

Get Set for Family Literacy



Canada

**EMPLOYMENT
ONTARIO**

Ontario



Outline

Session	Topics
1	<ul style="list-style-type: none">• Defining family literacy• Getting to know each other
2	<ul style="list-style-type: none">• Healthy eating• Meal planning• Create a recipe book
3	<ul style="list-style-type: none">• Organization• Time management
4	<ul style="list-style-type: none">• Budgeting for a child• Unexpected costs
5	<ul style="list-style-type: none">• Education• Helping with homework• Online learning resources
6	<ul style="list-style-type: none">• Community literacy resources• Setting literacy goals
7	<ul style="list-style-type: none">• Career planning• What do you want to be when you grow up?• Resumes and job search for parents
8	<ul style="list-style-type: none">• Maintaining a healthy lifestyle• Extra-curricular activities• Childhood ailments
9	<ul style="list-style-type: none">• Digital skills• Online safety
10	<ul style="list-style-type: none">• Express oneself creatively to create a dream board or family tree• Culminating task

Introduction

In this learning series, you will learn skills that will help you instill a love for literacy in yourself and your child(ren). You will practice various literacy skills that will benefit everyone in your family.



ACTIVITY

Complete the assessment package. The purpose of this assessment is to determine what tasks you can already complete independently and what skills you will upgrade during this learning series.

When you have completed the assessment, make sure your name is on the package and hand it to your facilitator.

Learning Styles

It is also important to understand how you learn best.

There are 3 learning styles:

1. **Visual:** understanding and learning best when information is presented visually through written information, pictures, charts, graphs, etc.
2. **Auditory:** Understanding and learning best when information is presented in an auditory manner. Hearing information through voice, music, sounds, etc.
3. **Kinesthetic:** Understanding and learning best when information is presented through experience. Using ones hands or bodies to experience concepts being taught.





DISCUSS

Why is it important to understand how we learn best?

Why is understanding the different types of learners important when learning new skills?



ACTIVITY

Complete the learning style survey to determine what type of learner you are. When completed, make sure your name is on it, and hand it to your facilitator.



LEARNER PLANS

The learner plan is a tool for yourself and your facilitator to use, to plan and monitor your goal, learning activities, milestones, additional supports required and referral results.

Review your learner plan and complete the following tasks:

1. On page 1, print your first and last name in the box labelled "*learner*".

A. GOAL PATH and OALCF COMPETENCIES

Learner:

2. On page 1, print your learning style in the box labelled "*what is the learner's learning style?*"

What is the learner's learning style?

3. On the last page, sign your name in the box labelled "*learner*" and print today's date in the box labelled "*date*" to the right.

I agree to the content of this Learner Plan.		
Learner:		Date:

When you have completed these tasks, hand your learner plan to your facilitator. We will review your learner plan on a regular basis throughout the learning series. At the end of the learning series, you will be provided with a copy of your learner plan.

Milestones

Milestones are activities you will complete during the program. They allow you to demonstrate your ability to successfully complete specific tasks related to your goal.

In this learning series, you will complete 2 milestones. As you saw on your learner plan template, you will complete the following milestones:

- a) Milestone 223: Use app(s) or feature(s) on a smartphone, tablet or computer.
- b) Milestone 217: Use a grocery flyer to compare costs and make simple calculations.



SESSION 1

In this session you will develop the following skills for success:

Adaptability	You will learn skills to help you adapt to new situations and meeting new people.
Communication	You will practice your verbal communication skills while introducing yourself to the group and participating in icebreaker activities.
Creativity & Innovation	You will use your creativity and innovation skills to begin writing a story with your child(ren).
Reading	You will find, read and understand information about literacy skills and their importance.
Writing	You will begin writing a story with your child(ren).

What is Family Literacy?

Family literacy is the act of parents, family and friends using literacy at home and in their communities. Family literacy activities are important to a child's lifelong learning. When literacy is encouraged at home, children are more likely to be successful and engaged in school.

Taking part in the Get Set for Family Literacy learning series is a great way to learn new skills that you can apply at home every day. Exchanging ideas with other parents and families is a fantastic way to learn new activities. Throughout the learning series, we will be sharing many ideas and tools with our classmates. Let's get to know each other.



ACTIVITY

Take turns introducing yourselves to the group. All parents, say your first name and what your favourite colour is. All children, say your first name and what your favourite food is.

Literacy can be incorporated into your life all day long, every day. It can be as simple as pointing out words on signs as you walk around your neighbourhood, or through a grocery store. When you give your child a snack, read the package to them, or have them read it to you, depending on their age.



ACTIVITY

Create name tags or name plates to display at your seat every day. Be creative so your name plate tells us something about you. For example, decorate it with flowers, if you like flowers.



DISCUSS

What literacy activities do you do in your home?



ACTIVITY

Ice Breaker: Answer the “would you rather” scenarios below.

1. Would you rather, swim in a pool full of jello, or sleep in a bed of spaghetti noodles?
2. Would you rather, live in space or live in a submarine?
3. Would you rather, have a magic carpet that flies, or a personal robot?



DISCUSS

What are some of your favourite books?



ACTIVITY

Choose a book from the books provided in the classroom. Alternatively, find a book to read online. Read the book with your child(ren).



DISCUSS

When everyone is finished reading, discuss your book with the group. What was your book about? What was your favourite part?



ACTIVITY

Throughout the learning series, you and your child(ren) will write a short story together. Today, using the remaining class time, you can start your book. Choose a theme, make an outline, and if you have time, start writing your story. You can use the storyboard outline below to help guide you.

Title:		
Pg.	Picture	Words
1		
2		
3		

4		
5		
6		
7		
8		
9		
10		

SESSION 2

In this session you will develop the following skills for success:

Adaptability	You will learn skills to help you make healthier choices and adapt to a changing economy.
Collaboration	You will work collectively with your classmates and children to create a recipe book.
Communication	You will practice your verbal communication skills while discussing healthy eating techniques and grocery shopping on a budget.
Creativity & Innovation	You will use your creative and innovation skills to come up with ways to cut costs and save money when cooking. You will create a budget and child friendly healthy food cookbook.
Numeracy	Complete basic calculations to understand discounts and cost savings.
Problem Solving	You will work through financial problems to determine how to save money when grocery shopping.
Reading	You will find, read and understand information about healthy eating and meal planning on a budget.
Writing	You will document information about healthy eating and document grocery shopping budgeting tips.



(sananab)

Warm Up: Brain Teaser

What type of fruit likes to go crazy and wild?

Healthy Eating

Eating healthy on a regular basis is important for good health, growth and development. When children eat healthy, they are more likely to eat healthy as adults and therefore, become less likely to development health issues.

5 strategies to improve nutrition and encourage smart eating habits include:

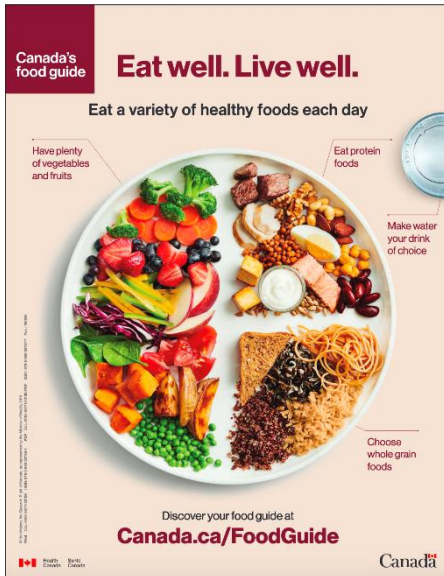
- Have regular family meals
- Serve a variety of healthy foods and snacks
- Be a role model by eating healthy yourself
- Avoid fights over food
- Involve kids in the process of grocery shopping and cooking



DISCUSS

What are some examples of healthy foods and snacks?





Health Canada advises people to eat a variety of healthy foods each day.

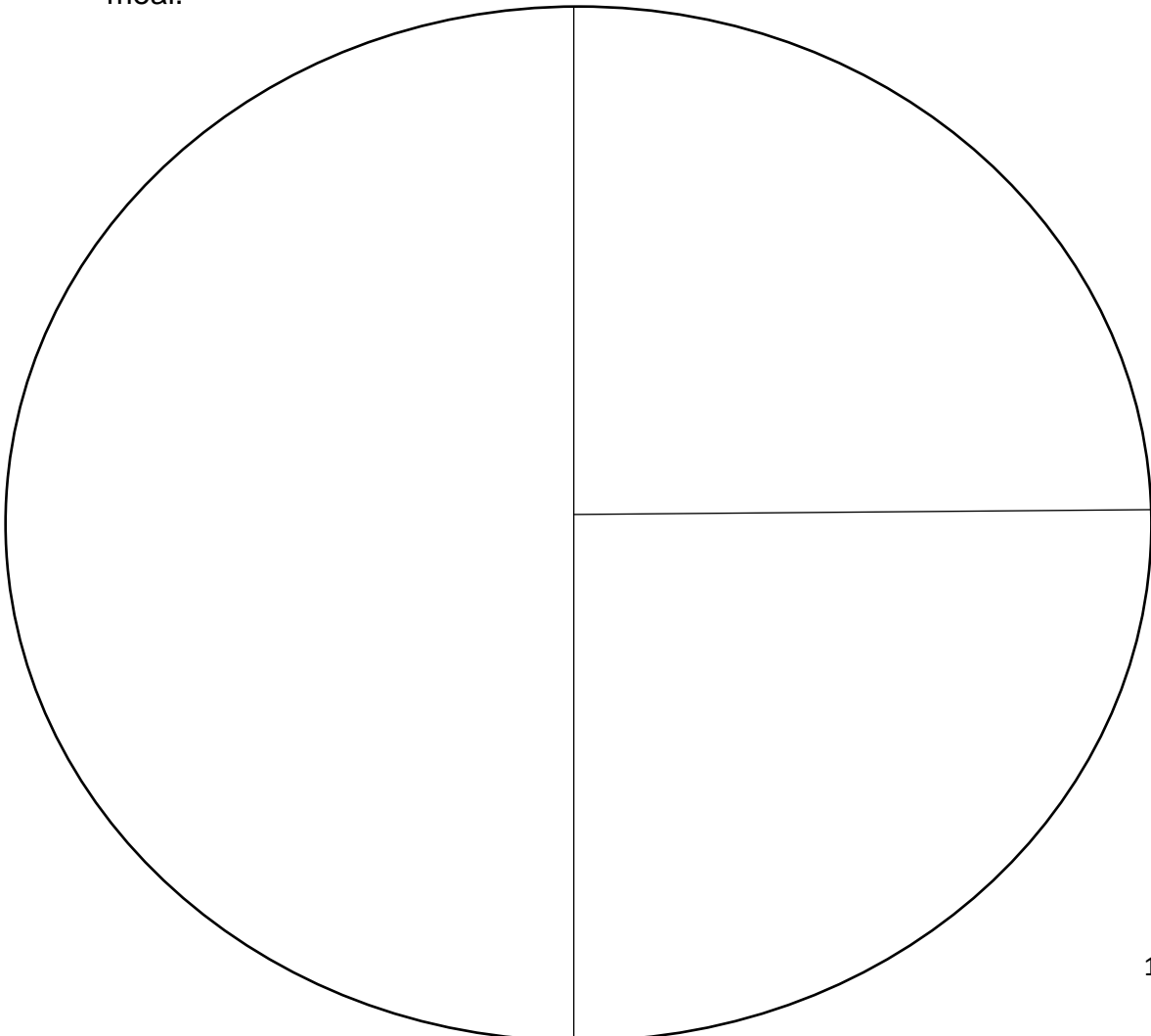
They suggest:

- Eat plenty of fruits and vegetables
- Eat protein foods
- Make water your drink of choice
- Choose whole grain foods



ACTIVITY

Use the dinner plate below to list or draw foods that create a well balanced meal.





DISCUSS

What are some examples of unhealthy foods that we should not eat all the time?



VIDEO:

Watch the video, “Healthy Unhealthy Food Quiz” and play the game.

<https://youtu.be/GnfTHsdTodA>

Saving Money on Grocery Bills

Buying groceries is a necessity in every household. There are ways you can save money and cut costs when grocery shopping.



DISCUSS

What are some ways you already save on shopping bills?

Comparison Shopping

Before you make a purchase, do some research. Use the internet to compare prices. Read the flyers that come in the mail. Use flyer apps such as the Flipp app to compare pricing. Ask friends or family for advice about where they bought certain products. These strategies can be used for weekly groceries, or large ticket items such as a television.

Price Matching

Some businesses will match the advertised price at another store. For example, if No Frills has 500g blocks of cheese on sale, you can bring their flyer into Walmart and pay the No Frills advertised price for the same block of cheese.

Using this offer in stores can save you money in multiple ways. You will save the money on the sale item, but might also save on transportation costs involved in going to multiple stores.



Coupons

Always check newspapers, flyers and the internet for coupons. Even if the coupons are for small amounts of savings, it is worth the two minutes it takes to cut them out. If you use two \$1 off coupons each week, that is a savings of \$104 each year.



DISCUSS

Does anyone currently use coupons?

Rewards Programs and Points Cards

Take advantage of rewards programs and points cards offered by businesses. Many businesses will allow you to collect points to earn free products or services.



DISCUSS

Can you think of any rewards programs or points systems offered at local businesses?

Avoid Name Brands

When possible, buy the store brand products instead of name brand products. For example, if you are shopping at Walmart you can buy the Great Value or Our Finest products instead of name brand products that might cost more.



ACTIVITY

Choose 4 name brand products and compare their price to a store brand product. Use the internet to find the price information and record your findings in the chart below.

Product	Name Brand Price	Store Brand Price

Buying in Bulk

When it makes sense, buy in bulk. For example, if an item you use on a regular basis is on sale, buy larger quantities. Making the larger purchase is an investment that will save you in the future, when you do not have to buy the product at full price the next time you need it. As well, sometimes buying the larger box or package of something means you are spending less overall.

Example: A box of diapers containing 276 diapers costs \$42.99.

$$\$42.99 \div 276 = \$0.16$$

Each diaper costs \$0.16

A box of diapers containing 84 diapers costs \$19.99

$$\$19.99 \div 84 = \$0.24$$

Each diaper costs \$0.24

In the example above, the larger box of diapers costs more money, BUT each individual diaper costs less than the smaller box. Therefore, you are saving money by buying the larger box.



VIDEO:

Watch the video, "5 Grocery Shopping Hacks That Will Save You Money in 2023."

<https://youtu.be/bSueexFPHIA>

Do you already do some of these things?

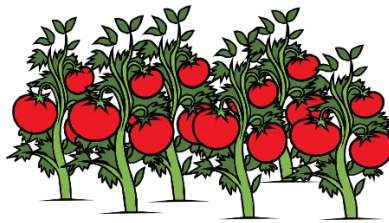
Which tip did you like best?

Seasonal Products

When food is in season, it is freshest and cheapest. Shop at your local farmer's market or grocery store for in season products. Buy in bulk and freeze what you are not going to use right away.

Grow Your Own

Grow your own produce. You do not need a large property to grow small quantities of vegetables and herbs. A simple window garden box will suffice. Grow your own herbs, or smaller vegetables such as tomatoes or beans. Eat them as you harvest them. Freeze any extra you have for a later date. Starting a garden can be inexpensive. Seeds and small starter plants can be purchased for very little money.



Cook Creatively and Waste Free

When you are cooking, use every part of the product you are using. For example, you can use carrot tops in a salad as an extra greenery. Make sure, if you have left overs after a meal, eat them before they go bad. If you are not a fan of left overs, turn them into something else. For example, you can use left over meat or vegetables in a pasta, soup or omelet.



Meal Planning

As we saw in the video, "5 Grocery Shopping Hacks That Will Save You Money in 2023," meal planning is an important part of saving money on grocery bills.

Sticking to a plan will avoid over spending and food waste. Incorporating some of our shopping tips into your meal plan can be helpful as well. For example, if you buy a family pack of ground beef, you can make hamburgers for dinner one night, and make a meat sauce for pasta for another night. Buying the family pack of ground beef will save you money instead of buying 2 regular sized packages.



ACTIVITY

Using your new grocery shopping and planning skills, create a meal plan for 1 week of dinners. Include a grocery list. Use the internet to look for sales when choosing what meals you will make. A chart has been provided on the following pages for you to document your plan.

Day	Meal	Grocery List
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Saturday		
Sunday		

Milestone 217

We have now practiced calculating costs to reduce grocery bills. Complete milestone 217: Use a grocery flyer to compare costs and make simple calculations. Successfully completing this milestone will confirm your ability to calculate costs when grocery shopping on a budget.

Your task is to use the flyer on page 6 to answer questions 1-8 on pages 4 and 5.

When you have completed the activity, make sure your name and today's date are on all required pages and hand the complete milestone to your facilitator.



ACTIVITY

Use the remainder of class time to create a kid-friendly healthy recipe book. Use the internet to find recipes. Share your favourite recipes with classmates. Categorize your recipes in a way that makes sense for your household.

SESSION 3

In this session you will develop the following skills for success:

Adaptability	You will learn skills to help you adapt to schedule changes and managing your time to fit everything in.
Collaboration	You will work collectively with your classmates to solve scenario based problems.
Communication	You will practice your verbal communication skills while discussing organizational methods.
Creativity & Innovation	You will use your creativity and innovation skills to brainstorm organizational methods.
Digital	You will practice your digital skills while using online calendars.
Numeracy	Complete basic calculations using time.
Problem Solving	You will work through scenario based scheduling and time management issues.
Reading	You will find, read and understand information about organization.
Writing	You will document information in schedules and calendars.



Warm Up: Opening Joke

What does the ocean say when it meets the shore?

(nothing, it just waves)

Organizing Your Home

Keeping your home organized can be a difficult thing to maintain. The number one rule in organizing your home is that everything should have a place. If everything has a place, and you always put things back in their place, organization should be maintained.



If everything has a place, you will have less clutter. Less clutter reduces stress rates. There are many cost effective ways to keep your home organized. Some of them include:

1. Using a corkboard, or magnetic board to store important information such as bills, appointment cards, grocery lists and receipts. Once the information is no longer needed, make sure to throw it away or file it in the appropriate place.
2. Set up a mail station somewhere in your home. If you have one place you keep all mail coming into your home, you are less likely to lose or forget about a bill or important information.
3. File paperwork away once you are done with it. For example, after you pay a bill, file it for one year before shredding it. You do not need a fancy filing system, shoeboxes or an expanding file folder from the dollar store will work.
4. Store like items together. For example, in your kitchen, keep all dishes in one cupboard, and food in another. Within those cupboard categories store like items together as well. For example, keep all cans of soup together on one shelf in the food cupboard. This will make things easier to find.
5. Use colourful bins from the dollar store to organize children's toys into categories such as puzzles, books, cars, dolls, etc..
6. Use wasted space for storage. For example, store off-season clothing under your bed.

Clutter

Having less clutter in your home will create more organization and less stress. To eliminate clutter from your home, do not buy things you do not need. This will help your budget as well. If you have not used something in 6 months, sell it online or in a yard sale, or donate it.



VIDEO:

Watch the video, “7 Decluttering Mistakes to Avoid 2023 – How NOT to Declutter.”

<https://youtu.be/iFoc5il8Ogo>



DISCUSS

Do you agree with the decluttering tips? Do you use any of these tips already? Can you offer any other tips?

Donations

Often when we declutter our homes, we donate items we no longer use. There are many organizations in every community who accept donations.



ACTIVITY

Use a computer to research donation centres in your community. Find 3 and document their information in the space below. Share your findings with the group and discuss which organizations you feel most strongly about donating to. While the parents are researching, the children can make a list of toys or things they no longer play with that they can donate.

Saving Space

There are many ways to save space or make more space in our homes if we do a better job of organizing things.

Often we save items, not because we still use them, but because they have sentimental value. For example, a child's artwork or first outfit. These things can take up lots of space in our homes. Consider taking a picture of each sentimental item and creating a photo album instead of keeping the actual items.



Storage Containers

Storage containers can sometimes be costly, especially larger ones. Use cardboard boxes when possible to save money. Some businesses such as grocery stores will give you cardboard boxes if you ask a staff member.

Sometimes you can use unconventional storage devices to stay organized. For example, you can use ice cube trays to store jewellery or office supplies such as paper clips or push pins.



DISCUSS

Can you think of other unconventional items we can use for storage and organization in our home?

Organizing on a Budget

When organizing your home you do not have to spend a fortune on organization supplies. There are many cost effective ways to keep yourself organized.



VIDEO:

Watch the video, “*MAGIC* Dollar Tree Organization for your ENTIRE home!”

<https://youtu.be/muamMOPBiRo>

Grocery Inventory

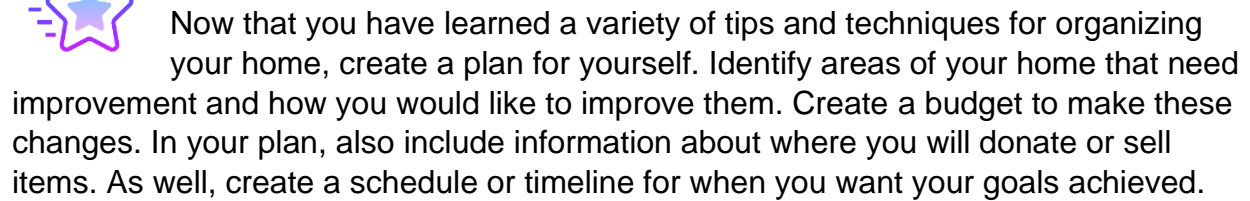
In order to keep your kitchen organized and keep your grocery bills down, keep an inventory of your food stock. Always have a grocery list started. When you use something up, add it to the list. When you shop, only buy what is on your list. Doing these things, will help you:

- keep less grocery clutter in your cupboards
- avoid wasting food because it's gone bad
- waste less money





ACTIVITY

[illegible]

Time Management

Time management is the practice of using your time effectively.



Many people struggle with organization and time management skills. Your ability to organize and manage your time is important for many reasons:

- You will get more done
- Your life will be more balanced
- You will be able to set and achieve goals in a more efficient way
- You will be able to present yourself in a more professional way
- You will have more time to be flexible and creative
- You will be able to plan and prioritize your tasks and activities
- You will have more free time and less wasted time
- You will reduce clutter at home and at work, less clutter will help you decrease your stress



Stress

Stress is a state of mental or emotional strain or tension resulting from adverse or very demanding circumstances.



DISCUSSION

Do you currently feel stressed due to lack of time management or organization?



ACTIVITY

Use a search engine to search for an online stress test and complete the test.



DISCUSS

What are some things we can do to reduce stress in our lives?

Keeping yourself organized and managing your time effectively can involve several strategies that might include:

1. Calendars

- a. It is important to use a day planner, calendar or agenda.
- b. You can use a paper calendar or an online calendar, or both.
- c. Make sure to enter all activities and events in your calendar, including all details such as location, start, and finish time.
- d. It is a good idea to set aside some time each week to review your calendar and make sure it is up to date.

2. To-do lists

- a. Create to-do lists and organize them in order of priority, with the most important task at the top of the list.
- b. Be sure to update and review your to-do lists on a regular basis, this could mean several times each day.

3. Schedules

- a. Set aside time each week to create a daily schedule or plan for the following week.
- b. Planning activities and estimating amounts of time each activity will take will keep your day flowing nicely.





ACTIVITY

Use the calendar below to schedule the following activities for the current month:

- Your work schedule consists of day shifts from 8:00am – 4:30pm Monday through Friday. Your employer requires you to work 1 weekend every month. When you work the weekend, you get 2-week days off. Be creative and add your work shifts to your calendar.
- You like to use the free workplace gym twice a week for 1 hour.
- You need to grocery shop once a week in order to be prepared for making lunches. This task requires 2 hours of time including transportation.
- You go to book club the first Tuesday in every month from 7:00pm-8:00pm.
- On Saturday mornings, you babysit your neighbour's son from 8:30am-11:00am to earn some extra cash.

JUNE 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Homemade
SCRIPT MADE EASY

Time Management Skills

Organization and time management go hand in hand. If you manage your time successfully, you will be more organized.

Multitasking is the ability to complete more than one task at once. This only works if you are completing tasks effectively. If you are re-doing tasks, you need to re-organize your time. For example, you can start a load of laundry and then start cooking dinner while the laundry finishes.

Because you are responsible for a number of tasks in each day, prioritizing your tasks is important. When you prioritize, you decide what the most important tasks are, and complete those tasks first.



ACTIVITY

In the space provided below, create two to-do lists. On the first list, write down everything you need to accomplish this week. On the second list, put the tasks in order of importance, with the most important task being at the top.

<u>List 1</u>	<u>List 2</u>

Calendars / Schedules

Using a calendar is very important when managing your time. Online calendars are used more often today. Using online calendars allows you to set alerts and reminders so you do not forget important events or obligations.

You may have to schedule appointments, work shifts and special event dates on a regular basis.

When creating calendar entries or scheduling yourself for events and appointments, you may want to consider the following:

- Leave free time in between appointments or events. This way your schedule will not get backed up too much if something runs late.
- Do not overbook yourself.
- Make sure to block the appointment or event time in a calendar of some sort. Include a reminder if possible so it is not forgotten.



SCENARIO PRACTICE

You are working part time at a retail establishment. Your shifts this week are Tuesday, Thursday, and Saturday from 11:00am-7:30pm. You need to help your grandmother get her groceries on Wednesday morning. You have an appointment at the bank on Friday at 2:30pm. You are also due to go to the dentist. You would like to go this week to get it over with. When is the best time to schedule your dentist appointment? Use the schedule below to help you decide.

MON	TUES	WED	THURS	FRI	SAT	SUN
	Work: 1100-1930	AM: Take Grandma shopping	Work: 1100-1930	Bank: 1430	Work: 1100-1930	



SCENARIO PRACTICE

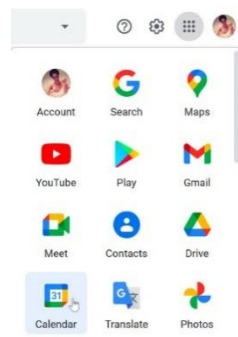
Using the same scenario as above, your boss calls and asks if you can work 4:00pm-9:30pm on Friday. Is this something you can fit into your schedule?

Online Calendars

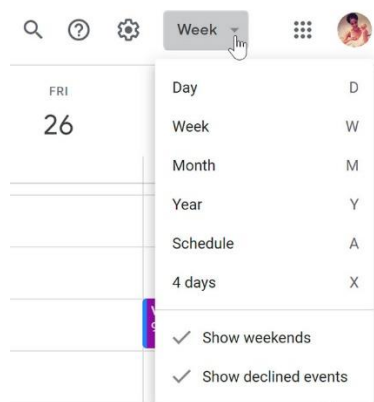
When you have an email account, usually you have access to an online calendar with your account. For example, if you have a Gmail account, you can use Google Calendars, or if you have an Outlook account, you have access to an Outlook calendar. These calendars have many useful features, including the ability to share your calendar with others, such as other members of your household. You can also access your calendar from any computer or mobile device.

Google Calendars

To access a Google calendar, you will need to be logged into your Google account. Once you are logged in, click the menu button in the top right corner of your browser window and select the calendar icon.

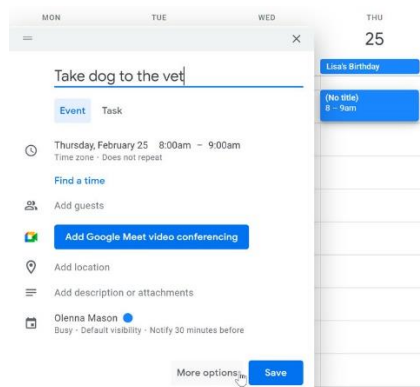


Once in your calendar, you have the ability to change the view. You can choose to see a single day, week, or month. To change the view, click on the button at the top right of your screen that indicates a current view. A drop down menu will appear. Select the view you would like.



Each item on your calendar is called an event. You can add new events by clicking on a blank space on a specific date. A small box will appear. You can either type basic

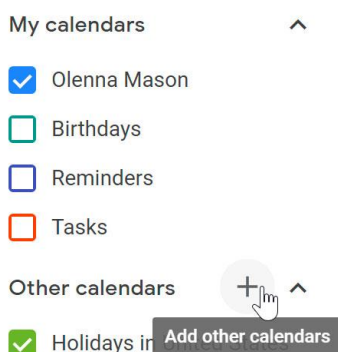
information in this box, then click save. Alternatively, you can click on “more options” to enter more details before saving the event.



Before saving your new event, you can add notifications so that you will receive a reminder before the event occurs.

You can create separate calendars to help you organize events or appointments for specific people. For example, if you are a mom of two and your children have multiple activities and events, you can create a calendar for each of them. If they are old enough, you can share that calendar with them so they can add events as well.

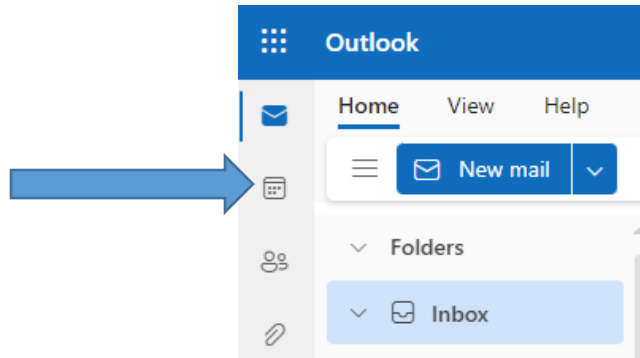
To create a new calendar, click on the plus sign to the right of “other calendars”. Then click “create new calendar”. A form will appear similar to creating a new event. You can now choose the name of the calendar, and sharing settings if you wish. Once the calendar has been created, you can start adding events to it.



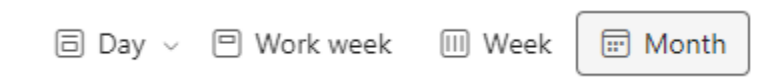
If you would like to share an existing calendar with someone, simply click on “settings”, then “sharing”. You can then send an invitation to share your calendar to someone else.

Microsoft Office Calendars

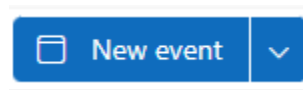
If you have an Outlook or Hotmail account, you have access to Microsoft Office Calendars. To access your calendar, log into your Microsoft Office account. Once you are logged in, you can click on the calendar icon on the left side of the window.



You can change the view by choosing the option of your choice along the top of your window.



To create a new event, click on the “new event” icon in the top left corner.



A box will pop up allowing you to add details about the event. You can add notifications, you can share the event with others and you can make the event an ongoing or repeating event. When you have added all necessary details, click “save”.

If you would like to share your entire calendar with someone else, click on the “share” icon along the top of your calendar window.

 Share

If you would like to create multiple calendars, you can click on the “add calendar” button on the left side of your calendar window. A box will pop up with additional options. You then click on, “create blank calendar”. Once you have chosen a calendar name, you can click on “save”.



ACTIVITY

Log in to your Google or Microsoft Outlook account. Open the calendar feature. Complete the following tasks.

1. Add 2 events to your calendar.
2. Share one event with your facilitator.
3. Create a new calendar called “Get Set for Budgeting”
 - a. Share this new calendar with your facilitator

Milestone 223 – Option B

You have now practiced many time management skills, including how to use an online calendar. Complete milestone 223 – Option B: Use app(s) or feature(s) on a smartphone, tablet or computer. Successfully completing this milestone will confirm your ability to manage your time effectively using online calendars.

Your task is to make an entry in an online calendar following instructions on page 6.

When you have completed the activity, make sure your name and today's date are on all required pages and hand the complete milestone to your facilitator.



SESSION 4

In this session you will develop the following skills for success:

Adaptability	You will learn skills to help you adapt to new shopping habits to save more money and prepare for unexpected costs.
Communication	You will practice your verbal communication skills while discussing and sharing information about budgets.
Digital	You will practice your digital skills while researching financial assistance resources.
Numeracy	Complete basic calculations to understand budgets.
Reading	You will find, read and understand information about financial security and resources.
Writing	You will document information gathered from your online research.



Warm Up: Would You Rather

Would you rather, be a cat or a dog?

Would you rather, have wings like a dragon or a unicorn horn?

What is a Budget?

A budget is a plan for how you are going to spend and save your money. It uses income and expense estimations to predict how much you will make and spend during a specific period of time.

It does not matter how much money one has, **EVERYONE** should use a budget. Budgets ensure we have money to pay for the things we need and help us save for the things we want.



DISCUSS

Do you use a budget now?

How would you rank your current budgeting skills?

Why do you think using a budget is important?



ACTIVITY

To test your current budgeting knowledge, use the link below to complete the budgeting knowledge quiz.

<https://www.practicalmoneyskills.com/learn/budgeting>



DISCUSS

How did you do?

Budgeting Vocabulary

Before you can begin creating a budget for yourself, you need to be familiar with the terms used on a budget.



ACTIVITY

Use a computer to search for budgeting vocabulary definitions and fill in the chart below. When everyone is done, share and discuss the definitions you have each found.

Income	
Expenses	
Fixed expenses	
Variable expenses	
Disposable income	

Gross income	
Net income	
Average	
Estimation	
Interest	
Debt	
Assets	
Inflation	
Liability	
Appreciate	

Depreciate	
Discretionary income	



ACTIVITY

Now that we have learned the difference between fixed expenses and variable expenses, let's test our knowledge. Below is a list of expenses. Put the expenses in the correct expense category in the chart below. Take the activity up as a group and decide if you agree on which category each expense should be in.

rent	electricity bill	child care	groceries	pet care
donations	gifts	entertainment	personal care	gas bill
property taxes	clothing	internet	cell phone	bus pass
mortgage payment	car payment	insurance	water bill	income tax
Netflix account	cigarettes	Tim Hortons	car maintenance	dental care

Fixed Expenses	Variable Expenses



DISCUSS

Can you think of some things that appreciate?

Can you think of some things that depreciate?

Getting Started

Understanding your financial situation is an important first step in creating a budget. Being aware of what your income and expenses are will help you create a realistic budget. Throughout the remainder of this learning series, we will be learning how to create an organized, balanced budget while following some common budgeting tips. Some of these tips include:

1. Do not spend beyond your means. If you do not have the income, do not purchase the expense.
2. Remember that every month is different.
3. Pay off your debts.
4. Trim your budget when you can.
5. Track your progress: Review your budget on a regular basis and make sure you are sticking to your plan.

6. Create a buffer in your budget: Do not spread yourself too thinly. Make sure you over estimate expenses so that you have money left over instead of not having enough.
7. Cut up your credit cards.
8. Try a cash budget if you are struggling to keep track of purchases.
9. Use a budgeting tool such as a spreadsheet, or app or website.
10. Set goals.

Budgeting With Children

Children come with extra costs. Sometimes, unexpected costs. As children get older and start attending school, there are costs involved with education and participating at school as well.



DISCUSS

As a group, make a list of costs that are required when you have children.

Sometimes as a parent, we have to make financial decisions that will benefit our children. This often involves making a sacrifice or cutting some costs to compensate for others. Before you can decide which costs to cut, you need to understand what type of spender you are.

Spending Habits

Before you can create a budget, you must understand what kind of spender you are. Understanding your spending habits will help you to make changes so you can pay off debts, and save money.



DISCUSS

What kind of spender do you think you are? What spending habits do you have? Are they good habits or bad habits?



ACTIVITY

Are you a spender or a saver? Complete the true/false quiz below. Print T for true and F for false in the column to the right of each statement.

Statement	T/F
I am happy when I am saving money regardless of what the money is for.	
I am organized and responsible when it comes to money.	
I do not impulse shop, I always think about my purchases and research.	
I avoid credit cards.	
My friends and family sometimes call me cheap.	
I set financial goals and stick to them.	
I pay my bills the same day I receive them.	
I am happiest when I have large amounts of money in my bank account.	
When I shop, I only buy things on sale.	
I often say no to outings or activities that cost money with friends and family.	

If 6 or more of your answers are false, you are not a saver, you are a spender.



VIDEO:

Watch the video, “The 5 Types of Spenders: Which Are You? – The 3-Minute Guide”

https://youtu.be/m0lxbmXv_Cg

Which type of spender do you think you are?

A good way to better understand where you are spending your money is to track your spending for a set period of time. To track your spending you can:

- Carry a notebook with you to write down every purchase you make.
- Save receipts for everything you purchase and enter it in a spending tracker at a later time.
- Use your cell phone to document purchases you make. You can use the notes app, or download a free spending tracker app.



Keeping track of where you are spending your money will help you determine where you can and should cut costs. Cutting costs will help you pay off debts faster and/or save faster.

CHALLENGE: For the duration of this learning series, track your spending. Every cent. During the last session, we will discuss spending habits and what you learned about yourself and your habits.

Needs vs. Wants

When creating your budget you need to distinguish between your needs and wants. Your priority should be to pay for your needs first.

Needs are things we require to survive. Wants are things that are nice to have, and sometimes important to us, but are not required for survival.



ACTIVITY

As a group, make a list of needs and wants using the chart below. Have the children make a list of things they need and want as well.

Needs	Wants

When we are going to cut back on spending, we need to decide which wants are least important to us. Cutting back does not have to mean cutting out all together.



ACTIVITY

Make a list of wants that you purchase on a regular basis that are least important to you. Choose things you are willing to cut back on to save.



SCENARIO EXAMPLE

You currently buy a coffee from a coffee shop every day. You are trying to cut back on your spending and decide to only buy a coffee from a coffee shop 4 days a week instead of 7. If each coffee costs \$2, how much will you save each week? How much will you save each year?



Week: 3 coffees X \$2.00 = \$6.00. You will save \$6.00 each week.

Year: \$6.00 per week X 52 weeks in each year = \$312.00. You will save \$312.00 each year if you buy 3 less coffees each week.

What could you do with an extra \$312.00 each year?

Tips for Cutting Back and Spending Less

There are many ways you can avoid spending money. Some of them include:

1. Avoid trips to stores, shopping malls and online shopping websites if you do not need anything.
2. Use a cash budget. Sometimes debit and credit cards make buying things too easy. Only spend cash you have with you.
3. If you choose to have a credit card, leave it at home. If you do not have it with you when you are out, you cannot use it.
4. If you think you need or want something, sleep on it. If you still need or want that item the next day and you are willing to go back for it, then buy it.

5. Avoid online shopping. Adding items to your cart on an online shopping website can become too easy. Totals can add up quickly.
6. Avoid buying things just because they are on sale. If you do not need the product, do not buy it.
7. Use a spending tracker. If you open your spending tracker and look at it before making a purchase, it might remind you that you have already spent too much that day, week or month.

Reducing Household Bills

Another way you can decrease your monthly expenses is to reduce the cost of your monthly bills. Utility and housing costs are continuously rising.



DISCUSS

As a group discuss the ways in which you can reduce household bills such as your hydro, gas and water bills.

Seasonal Budgeting

Seasonal budgeting is when you make a financial plan to prepare for specific holidays or events that occur during specific seasons. Some holidays and events that you may need extra money for might include:

- Travel
- Back to school
- Halloween
- Thanksgiving
- Birthdays
- Christmas
- New Years
- Summer sports

What events you choose to spend extra money on might not be the same as someone else. Therefore, you need to decide which special events or holidays you want to save and plan for.



DISCUSS

Can you think of any holidays, events or celebrations not included in the list above that some may need extra money for?

With any special event or celebration comes a variety of costs. Some of these costs may include:

- Food
- Activities
- Gifts
- Decorations
- Donations



When you are planning for a special event or celebration, decide how much money you want to spend on that event. Then break that amount of money down into categories.

Example: Tyler is planning a birthday party for his daughter. The party will be in 4 months. He wants to have cake, decorations, a piñata, pin the tail on the donkey, pizza and punch. He will also buy her a gift.

He thinks he can save \$120 in time for the party. He breaks his budget down as follows:

Gift: \$50

Piñata: \$20

Pizza: \$20

Punch: \$5

Decorations: \$10

Pin the tail on the donkey game: \$5

Cake: \$10

Tyler knew his budget would be tight, so decided to reduce his cake budget and make the cake.

Tyler will now have to adjust his regular budget for 4 months to make sure he saves an extra \$30 each month to have enough money to cover the cost of the party. He may have to sacrifice a “want” for a few months until he has saved the \$120.

It is a good idea to include an expense on your monthly budget called “holidays and special events.” If you transfer money into a savings account for special events every month like it is a regular expense. When special events come up, you should have some extra funds to cover the extra costs.



ACTIVITY

Choose a holiday or special event that you usually spend extra money on. Complete the special event budget below.

Event:	
Expense	Amount
Total:	

Cutting Costs of Holidays and Special Events

Any holiday or special event can become costly. There are many ways we can cut costs involved with a special event.



REVIEW:

Review the chart on the following page for cost saving tips for each special event or holiday expense category.

Gifts	<ul style="list-style-type: none">• Agree with friends and family to do something together instead of exchanging gifts. Although it is nice to give gifts, taking part in an activity together allows you to make a memory and spend time together instead of purchasing something that may eventually go to waste.• Make gifts. DIY (do-it-yourself) projects are very popular today. Give handmade gifts to spend less.
Food	<ul style="list-style-type: none">• Try not to buy pre-made food. These items tend to cost more money. For example, cut up fruit and serve on a platter of your own instead of purchasing a pre-made fruit tray.• Use the grocery shopping savings tips from session 4 to save money. For example, use coupons to purchase supplies, or use rewards program points you have saved to pay for supplies.
Activities	<ul style="list-style-type: none">• Plan games and activities that do not cost money.• Make DIY games or activities.• Have your event at a free community location such as a park or splash pad.
Decorations	<ul style="list-style-type: none">• Make your own decorations.• Take a minimalist approach to decorating.• Reuse decorations for various events.• Trade/share decorations with friends and family.
Donations	<ul style="list-style-type: none">• Instead of making a financial donation, volunteer your time to an organization or event.

DIY Projects

Do-it-yourself or DIY projects have become very popular today. This is a good way to save money when planning and preparing for special events. The more you can make yourself, the more money you can save.





DISCUSS

What are some DIY projects you have done or can do to save money when planning a special event or celebration?



ACTIVITY

Choose a project that can be done to save money when planning a special event or celebration. With your child(ren), create a DIY information sheet about the project and instructions for completing it. Each group member will share their information sheet. Your facilitator will create a booklet of information sheets for everyone to take home.

Financial Resources in Your Community

Sometimes, even when following a budget you may need help. There are resources in your community to help with:

- Food security
- Shelter and rent assistance
- Health care costs
- Legal fees
- Extra-curricular activity costs



ACTIVITY

Use a computer to research financial resources in your community.
Complete the chart below with your findings.

Resource	Organization Name	Contact Information	How Can They Help?
Food Security			
Shelter & Rent Assistance			
Health Care Costs			
Legal Fees			
Extra Curricular Activity Costs			

SESSION 5

In this session you will develop the following skills for success:

Adaptability	You will learn skills to help you adapt to the changing educational system.
Communication	You will practice your communication skills when learning new methods for communicating with your child's school or caregiver.
Digital	You will practice your digital skills while exploring online learning platforms.
Problem Solving	You will learn problem solving skills to help your child(ren) with their homework.
Reading	You will find, read and understand information about your child's education.
Writing	You will document information about education and learning resources.



Warm Up: Brain Teaser

A man was walking in the rain in the middle of nowhere. He had no coat, umbrella or hat. He got soaking wet, but not a single hair on his head got wet.

How can this be?

(he was bald)

Your Child's Education

Being involved in your child's education benefits everyone. You benefit, the child benefits and the teachers and other staff benefit. To stay involved with your child's education you can:

- Promote learning as an important part of every day.
- Talk to your child about their school day and what they learned.
- Support your child's learning at home by reviewing concepts taught at school.
- Participate in school functions when possible.

Parent-Teacher Meetings

Attending parent-teacher meetings is a great way to stay connected to your child's learning. Parent-teacher meetings usually occur once or twice during a school year. However, you can request a parent-teacher meeting at any time if you have questions or concerns.

These meetings can be done in person, over the phone, or on a virtual platform such as Teams or Zoom.

Some tips for taking part in parent-teacher meetings include:

- Prepare questions ahead of time. Write them down if that will help you remember.
- Keep the meeting focused on your child's progress and how you can support their learning at home.
- Bring your child's report card or assignments that have been graded if you have questions about them specifically.
- If you run out of time, request to meet again. Sometimes parent-teacher meetings can have short time frames.

Report Cards

Reading your child's report card can be overwhelming. Report cards can be discussed with the teachers so you have a better understanding of how your child is progressing and what they are learning.

Every student is assessed and evaluated against the standards set out in the Ontario curriculum. In elementary schools, children will bring home a fall progress report and two report cards; one in the winter and one at the end of the school year. In secondary school, students will receive a report card twice each semester, resulting in four report cards in total.

Teachers will assess students based on many factors. Some of these may include:

- Assignments
- Conversations
- Presentations
- Performances
- Demonstrations
- Projects
- Tests
- Exams



ACTIVITY

Review the sample report card on the next page and answer the questions below.

1. How many days was Jennifer Smith absent?
2. What grade will Jennifer Smith be in, in September?
3. Which learning skill does Jennifer Smith need to improve on?
4. What is the name of Jennifer Smith's school?
5. What is Jennifer Smith's OEN number?

Student: Jennifer Smith		OEN: 123456788	Days Absent: 6	Total Days Absent: 6
Grade:	Teacher:		Times Late: 2	Total Times Late: 2
Board:		School: Queen Elizabeth II Elementary School		
Address:		Address:		
		Principal: Barney Ruble		Telephone:

GRADE IN SEPTEMBER ➡ 2

Learning Skills and Work Habits

E – Excellent G – Good S – Satisfactory N – Needs Improvement

Responsibility	G	Organization	E
<ul style="list-style-type: none"> Fulfills responsibilities and commitments within the learning environment. Completes and submits class work, homework, and assignments according to agreed-upon timelines. Takes responsibility for and manages own behaviour. 		<ul style="list-style-type: none"> Devises and follows a plan and process for completing work and tasks. Establishes priorities and manages time to complete tasks and achieve goals. Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks. 	
Independent Work	S	Collaboration	G
<ul style="list-style-type: none"> Independently monitors, assesses, and revises plans to complete tasks and meet goals. Uses class time appropriately to complete tasks. Follows instructions with minimal supervision. 		<ul style="list-style-type: none"> Accepts various roles and an equitable share of work in a group. Responds positively to the ideas, opinions, values, and traditions of others. Builds healthy peer-to-peer relationships through personal and media-assisted interactions. Works with others to resolve conflicts and build consensus to achieve group goals. Shares information, resources, and expertise, and promotes critical thinking to solve problems and make decisions. 	
Initiative	G	Self-Regulation	G
<ul style="list-style-type: none"> Looks for and acts on new ideas and opportunities for learning. Demonstrates the capacity for innovation and a willingness to take risks. Demonstrates curiosity and interest in learning. Approaches new tasks with a positive attitude. Recognizes and advocates appropriately for the rights of self and others. 		<ul style="list-style-type: none"> Sets own individual goals and monitors progress towards achieving them. Seeks clarification or assistance when needed. Assesses and reflects critically on own strengths, needs, and interests. Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals. Perseveres and makes an effort when responding to challenges. 	
Strengths/Next Steps for Improvement Jennifer is progressing well. She maintains an organized desk and comes to class prepared. She sometimes gets distracted when asked to work independently. This is something she will work on in the coming months.			

Helping With Homework

Helping your child with homework can be a challenge. There are some things you can do to make homework a more positive experience. Some of these include:

- Set up a homework friendly area in your home, away from distractions.
- Communicate with the teachers so you know what they expect.
- Schedule a regular homework time.
- Make sure kids do their own work. They will not learn if you do the work for them.
- Motivate and encourage them.
- Praise their work and efforts.
- If your child continues to struggle, get help.

If your child is struggling in school, there are resources available to support them. The first and most important resource is the classroom teacher. Communicating with the teacher about your child's struggles and how you can support at home will be helpful. Request extra practice worksheets or activities for home. If problems persist, you may need to speak to the teacher and principal about additional supports available at the school.

The internet can be a welcome resource for helping your child with homework. There are many free websites and apps available to encourage learning in young students.



ACTIVITY

Use a search engine to find age appropriate learning resources to help your child learn from home. Document them in the space provided below. Choose your favourite and have your child try some activities.

Brightspace

Brightspace is an online learning platform for Ontario students. This platform is used by most classrooms as a tool for sharing information, completing homework, sharing resources and communication between the students, parents and staff.

Brightspace can be accessed from an internet browser or you can download the app. If your child is enrolled in school, or will be enrolling soon, it is a good idea to become familiar with Brightspace.



VIDEO:

Use [Youtube.com](https://www.youtube.com) to search for a Brightspace tutorial for your local school board. Choose a short tutorial to watch and make notes as you watch.



ACTIVITY

Use the remainder of class to continue working on writing your story with your child(ren).

SESSION 6

In this session you will develop the following skills for success:

Collaboration	You will work with classmates and your children to set realistic goals for yourself and your child(ren).
Communication	You will communicate with classmates and your child(ren) when choosing and discussing goals.
Creativity & Innovation	You will create vision boards to display goals.
Digital	You will use digital skills to find pictures and inspirational quotes to be used on your vision boards.
Problem Solving	You will use problem solving skills to determine how to avoid barriers when working towards goals.
Reading	You will find, read and understand information about setting realistic goals.
Writing	You will document your goals and timelines in an organized manor.



Warm Up: Opening Joke

What do librarians take fishing?
(bookworms)

Literacy in Your Community

Most communities offer resources, events and organizations that promote literacy. For example, public libraries, or book houses throughout neighbourhoods.



DISCUSS

What resources and events occur in your community?

Libraries are one of the best literacy resources. It is a great idea to sign up for a library card and borrow books regularly. Not only can you borrow books from your local library, but most libraries also have programs and activities for you and your children to attend. This is a great way to encourage a passion for learning.



ACTIVITY

Use a computer to research your local library and what programs and activities they offer. Record your findings below and add any programs you want to attend to your online calendar.

Imagination Library

Imagination Library is an organization created and run by Dolly Parton, famous country singer. The Imagination Library helps support children's early literacy development by providing a free book every month to children from birth to age 5.

To register your child visit <https://imaginationlibrary.com/ca/>.



Setting Goals

Setting goals is important because it helps you maintain focus and guides you. Having goals expands your skill set, increases your knowledge and usually pushes your comfort zone.

When you set goals, you should set SMART goals. SMART goals should be:

- S: Specific – set a specific goal. For example, instead of “I want to read more,” make your goal, “I want to read 1 book each month.”
- M: Measureable – make sure you can track your progress and be accountable.
- A: Achievable – choose a goal that is challenging, but possible.
- R: Realistic – be honest with yourself when choosing a goal. Choose a goal you are capable of achieving.
- T: Time-bound – Give yourself a deadline.

If your goal follows all of the SMART rules, you are more likely to achieve that goal.



ACTIVITY

Choose a literacy based goal for yourself and your child to work towards achieving together. Complete the table on the following page.

My goal is:	
Specific: What do you want to accomplish?	
Measureable: How will you measure your progress?	
Achievable: What steps do you need to take to achieve your goal?	
Realistic: Can you achieve this goal?	
Time-bound: How long will it take you to achieve your goal?	

Bucket Lists

Goals can come in many shapes and sizes. Sometimes we may be working towards multiple goals, some long term and some short term. Some people like to have a “bucket list.” A bucket list is a list of things you want to do or accomplish in your life.





ACTIVITY

Create a vision board with your child(ren). Include all of your goals and/or bucket list items. You may use a computer or magazines to find pictures. When everyone has finished, share your boards with the group.

SESSION 7

In this session you will develop the following skills for success:

Communication	You will practice communication skills when discussing career goals.
Digital	You will use your digital skills to research jobs and their skill requirements.
Problem Solving	You will develop strategies to solve problems when choosing a career and job searching.
Reading	You will find, read and understand information about possible career paths and how to achieve your career goals.
Writing	You will document plans and ideas for choosing a career path and preparing to apply. You will begin to develop a resume.



Warm Up: Brain Teaser

What has to be broken before we can use it?
(eggs)

Career Outlook

Career or employment outlook is a prediction of the change in the number of people employed in a specific job over a set period of time. When choosing a career or job, it is important to take into consideration whether there will be jobs available in your chosen field.



DISCUSS

Do you know which occupation you are interested in?

National Occupational Classification (NOC)

The NOC system is Canada's national system of organizing and describing occupations. Every occupation in the Canada job market is assigned a 4-digit code called the NOC code. Using this code, you can research information about your chosen occupation such as, salaries, career outlook, job descriptions, education required, etc.



ACTIVITY

Access the Canada job bank labour market information page. Search for a specific occupation, select Ontario and complete the chart on the following page. While parents are researching jobs, children can draw a picture of what they want to be when they grow up.

<https://www.jobbank.gc.ca/explorecareers>

Occupation	
NOC	
Wages	
Outlook	
Where can you work?	
Number of job postings in your area	
Education / Experience Requirements	
Skills Required	



DISCUSS

Share your findings with the group. Specifically, what different employment settings can you work in, depending on your chosen occupation? Children can share their drawings of what they want to be when they grow up.

Resumes

Resumes are a way to organize information about our work history and experiences.

A resume is a one page summary of your skills, education and experience. It is a good idea to spend a good amount of time creating, editing and proofreading your resume. A resume is your advertisement. A strong resume is the key to finding good jobs.

Some common features a resume should include are:

- a) **Heading:** The heading should include your personal information; your name, address and contact information.
- b) **Objective:** Generally, a one-sentence explanation of the type of job you are seeking. If you are applying to multiple jobs, change the objective to match each type of job. If you are not sure about the specific jobs available, write about your areas of interest.
- c) **Education:** In this section, you should list education you have completed or are in the process of completing. Include graduation dates or indicate you are presently enrolled still.
- d) **Work Experience:** In this section, you should include previous employers, job title, location and employment start and finish dates. When using dates, a year will suffice, unless the employment start and finish dates occurred within the same year; in that case, include a month.
- e) **Activities/Volunteer Work:** Employers like to see applicants who are involved in community activities. In this section, you can include any organizations you are a part of or volunteer work you have done or are still currently doing.
- f) **Summary of Skills:** This section is sometimes included to list any special skills you may have that were not captured somewhere else on the resume. For example, how many words you can type per minute, or if you speak more than one language.
- g) **References:** It is common practice to state, "references available upon request" at the bottom of your resume. Make sure to prepare a list of at least 3 references to take with you to an interview.

Resume Tips

- 1. Proofread your resume multiple times. Have other people proofread it. An employer will disregard your resume if a single spelling or punctuation error is found.
- 2. Limit your resume to one page.
- 3. Use 1-inch margins around the outside of the page. Use 12-point font and a professional font style such as Arial, Calibri or Times New Roman.
- 4. Make sure you adjust the spacing so your resume is easy to read.
- 5. Ensure your resume is in chronological order, starting with most recent.
- 6. Always tell the truth. If you exaggerate or lie, you will be caught in a job interview.



ACTIVITY

Fill the resume builder chart below to start the process of writing a resume.

Heading	
Objective	
Education	
Experience	
Activities/ Volunteer Work	
Summary of Skills	
References	

Cover Letters

A cover letter is a document that accompanies your resume. It introduces you to the employer and outlines your qualifications for the job. A cover letter is not always required by an employer when applying for a job. Be sure to read the job posting carefully so you know what elements are required when applying.

A cover letter generally has 3 paragraphs:

1. Introduction
 - a. Introduce yourself
 - b. Explains the purpose of the letter
 - c. Explains why the employer should hire you
2. Body
 - a. Highlights your skills, education and work experience relevant to the job you are applying for
3. Conclusion
 - a. Thank the employer for considering you
 - b. Express your enthusiasm for meeting with the employer in person
 - c. Include your contact information

An example of a cover letter for a customer service position can be found on the following page.

Jane Smith
1 Main Street
Toronto, Ontario
N3T 6C8

Monday, March 6, 2023

Mr. Cocoa's Chocolate Factory
12 First Avenue
London, Ontario
N3T 8B4

Re: Customer Service Representative Position

To Whom It May Concern:

I am writing in response to your listing in the London Gazette for a customer service representative position. Please accept my enclosed resume for consideration.

As a graduate of the Conestoga College Marketing program, I have the formal training necessary for this position. Additionally, with two years of experience in a retail setting, I have excellent customer service skills that can translate well to this position.

I hope to meet with you to discuss how I can be beneficial to your team. I look forward to hearing from you to schedule an interview at your earliest convenience.

Thank you for your consideration.

Sincerely,

Jane Smith
(905)547-0000
Janesmith@gmail.com

Job Interviews

If you are asked to attend a job interview, you have some work to do. First, be accommodating to the employer. Do everything you can to attend the appointment you are offered. When you have an interview scheduled, get to work with preparations. The following is a list of job interview tips:

- Prepare thoroughly: Do some research on the company you are applying to. Make sure you understand what they do and what their values and philosophies are.
- Make a good first impression: This might include being punctual, being prepared (bringing references and a copy of your resume with you), dressing professionally and your enthusiasm for the opportunity.
- Run offense, not defense: This means asking open-ended questions so you can control the direction of the interview.
- Turn off your cell phone.
- Use positive body language: This might include a smile and avoid crossing your arms.
- Do not bring drinks or food into the interview with you.



VIDEO

Watch the video “Top Interview Tips: Common Questions, Nonverbal Communications and More” for more interview tips for success.

<https://youtu.be/HG68Ymazo18>



ACTIVITY

Answer the practice interview questions below.

1. Why did you choose this particular field?
2. Why are you interested in working for this company?

3. Can you tell me about a time when you faced a workplace problem and how you solved that problem?

4. Give an example where you showed leadership and initiative.

5. What do you think is your greatest strength?



DISCUSS

At the end of your interview, you will usually be asked if you have any questions. It is a good idea to have your own questions prepared. As a group, discuss some possible questions to ask the employer.

References

A reference is a person who can confirm that you have the skills and qualifications needed for a specific job. Employers will usually ask you for 3 references. They may call or email your references to ask questions about you and your work history.

A reference can be:

- A manager or supervisor you have worked with.
- A teacher or religious leader who knows you well and can verify your skills and qualities.
- A customer or client who likes the work you have done.
- A volunteer supervisor you have worked with.

When you are choosing references there are some things you should and should not do.



REVIEW:

Review the chart below and discuss the dos and don'ts of choosing references.

Dos	Don'ts
Choose references who are work related.	Do not include family and friends as references.
Ask people if you can use them as a reference before giving their information to a prospective employer.	Do not put anyone on your list before you speak to them.
Choose at least 3 references.	Don't forget to verify their contact information.
Confirm your references contact information before giving it to an employer.	Do not write the names of your references on your resume.



ACTIVITY

Use the remainder of class time to work on your resume and/or cover letter.

SESSION 8

In this session you will develop the following skills for success:

Adaptability	You will learn skills to help you adjust your lifestyle and make healthier choices.
Collaboration	You will work with your child(ren) and classmates to develop healthy lifestyle plans.
Communication	You will communicate with your peers and children about healthy eating and exercising.
Creativity & Innovation	You will brain storm ideas for maintaining an active lifestyle and eating healthier foods.
Digital	You will use digital skills to search for budget friendly activities in your community to keep you active and healthy.
Numeracy	Complete basic numeracy tasks involving temperature and measurements.
Problem Solving	You will develop strategies to solve problems when faced with health issues.
Reading	You will find, read and understand information about living a healthy lifestyle.
Writing	You will document plans and ideas for initiating a healthier lifestyle.



Warm Up: Would You Rather

Would you rather eat pizza for every meal or ice cream for every meal?

Would you rather be a bird or a horse?

Living a Healthy Lifestyle

Living a healthy lifestyle involves doing what is right for your body. When you live a healthy lifestyle, you are helping prevent chronic diseases and long-term illnesses. Taking care of yourself will make you feel good about yourself. This is good for your self-esteem and self-image.



DISCUSS

What are some things you already do to lead a healthy lifestyle?

Maintaining a healthy lifestyle can include:

- Limiting unhealthy foods
- Eating healthy meals
- Drinking lots of water
- Exercising regularly
- Getting good sleeps
- Reducing alcohol intake
- Reducing sitting and screen time



DISCUSS

Can you think of anything else we can do to maintain a healthy lifestyle?

Water

Drinking water has many benefits. Some of these benefits include:

- Water carries nutrients and oxygen to your cells.
- Water flushes bacteria from your bladder.
- Water helps with digestion.
- Water helps regulate your body temperature.
- Water helps to normalize blood pressure.
- Water protects your organs and tissues.

It is recommended that children and teens drink about 6-8 cups of water each day, while adults should drink about 8 cups of water each day.

(Source: <https://www.webmd.com/diet/how-much-water-to-drink>)



Exercising

Exercising regularly has many benefits for your body and mental health. Exercise does not have to mean going to a gym and lifting weights for several hours. Exercise can be any physical activity that gets your body moving.

Per the Centers for Disease Control and Prevention, adults need 150 minutes of physical activity each week. Children and teens need at least 60 minutes of physical activity every day.

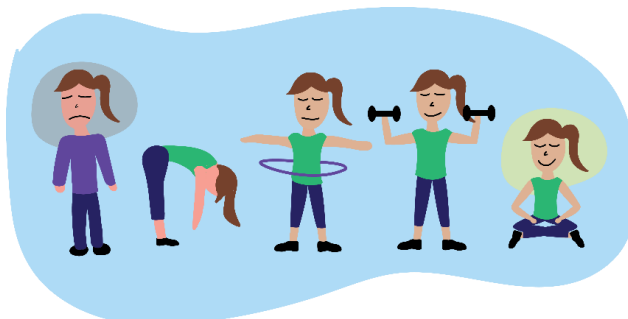
(Source: <https://www.cdc.gov/physicalactivity/basics/adults/index.htm>)

(Source: https://www.cdc.gov/physicalactivity/basics/children/what_counts.htm)



DISCUSS

What are some things you like to do for exercise?



Encouraging your child(ren) to get active can be difficult sometimes. You need to lead by example. Some ways to keep your child(ren) active may include:

- Walking or biking to and from school when possible.
- Playing team sports.
- Taking part in after school programs at community centres, or rec programs.
- Set weekly goals that you work towards as a family.



ACTIVITY

Make a list of activities you can do each week that will keep you active.



ACTIVITY

Complete the family activity weekly goal sheet below. As you achieve your goal throughout the week, place a check mark in the “goal reached” box.

<i>Hours of activity goal for 1 week:</i>			
Day	Activity	Amount of Time	Goal Reached
Monday			
Tuesday			
Wednesday			

Thursday			
Friday			
Saturday			
Sunday			



VIDEO

Let's take an activity break. Spread out and follow along with the online exercise video, "Kids exercise 5 minutes easy workout for Kids with Hip-po/Zeze Zebra animation for kids."

<https://youtu.be/ISzEpUjB9XA>

Sleeping

Getting a proper sleep is important to your health. Some things you can do to get a better sleep may include:

- Make sure your bedroom is dark and quiet.
- Remove all electronic devices from your bedroom.
- Avoid large meals, caffeine and alcohol before bed.
- Exercise regularly.





REVIEW:

Review the chart below about recommended sleep times for children.
(Source: <https://kidshealth.org/en/parents/sleep.html>)

Age	Amount of Sleep Recommended
0-3 months	14-17 hours, including naps
4-12 months	12-16 hours, including naps
1-2 years	11-14 hours, including naps
3-5 years	10-13 hours, including naps
6-13 years	9-12 hours
14-17 years	8-10 hours

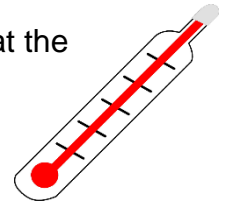
Adults aged 18-60 years should be getting at least 7 hours of sleep each night to maintain ideal health. (Source: <https://www.cdc.gov/media/releases/2016/p0215-enough-sleep.html>)

Common Childhood Illnesses

Fevers are caused by bacterial or viral infections in the body. Therefore, they are a common sign that an illness is present.

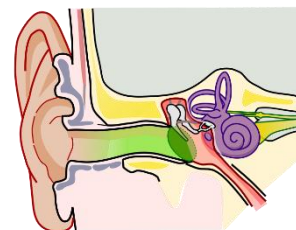
Fever Facts:

- If a child has a fever of or above 104°F or 40°C, it is recommended that the child go to an emergency room right away.
- High fevers can cause seizures in young children.
- If a child's fever lasts longer than 72 hours, it is recommended that she see a doctor.



Ear Infections are the second most commonly diagnosed illness in children. They are hard for an adult to notice in young children because they cannot tell us their ear hurts. There are several signs that MIGHT indicate a young child has an ear infection. These signs may include, but are not limited to:

1. Change in mood.
2. Fever.
3. Pulling or grabbing at his ears.
4. Loss of appetite (swallowing can be painful).
5. Vomiting or diarrhea (ear infections can affect the digestive system).
6. Whitish or yellowish fluid draining from the ear.
7. Unpleasant smell coming from the ear.
8. Difficulty sleeping.



Chicken Pox, also known as **varicella**, is a highly contagious disease caused by the initial infection with varicella zoster virus (VZV). It results in an itchy rash of spots that can look like blisters along with flu like symptoms.

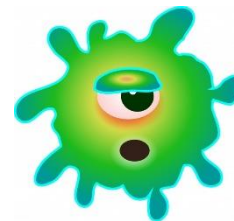
Chicken Pox Facts:

- Chicken pox can spread through the air (coughing or sneezing) or by direct contact with mucus, saliva or fluid from blisters.
- It often starts with a fever, headache, sore throat or stomach ache. These symptoms may last for a few days.
- It is contagious from about 2 days before the spots appear until the spots are crusted over.
- Children can be protected from chicken pox by getting the vaccine. The vaccine reduces the chances of a child getting chicken pox. Children who have had the vaccine, but still get chicken pox, tend to have milder cases with a quicker recovery.

Other Common Childhood Illnesses

As children grow, their immune system develops as well. During this time, it is easier for them to catch common childhood illnesses. Some other common childhood illnesses may include, but are not limited to:

1. Colds
2. Flu
3. Asthma
4. Croup cough
5. Dehydration
6. Fifth disease
7. Hand foot and mouth disease
8. Impetigo
9. Strep throat
10. Pink eye
11. Pneumonia
12. Head lice



It is important for you to be familiar with some of the common childhood illnesses so you are able to recognize the signs and take appropriate action.

You can utilize online resources to learn more independently. When you are researching online, make sure you are using reputable websites that are Ontario or Canadian based to ensure you get relevant and correct information.



ACTIVITY

Explore the list of websites below to research a topic of your choice.

<https://caringforkids.cps.ca/>

<https://kidshealth.org/>

<https://www.canada.ca/en/health-canada.html>

Allergies

An allergy occurs when the immune system over reacts to an element that is harmless to most people. The body treats the element (dust, peanuts, eggs, animal dandruff) as an invader, which results in a number of different symptoms. These symptoms may include, but are not limited to:

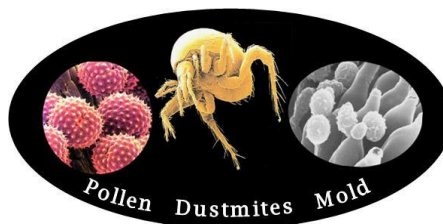
- Hives
- Runny eyes or nose
- Swelling of the throat
- Skin rashes
- Digestive issues

Who gets allergies?

- Allergies are usually hereditary, meaning they are passed down from the parents.
- A child does not necessarily inherit a particular allergy, only the likelihood of having an allergy.
- Therefore, if you or your partner have an allergy, your child has a higher chance of having an allergy as well.

An **allergen** is an element that causes an allergic reaction. Some of the most common allergens are airborne, or carried through the air, such as:

- Dust mites
- Pollen
- Mold
- Pet dandruff



There are 6 foods that account for most food allergy reaction in kids:

1. Milk
2. Eggs
3. Seafood
4. Peanuts & tree nuts
5. Soy
6. Wheat



Other allergens that can affect people are:

- Insect stings: bees, ants, spiders
- Medicines: antibiotics, over the counter medications
- Chemicals: laundry detergents, soaps

The types of signs and the severity of the signs of an allergic reaction are different depending on the allergy and the child. These signs and symptoms may include, but are not limited to the following:

- Itchy eyes
- Itchy nose
- Sneezing
- Nasal congestion
- Throat tightness
- Trouble breathing
- Rash
- Hives
- Shock – faintness/fainting

If a child has an extreme sensitivity to an allergen, he may experience **anaphylaxis** or **anaphylaxis shock**. Anaphylaxis is a rare, but severe allergic reaction and requires IMMEDIATE MEDICAL ATTENTION.

Signs of anaphylaxis may include, but are not limited to:

- Difficulty breathing
- Swelling (usually of the face, throat, tongue, lips)
- Rapid drop in blood pressure
- Dizziness
- Hives
- Tightness of the throat
- Hoarse voice

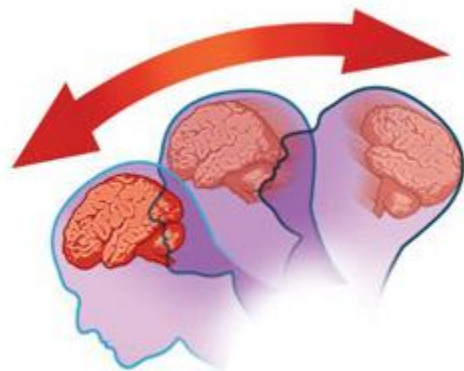
Anaphylaxis Facts:

- It can happen seconds after being exposed to an allergen
- The reaction can be delayed up to 2 hours after exposure to an allergen
- Anaphylaxis is rare

Concussions

A concussion is a traumatic brain injury that may result from direct impact to the head, neck or face, a fall, or a blow to the body that causes the head and brain to move back and forth in the skull. Especially in younger children, the symptoms may be difficult to notice. Below is a list of signs and symptoms that may indicate a child has a concussion:

- Headache
- Nausea or vomiting
- Vision changes
- Loss of consciousness
- Irritation from light or sound
- Loss of balance, poor coordination
- Decreased playing ability
- Irritability
- Sadness
- Anxiety
- Inappropriate emotions
- Slowed reaction times
- Confusion
- Memory loss or difficulty concentrating
- Feeling dazed
- Drowsiness
- Trouble falling asleep
- Sleeping more than usual
- Sleeping less than usual



Some of these symptoms may be present immediately after the injury occurs. However, sometimes, the symptoms can take up to hours to appear. If you suspect your child has a concussion, seek medical attention.

Vaccinations

Vaccines can prevent serious illnesses that are easily spread in schools and in your community. You can request a vaccination record from your local health unit. Your vaccination record may be available online. If it is, you can access it by visiting your local health unit's website and entering your health card number.



ACTIVITY

Using the link below find and review the publicly funded immunization schedule for Ontario.

https://www.health.gov.on.ca/en/public/programs/immunization/static/immunization_tool.html

Avoiding Illness

You will come in to contact with germs on a regular basis. It is important for you to take care of yourself and your children in order to avoid illness. Below is a list of tips to help you stay healthy:

- WASH YOUR HANDS frequently
- Encourage the children to wash their hands frequently
- Don't touch your face
- Ensure your immunizations are up to date
- Get a flu shot
- Practice healthy eating habits
- Exercise on a regular basis
- Ensure you are getting proper sleep

Hand Washing

Hand washing is an important task to repeat frequently throughout your day if you want to avoid illness.

There are 5 steps involved in proper hand washing:

1. Wet
2. Lather
3. Scrub
4. Rinse
5. Dry



VIDEO

Watch the video “Fight Germs. Wash Your Hands!”

<https://youtu.be/eZw4Ga3jg3E>

SESSION 9

In this session you will develop the following skills for success:

Communication	You will practice your communication skills when expressing your online safety concerns.
Digital	You will use a computer to practice new digital skills and explore social media sites.
Problem Solving	You will practice your ability to identify, work through and solve online problems.
Reading	You will find, read and understand information about online safety.
Writing	You will practice your writing skills while documenting information about online safety.



Warm Up: Opening Joke

Why is a bee's hair always sticky?

(because it uses a honeycomb)

Digital Skills

Digital skills are important today for all aspects of life. Most jobs require some kind of digital skills. Parents with school-aged children need digital skills to communicate with and stay connected to their child's school. We even rely on digital skills to help us stay connected with friends and family via social media platforms.

The internet and devices that connect to the internet such as video game systems, tablets, computers and cell phones can be fun to use. It is important to have fun without giving away too much information.



Personal Information

Personal information is information that CANNOT be used to identify you when used on its own. For example, age, gender, or favourite things. This information is usually safe to share online, but it can be used in combination with private information to help someone identify you.

Private Information

Private information is information about you that can be used to identify you. For example, social insurance number, address, phone number, email address, or credit card information.





ACTIVITY

As a group, review the list below and determine whether each piece of information is personal or private. Print personal or private on the line to the right of the piece of information.

Piece of Information	Personal or Private
Age	
First & last name	
First name only	
Social insurance number	
Gender	
Mother's maiden name	
Date of birth	
Favourite food	
Address	
Number of siblings	
Credit card	

Your personal information can tell people:

- Who you are
- Where you are
- What you like
- Sometimes much more

An online predator may want your personal information to find out more about you. They may use this information to:

- Commit identity theft
- To access your online banking
- To access your social media accounts
- Obtain your credit card number to shop online
- To try to sell you something

If your child is using the internet, it is important to speak to them about internet safety. Some safety tips you can share with your children include:

- Never share personal information online.
- Do not respond to emails, texts, social media posts, or any kind of message from strangers.
- Do not post or share photos online.
- Do not click on links, open attachments, or accept gifts from people you do not know.
- Never agree to meet someone you have met online.
- Let your parents or another trusted adult know if you need help.



Registering Online

When you are registering for something online or signing up for an account online, make sure you think about what information you are giving out. You could be putting yourself at risk.

You leave bits of your information everywhere you go online. This is called your online footprint.

Online Footprints

Your online footprint can include:

- The words you type
- The websites you visit
- The photos you post
- The photos someone else posts of you



Once something has been posted online, it can be impossible to delete. Someone else may have saved it, printed it, or sent it to someone else.

If a friend posts a photo of you, the photo becomes part of your online footprint as well. Have your friends and family ask your permission before posting photos of you or your children online.

Passwords

Passwords are like a combination lock to protect the information that you put online. A password is a secret word or phrase that is required when signing into an online account. It is important to use secure/strong passwords.

Strong/secure passwords are passwords that are difficult for others to guess or decode. They are usually complicated and include letters, numbers and symbols.



8 Tips for Creating a Strong Password

1. Make your passwords at least 8 characters long.
 - A character is a letter, number, or symbol.
 - The longer the password, the harder it will be to figure out.
2. Do not use dictionary words.
 - Online predators can use programs that are used to figure out your password if it is a dictionary word.
3. Do not use private or personal information in your passwords.
 - This makes it harder for an online predator to guess your password.
4. Include different types of characters (letters, numbers & symbols) in your passwords.
5. Use both upper case and lower case letters.
6. Change your password frequently.
 - It is recommended you change your password at least every 6 months.
7. Never share your password with anyone.
8. Make sure it is a password you can remember.

Example:

D	4	o	7	r	5	a	\$
---	---	---	---	---	---	---	----

This is a password you could use. It includes all the recommendations for security. It will be difficult for someone to guess. Here is how you will remember this password:

D	4	o	7	r	5	a	\$
---	---	---	---	---	---	---	----

- The letters spell the word Dora
- The numbers make the number 475

Choose a 4-5 letter word you will remember as well as a 2-3 digit number. Have the letters and numbers alternate and add a symbol at the end. This will help you remember your secure password.

Deleting Online History

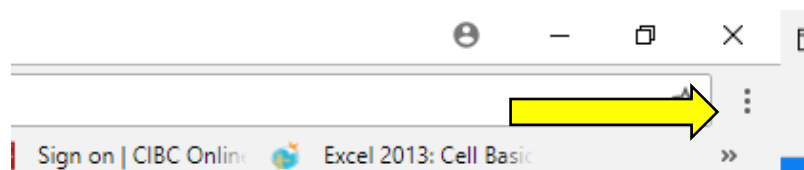
Deleting online history can be done to help protect yourself. Internet browsers keep a record of every website you visit as well as any data you enter into that website. To protect your privacy it is recommended that you delete the browsing history after every use.



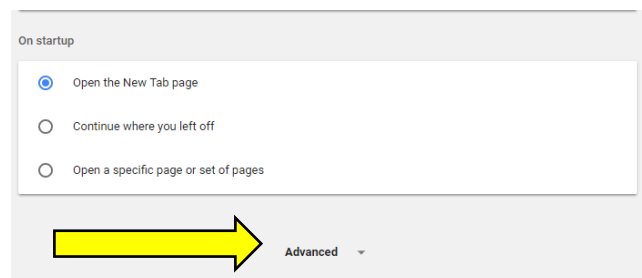
ACTIVITY

Follow along with the steps below to learn how to delete the browsing history in Google Chrome.

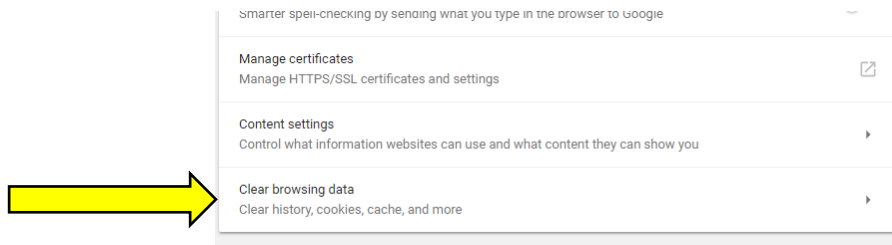
1. Open a Google Chrome browser.
2. Click on the tools button in the top right corner.



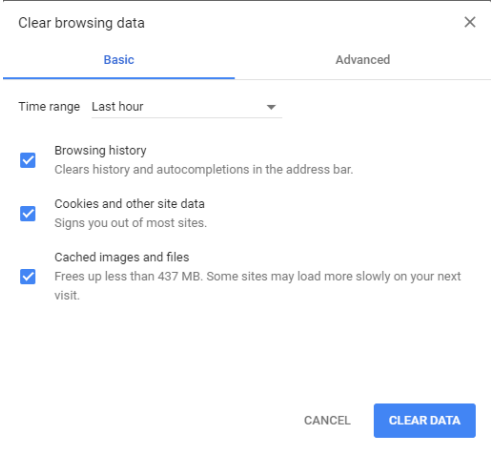
3. Scroll down until you see the word ADVANCED and click on it.



4. Scroll down until you see CLEAR BROWSING DATA and click on it.



5. A box should appear for you to select options from. Make sure each box is ticked off and then select CLEAR DATA in the bottom right corner of the window.



Clear browsing data

Basic Advanced

Time range Last hour

☒ Browsing history
Clears history and autocompletions in the address bar.

☒ Cookies and other site data
Signs you out of most sites.

☒ Cached images and files
Frees up less than 437 MB. Some sites may load more slowly on your next visit.

CANCEL CLEAR DATA

It is especially important for you to delete your online history after using a public computer or a computer that does not belong to you.

Evaluating Online Information

Today we can search for anything online. However, not all information we find is good or correct information.

Google is a search engine that helps you find information online. When you search using Google, the search engine displays a list of pages that match or partially match your key words.

Just because you find information online does not mean it is true.



DISCUSS

How much of the information you find on the internet do you think is true?
When you read something on the internet, do you ever check to see if it is true?

When you are deciding whether the information you got from the internet is reliable, ask yourself:

- Who wrote or posted the information?
- Are you familiar with the company or person who posted the information?
- Can you contact the author?
- Does the website have a date showing when it was last updated?

If you are suspicious when you read something online, you should follow that instinct and try finding your information elsewhere.



ACTIVITY

1. Google your own first and last name to determine what information or photos are linked with your name.
2. Google a famous person and read some of the information about that person. Ask yourself, “Do I think everything I read about this person is true?”

Shopping Online

Shopping online can be fun and convenient. However, you should shop safely.

PROS	CONS
<ul style="list-style-type: none">• The stores never close• You save on gas or transportation• No sales people• Lots of resources for comparing products & prices• You can purchase products that are not available locally	<ul style="list-style-type: none">• You can't physically check out the products• Risk of credit card fraud• Shipping fees



Before purchasing something online, make sure you are using a secure site. Secure sites make sure that all information you are sending, such as credit card numbers is encrypted, or protected as it travels through the web.

In order to tell whether a website is secure you can refer to the http address heading and the browser's security symbol.

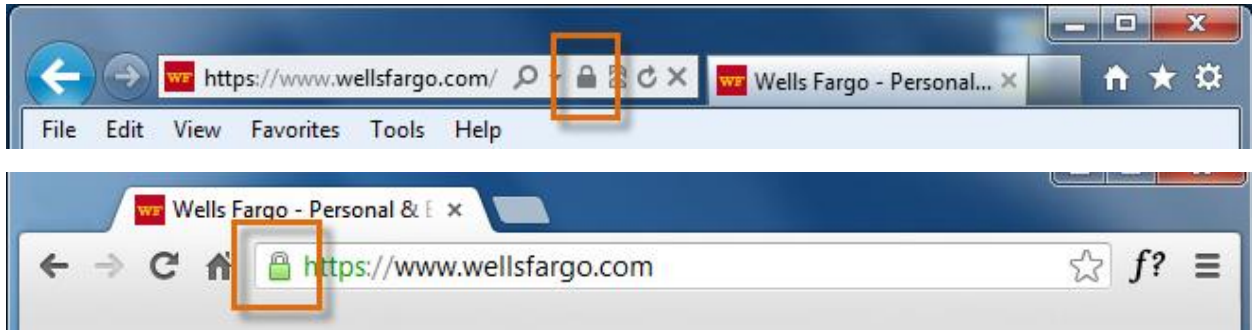
HTTP Address Heading

Web addresses begin with either HTTP or HTTPS. If the web address starts with HTTPS, the information you send to it is encrypted and therefore, it is a secure site.



Security Symbol

Your browser will use a security symbol or lock to indicate that the website is secure. This symbol will usually appear somewhere in the address bar.



Other Things to Consider

1. Make sure you are shopping on a reputable company's website. If you do not recognize the company name, do not use their website to purchase products.
2. Ask friends and family if they have shopped on the website you are interested in using. Did they have a positive experience?
3. Read the website reviews to find out whether other customers have been happy or not.
4. When you have completed shopping, always log out of the website, if you have created an account with that company.
5. When you are finished shopping, delete your browsing history.
6. Try not to shop online using a public computer or public wireless internet connection.



VIDEO

Watch the video "Online Privacy for Kids – Internet Safety and Security for Kids"

<https://youtu.be/yiKeLOKc1tw>

Use the remainder of class time to work on your storybook.

SESSION 10

In this session you will develop the following skills for success:

Collaboration	You will collaborate with your children and classmates to create a presentation board featuring a family tree, memories or goals.
Communication	You will communicate your feelings and thoughts using artistic methods when creating a presentation board.
Creativity & Innovation	You will create a memory board, family tree or dream board using your creativity and innovation skills.
Digital	You will use technology to find pictures and resources for your project.
Reading	You will find, read and understand information needed for your project.
Writing	You will document information on your presentation board.

In this session, you and your child(ren) will use your creativity to create a presentation board. Your presentation board can present your family tree, memories or dreams for the future.

You can use supplies to create your board in hard copy, or you can make a digital presentation.

At the end of class, everyone will share their presentation boards with the group.



Parting Activity

Complete the chart below and discuss your next steps with your facilitator.

Date:	
Program / Learning Series Completed:	Get Set for Family Literacy
Milestones Attained:	223: Use app(s) or feature(s) on a smartphone, tablet or computer. 217: Use a grocery flyer to compare costs and make simple calculations.
Suggested Next Steps:	
Referrals Made:	
Strengths:	
Continue Working On:	
Comments:	



Learner Satisfaction Survey

Please complete the learner satisfaction survey provided by your facilitator.



Thank you for completing Get Set for Family Literacy Learning Series. Good luck with all future endeavors!

	Level 1	Find & Use Information			Communicate Ideas & Information				Understand & Use Numbers				Use Digital Technology			Manage Learning	Engage With Others
Page	Activity	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	E	F
5	Introduce yourself to the group and create a name bar.				•		•	•									•
14	Compare brands and prices using online flyers.	•					•		•				•				
18	Create kid-friendly, healthy recipe book.	•						•					•				
22	Use the internet to research local donation centres.	•											•				
24	Take inventory of food stock at home.											•					
26	Find an online stress test and complete the test.	•											•				
26	Share & discuss ways to reduce stress in your lives.				•												•
28	Make to-do lists and prioritize them.					•											
35	Complete online budgeting knowledge quiz.	•											•				
36	Complete budgeting vocabulary scavenger hunt.	•				•											
41	Complete true/false spender vs. saver quiz.	•															
43	Fill in needs vs. wants chart.						•										

50	Use the internet to research financial resources in your community.																
53	Extract information from a sample report card to answer questions.	•				•											
55	Use the internet to find online learning resources you can use with your children.	•											•				
57	Use the internet to browse your local library's website and find literacy activities.	•											•				
60	Create vision board.							•								•	•
65	Complete resume builder chart.					•	•										
68	Answer job interview practice questions.					•											
69	Discuss and brainstorm questions to ask at a job interview.				•												•
74	Complete family activity goal sheet.		•			•	•										
81	Use the internet to locate provincial immunization schedule.	•											•				
85	Identify & categorize information as private or personal.	•															

90	Perform Google searches and evaluate the information you find.	•			•												
	Level 2	Find & Use Information			Communicate Ideas & Information				Understand & Use Numbers				Use Digital Technology			Manage Learning	Engage With Others
Page	Activity	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	E	F
7	Fill in storyboard to begin writing a story.					•	•			•							
11	Use Canada Food Guideline to create balanced meal.	•	•			•	•										
17	Create a budget friendly & healthy 1-week meal plan.		•			•	•		•					•			
24	Create a plan to organize your home including a budget.					•	•		•								
27	Make time calculations & enter events in a calendar.	•					•			•							
29	Solve multi-step scenario based scheduling issues.	•								•							
33	Make online calendar entries.													•			
38	Categorize fixed & variable expenses	•					•										
47	Complete event budget planner.	•				•	•						•				
58	Set a SMART goal.	•	•			•	•									•	
62	Use Canada job bank to complete job research.	•	•				•							•			

88	Delete browsing history from internet browser.													•			
	Level 3	Find & Use Information			Communicate Ideas & Information				Understand & Use Numbers				Use Digital Technology			Manage Learning	Engage With Others
Page	Activity	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	E	F
49	Create DIY project information package and present it to the class.	•			•	•	•							•			•

Get Set for Family Literacy

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