the "Program") hosted by York University.

Waiver and Release

I am aware that job-shadowing and the Program involves certain risks and dangers 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 Board of Governors, officers, directors, agents, contractors, employees, volunteers, members and representatives, all hereunder collectively referred to as (the "Released Parties") from any and all losses, liabilities, expenses, claims, personal injury, property damage, breach of personal information, security breaches, use of third party services and other liability of any kind including negligence, howsoever arising out of or in connection with the participation in the Program, or its related activities. I am aware that participating in the Program or its related activities has some inherent risks, including but not limited to conversations that are not monitored or controlled, and comments, values and attitudes expressed may be different from my own and/or are otherwise controversial, personal injury, property damage or breach of personal information. I accept and assume all such risks arising from the Program and related activities, and hereby waive my personal right to commence legal action against the Released Parties, for all claims, I,/Participant Minor, my representatives may have in connection with the participation in the Program or its related activities.

Photographs, Videos and Recordings

I hereby grant permission to the Released Parties to take photographs or videos of me and Participant Minor and to make recordings of my/the Participant Minor's voice at the Program noted above. I waive any right to inspect or approve the use of the images or recordings or of any written copy. I further waive all moral rights, any right to royalties or other compensation arising from or related to the use of the images, recordings, or materials. I hereby release, defend, indemnify and hold harmless the Released Parties from and against any claims, damages or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I further grant the Released Parties the right to reproduce, use, exhibit, display, broadcast and distribute and create derivative works of these images, screen sharing and recordings in any media now known or later developed as well as my/Participant Minor's name for evaluation of the Program and associated programs, promoting, publicizing activities and for administrative, educational or research purposes without any further permission or payment. I acknowledge that York University owns all rights to the images and recordings.

I confirm that I have read and understood this Consent, Waiver, Indemnity and Release and agree that this agreement will be binding on me, the Participant Minor and on my, and their, heirs, next of kin, executors and administrators. I agree that this Consent, Waiver, Indemnity and Release shall be governed in all respects by and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. This Agreement survives termination of my voluntary participation in the Program. This Agreement cannot be modified or interpreted except in writing by York University and no oral modification or interpretation is valid.

Participant Signature (if over 18 years of age) _____

Signature of Parent/Legal Guardian (if under 18 years of age) _____

Date _____

Privacy: York University complies with Ontario's Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31. 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, email info.privacy@yorku.ca.