

**IMMACULATE CONCEPTION
CORPORATE WORK STUDY PROGRAM**

Letter to ICA Families

RE: Spring Training 2009 / Cristo Rey Informational Meeting

Dear ICA Families,

Happy New Year! We hope your holidays were restorative and relaxing -- we have lots to do for the Spring semester of 2009. My name is Jonathan Wang, and I am the new Corporate Work Study Program Manager here at ICA. I am securing jobs for our students along with Max Straube, the Chief Business and Finance Officer and Courtney Philbin, Administrative Assistant. Starting in August of this year, we will shift our focus from securing jobs to managing the students in the workplace and the relationships with our corporate partners. We are excited to join the ICA family and the Cristo Rey Network and look forward to getting to know all of you.

Please mark your calendars for **January 29th at 6:30pm**. At that time, we **invite all ICA families to join us for an informational meeting in ICA's auditorium**. We will be providing more information about the Corporate Work Study Program and give you time to ask questions and get answers. You will also receive more information about interviews that we will conduct before Easter break with all existing students and families to ensure that you are all prepared for the transition to the Cristo Rey Network.

There will be ongoing job skills training for the students spread throughout this semester. We will ask the girls to each sign up for specific dates and times for 2 after school seminars. In addition, the week of February 9th - 13th will serve as a simulation of what a typical week will be like in the 2009-10 school year for the students and faculty.

The Corporate Work Study Program can also use your assistance in one very important way. We need jobs! We are in the process of securing the jobs that the students will be working at beginning in the Fall of 2009. Although we have secured some jobs already, we are continuing to meet with businesses throughout the Spring to finalize these positions and welcome any new opportunities you can provide us. If you have contacts in your own workplace or with friends or family for an entry-level clerical or administrative position, we would be happy to talk to those contacts and present our students as the solution to their staffing needs. If you have any contacts at businesses in San Francisco that might be a good place for our students to work this Fall, please contact me by phone, email or just drop in to pass along the contact information.

If you have any questions about Cristo Rey or the Corporate Work Study Program, feel free to contact me in the Business Office any time.

Thank you,

Jonathan Wang
Corporate Work Study Program Manager
Immaculate Conception Academy
(415) 824-2052 x27
jwang@icacademy.org

ICA Students,

Mr. Straube, Ms. Philbin and I would like to welcome all of you back to school to start the Spring semester! We appreciate the warm welcome we have received from you already.

This semester will be different from previous semesters because we will begin the process of implementing the Corporate Work Study Program into your school calendar and some of your regular school days. Although you will not start working at jobs until the next school year, we will take some time this semester to begin training you for the workplace and give you a better sense of how it might feel to go to work during the school week. The week of February 9th – 13th, we will actually realign the schedule to simulate the schedule as it would be next year. This means that each day that week, one-fourth of you will not be going to classes but will instead be heading "to work". For that work day, you will receive job skills training and experience what it will be like to commute to your job from the ICA campus. Seniors will be participating in a special work/college preparation session on their "work" day. We will provide more details about this training week soon.

Each of you are also required to **sign up for and attend 2 training seminars** that will take place after school during selected 1:05 dismissal days. The seminars will run from 1:30pm to 4:30pm. One of these training seminars will cover hard skills and the other will cover soft skills. Hard skills training will be more technical in nature and will include instruction in using Microsoft Excel and other computer or office machine related topics. Soft skills training is intended to prepare you for the communication skills, social behaviors and cultural expectations of a professional workplace. Just as you are expected to behave a certain way to succeed in class, you will be expected to behave a certain way to succeed at work. The soft skills training will help you understand those expectations.

Attached is a form that you are required to complete and submit to the Business Office by January 9th. You must indicate your top three choices for hard skills training dates and your top three choices for soft skills training dates. Those who submit their forms to the business office first will be given first priority in scheduling their training days.

As always, if you have any questions, comments or concerns about the Work Study Program or Cristo Rey, you are always welcome to stop by the Business Office (room 204) and talk to any of us.

The Corporate Work Study Team,

Mr. Wang (jwang@icacademy.org)
Ms. Philbin (cphilbin@icacademy.org)
Mr. Straube (mstraube@icacademy.org)

CORPORATE WORK STUDY PROGRAM (CWSP)

After School Job Skills Seminar Sign-Up

Spring 2009

- Please indicate your top three choices for hard skills training dates AND your top three choices for soft skills training dates.
- As much as possible, please make sure the dates you choose do not conflict with other required school activities.
- Have a parent/guardian complete the field trip permission form. You will be going off-campus for the soft skills training.
- Return the form to the Business Office by the end of the day, Friday, January 9th.
- Priority scheduling will be given to those forms that are submitted first.

PLEASE PRINT

FIRST NAME:	
LAST NAME:	
CURRENT GRADE LEVEL:	
EMAIL ADDRESS:	

*** NOTE: ALL SESSIONS ARE FROM 1:30PM – 4:30PM**

Indicate your TOP THREE choices for the following **Hard Skills Training** dates (1 = top choice, 2 = 2nd choice, 3 = 3rd choice):

Indicate your TOP THREE choices for the following **Soft Skills Training** dates (1 = top choice, 2 = 2nd choice, 3 = 3rd choice):

CHOICE RANKING	DATE
	Wednesday 1/14/2009
	Thursday 1/29/2009
	Wednesday 3/4/2009
	Tuesday 3/10/2009
	Wednesday 4/8/2009
	Monday 4/20/2009

CHOICE RANKING	DATE
	Monday 2/2/2009
	**Friday 2/20/2009
	Monday 3/2/2009
	Friday 3/6/2009
	*Friday 3/27/2009
	**Friday 4/24/2009

****JUNIORS:** note that 2/20/09 is Junior Retreat and 4/24 is Prom night.

***SOPHOMORES:** note that 3/27/09 is Sophomore Retreat.

RETURN THIS FORM ALONG WITH THE FIELD TRIP PERMISSION FORM TO THE BUSINESS OFFICE BY JANUARY 9th, 2009.

Immaculate Conception Academy
3625 – 24th Street · San Francisco, CA 94110-3607 · (415) 824-2025 · Fax (415) 821-4677
CORPORATE WORK STUDY PROGRAM PERMISSION FORM

ACTIVITY CORPORATE WORK STUDY OFF-SITE TRAINING

Place KQED, SF Chamber of Comm. or United Way City SAN FRANCISCO

Date(s) 2/2, 2/20, 3/2, 3/6, 3/27 or 4/24 Means of Transportation PUBLIC TRANS.

Time of Departure from School 1:30 pm Time of Return to School 5:00 pm

Student's Name _____ Grade _____ Date of Birth _____

Address _____ Phone _____
(Street, City, Zip)

Parent/Guardian's Name _____ Home Phone _____

Address _____ Work Phone _____
(Street, City, Zip)

Person(s) Other Than Parent to Notify in Case of Emergency:

Name _____ Phone _____

I/We, the parent(s)/guardian of _____ request that Immaculate Conception Academy allow my/our daughter to participate in the above named activity. In consideration, I/We, hereby release and save harmless Immaculate Conception Academy and any and all of its employees from any and all liability for any and all harm arising to my/our daughter as a result of the trip. I/We agree to direct my/our daughter to cooperate and conform with the directions and instructions of the school personnel responsible for the activity.

I/We agree to the extent permitted by law, that in the event my/our daughter is injured as a result of her participation in the above named activity, including but not limited to transportation to and from the activity, whether or not it was caused by the negligence (active or passive) of the school or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or my spouse.

I/We am/are not aware of any medical condition of my/our daughter which would render it inappropriate for her to participate in any such activity. I/We, hereby, give permission to the physician selected by school personnel then present to render medical treatment deemed necessary and appropriate by the physical.

Parent/Guardian's Signature _____ Date _____

Other Parent/Guardian's Signature _____ Date _____

While being sensitive to single parent situations and possible embarrassment to the daughter, signature of both parents should be obtained when possible.