



**SEVEN OAKS SCHOOL DIVISION PROJECT
FAMILY HANDBOOK
2019**

**“A mind that is stretched by a new experience can
never go back to its old dimensions.”**

CONTACT INFORMATION

Mailing Address

Career Trek Inc.
9th Floor, 191 Lombard Ave.
Winnipeg, MB R3B 0X1

Website

www.careertrek.ca

Campus Contacts

University of Manitoba	Security	(204) 474-9312
University of Winnipeg	Security	(204) 786-9272
Red River College	Security	(204) 632-2323

Acting Director of Programming

Name: Anatoliy Furda
Phone: 204-944-1800, ext. 153
Email: afurda@careertrek.ca

Program Manager

Name: Yvanne Dandan
Phone: 204-944-1800, ext. 117
Email: ydandan@careertrek.ca

MAIN CONTACT

Project Coordinator

Name: Tanya Regehr
Phone: 204-944-1800, ext. 161
Email: tregehr@careertrek.ca

Note: If you have any questions or concerns, please feel free to contact the Project Coordinator at the number listed above. Regular office hours are weekdays from 8:30 am – 4:30 pm.

TABLE OF CONTENTS

CONTACT INFORMATION	2
OVERVIEW.....	4
WHAT IS CAREER TREK?	4
WHAT IS THE SEVEN OAKS SCHOOL DIVISION PROJECT?.....	4
WHY SHOULD YOUR CHILD HAVE A POST-SECONDARY EDUCATION?	4
PROGRAM STRUCTURE	5
GENERAL STRUCTURE.....	5
DEPARTMENTS AT EACH INSTITUTION.....	6
PROGRAM DATES AND TIMES	9
FAMILY DAY.....	10
CELEBRATION	11
TRANSPORTATION	12
ADDITIONAL INFORMATION.....	13
FAMILY COMMITMENT	14
PROGRAM EXPECTATIONS FOR PARTICIPANTS	14
PROGRAM EXPECTATIONS FOR FAMILIES	15
CALLING IN ABSENCES.....	15
ONLINE RESOURCES	16

OVERVIEW

WHAT IS CAREER TREK?

Career Trek's vision is straightforward: help build a Manitoba where everyone can realize his or her full career or educational potential. We are a not-for-profit organization that helps young people – who would most benefit from our programming – to discover post-secondary education.

Career Trek provides your child with the opportunity to explore firsthand, partnering post-secondary institutions. All participants spend four weeks at each campus exploring various departments, programs, and faculties through hands-on, educational, age-appropriate activities. These activities are designed to develop certain essential skills necessary to survive in today's world, such as critical thinking, teamwork, and inter-personal communication.

We believe that by developing and enhancing these essential skills, Career Trek graduates will be better prepared to meet the challenges of the future.

WHAT IS THE SEVEN OAKS SCHOOL DIVISION PROJECT?

The Seven Oaks School Division Project engages a total of 60 Grade 5 and 6 students from Elwick Community School, O. V. Jewitt Community School, and École Leila North Community School in hands-on educational programming. The program will partner with participants and their families to help them understand the relevance of staying in school and gaining a post-secondary education.

This is accomplished primarily through experiential-learning at various institutions that allow the participants to experience 24 different occupations over 12 weeks of programming.

WHY SHOULD YOUR CHILD HAVE A POST-SECONDARY EDUCATION?

There is real value attached to receiving a post-secondary education. It is shown that a person who has completed post-secondary education has more control over their life, a better chance of finding a job, and in gaining competitive salaries, which will positively impact their quality of life.

PROGRAM STRUCTURE

GENERAL STRUCTURE

The Seven Oaks School Division Project runs for 12 weeks between January and April. There are three participating institutions that include Red River College, University of Manitoba, and University of Winnipeg.

The participants will spend four weeks (a “term”) at each of these institutions. At the conclusion of a term, your child will then rotate to the next institution.

The 60 students are divided up into approximately two groups of 30. One group will attend on Tuesday evenings and the other group of participants will attend on Thursday evenings. Each group of 30 participants will be divided into two groups of approximately 15 students. The goal of this structure is to divide the participants into groups of students from all three schools so that they have the chance to meet and interact with new people, and form friendships within the wider community.

At each of the three campuses, the participants will visit different departments and faculties. In total, this means that your child will experience 24 different occupations. At each campus, the participants spend an hour each learning about two different occupations. All of the activities are designed to keep lecturing to a minimum. The classes are meant to be hands-on, practical, engaging, and innovative in order to increase the participants’ awareness of a particular field and its associated careers.

Career Trek is designated a “homework-free” zone!

DEPARTMENTS AT EACH INSTITUTION

The following are examples of careers that may or may not be explored depending on the availability of instructors, materials, and room requirements.

Term 1: RED RIVER COLLEGE 2055 Notre Dame Avenue	
Department:	Sample Careers:
Business Administration	Market Researcher Advertiser
Creative Communication	Journalist Graphic Designer
Early Childhood Education	Early Childhood Educator
Carpentry and Woodworking	Cabinetmaker
Electronics	Electrical Engineering Tech. Technician



Term 2: UNIVERSITY OF WINNIPEG 515 Portage Avenue	
Departments:	Sample Careers:
Geography	Eco-tourism Planner Urban Planner
History	Art Historian
Theatre and Film	Make-Up Artist
Education	Athletic Director Career Counsellor
Chemistry	Medical Lab Technician
Criminal Justice	Crime Scene Investigator





Term 3: UNIVERSITY OF MANITOBA Fort Garry Campus	
Departments:	Sample Careers:
Agricultural and Food Sciences	Dairy Scientist Food Development Specialist
Environmental Science	Conservation Officer
Peace and Conflict Studies	Peace Educator
Biological Studies	Veterinarian
Engineering	Energy Engineer
Geological Sciences	Paleontologist
Kinesiology and Recreation Management	Fitness Trainer
Anthropology and Native Studies	Archaeologist

PROGRAM DATES AND TIMES

Term	Institution	Tuesday Group	Thursday Group	Start Time	End Time
1	RRC	Jan. 15, 2019	Jan. 17, 2019	4:30 pm	7:00 pm
		Jan. 22, 2019	Jan. 24, 2019	4:30 pm	7:00 pm
		Jan. 29, 2019	Jan. 31, 2019	4:30 pm	7:00 pm
		Feb. 5, 2019	Feb. 7, 2019	4:30 pm	7:00 pm
2	U of W	Feb. 12, 2019	Feb. 14, 2019	4:30 pm	7:00 pm
		Feb. 19 & 21: Reading Week – No Programming			
		Feb. 26, 2019	Feb. 28, 2019	4:30 pm	7:00 pm
		Mar. 5, 2019	Mar. 7, 2019	4:30 pm	7:00 pm
		Mar. 12, 2019 Family Day	Mar. 14, 2019 Family Day	4:30 pm	7:00 pm
3	U of M	Mar. 19, 2019	Mar. 21, 2019	4:30 pm	7:00 pm
		Mar. 26 & 28: Spring Break – No Programming			
		Apr. 2, 2019	Apr. 4, 2019	4:30 pm	7:00 pm
		Apr. 9, 2019	Apr. 11, 2019	4:30 pm	7:00 pm
		Apr. 16, 2019	Apr. 18, 2019	4:30 pm	7:00 pm

Students arrive on campus at 4:30 pm, and leave at 7 pm. Student pick-up/drop off from school will vary based on which campus they are at, and which school they attend. A detailed bus schedule will be distributed the week prior to the start of each term.

FAMILY DAY

Career Trek believes that family and community involvement in the program is critical to participants realizing and fulfilling their educational potential. This is especially true for those who have had little or no exposure to the world of post-secondary education.

On Family Day, families and friends are invited to join a day of programming. Your child can define their family in any way they choose. They may choose to ask parents/guardians, grandparents, siblings, neighborhood friends, teachers, and so forth.

Family Day provides family and friends with an opportunity to actively take part in the activities with the participants. In this way, significant others are able to experience the program firsthand and gain a better understanding of what the program does for the participants. Just as importantly, participants are inspired by the fact that family and friends care enough about them to attend the program with them.

Family Day Rules:

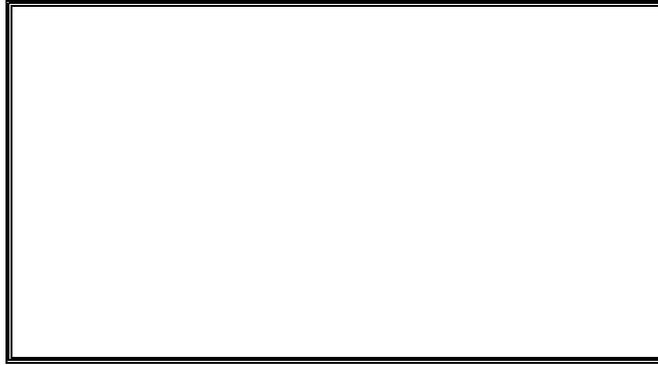
- An adult **MUST** accompany young relatives or friends under the age of 18 who wish to come to Family Day.
- If there is a family member/friend who has mobility issues, they are required to contact Career Trek in the week prior to Family Day so that appropriate arrangements can be made.
- In the event that no family members are able to attend on Family Day, your child is still able to come to the program. It does **NOT** mean that your child should stay home from the program.

In order to better facilitate family attendance, Career Trek also provides free bus transportation for families and friends to attend Family Day.

Family Days 2019:

**Tuesday, March 12th and
Thursday, March 14th**

Location: The University of Winnipeg



CELEBRATION

At the end of the program, family and friends are invited to attend a Celebration for all of the participants for successfully completing the program. There will be speeches, a slide show, and all participants will receive a certificate.

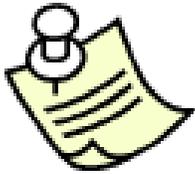


Celebration 2019:

Thursday, May 2nd

More Details to Follow

TRANSPORTATION



Participants will remain supervised at their schools until the bus arrives to pick them up.

Please arrive at the pickup time after the program.
We wish to avoid situations where a child stands outside in cold or wet weather.

Bus schedules for each term will be distributed by the school contact to each family.

In the case that your child misses the bus, you must call the Project Coordinator to let them know if/when you will be dropping them off. Do not just drop your child off at the designated institution without first contacting the Project Coordinator, as they may not know which classroom their group is in.

If you need to pick up/drop off your child by vehicle and you know in advance, please call the Project Coordinator during the week to make arrangements.

ADDITIONAL INFORMATION

Supper

Participants will eat a bagged supper at their school before bussing to programming. We ask that you send your child to the program with a **bagged supper** that is **nut-free**. Please note that the school canteen will not be open during this time.

During the programming evening, there is a designated time for a quick snack break: participants are encouraged to bring their own snack that is **nut-free**.

Clothing

Please have your child dressed appropriately for the weather conditions during programming, as he/she may be required to walk outside. This is definitely the case while they are at the University of Manitoba, as the participants will have to transition between buildings for their classes.

Weather

In the event of poor weather conditions (e.g. blizzard, snowstorm, and extreme wind chill), the program may be cancelled. The Project Coordinator, in consultation with the transportation company and school division, will make decisions about all cancellations.

The general rule for wind chill cancellations will be -45° C.

If the program is to be cancelled, the schools will be notified, the voice message on the Project Coordinator's phone will be updated with cancellation information and the Career Trek website will also post a note about cancellations.

FAMILY COMMITMENT

PROGRAM EXPECTATIONS FOR PARTICIPANTS

Regular Attendance

If a participant misses several days (**3-strike rule**) without a good reason and without notifying Career Trek, they will be removed from the program in order to allow another child to attend.

Active Participation, Along with Tolerance and Understanding

Career Trek has high expectations for each participant in the program. We also understand that sometimes 10 and 11 year olds can be a handful and have a high level of energy.

At Career Trek, we aim to maintain a program where each participant can learn and grow in a safe and happy environment. We understand that our participants all come from different schools, communities, and backgrounds. We will work with your child to ensure they understand what is expected of them while they are at Career Trek.

This being said, our staff will notify the Project Coordinator of any behavioral problems, which will then be brought to the school and the family for resolution, as required. If the problem becomes persistent and the participant is not learning from their previous behaviors, we may have to remove the child from the program.

Career Trek has a zero tolerance policy regarding any child who brings drugs and weapons to the program. Any child in this situation will be immediately removed from the program.

PROGRAM EXPECTATIONS FOR FAMILIES

General Support

While Career Trek recognizes that your family's schedule may not allow for full participation each week, there are a couple of things we look for with the support from our families:

- Supporting your child in getting to the program;
- Motivating your child throughout the program;
- Ensuring your child comes to the program with a bagged supper; and
- Attending special events such as Family Day.

CALLING IN ABSENCES

It is the responsibility of Career Trek participants to ensure they call the Project Coordinator if they are going to be absent. We do ask that the participants themselves call and leave a message as we feel it teaches them responsibility. However, this may sometimes be difficult for a 10-11 year old to get used to, so we do ask for family support in this matter.

To report an absence, please call the Project Coordinator's phone line **(204-944-1800 ext.161)** and leave a message detailing the following information:

- Participant's name,
- Participant's school,
- Participant's phone number; and
- Reason for absence.

This line is checked on a regular basis and messages will be responded to as quickly as possible.



If your child misses several weeks (**three-strike rule**) without calling in with a valid reason, Career Trek reserves the right to remove them from the program.

Valid excuses include illness or family and school obligation.

ONLINE RESOURCES

To access the Career Trek *Resources for Families* page:

1. Visit our website at www.careertrek.ca
2. Move your cursor to the **Resources** tab on the navigation bar and click on it
3. Click on **Participant and Family** located on the left-hand side of the page

Here you will find several resources including Family Handbooks.

If you encounter any problems while accessing the website, please contact:

Judy Braun
Marketing and Communications Coordinator
(204) 944-1800 ext. 116
jbrown@careertrek.ca

