

Thursday, June 11, 2020

Dear Parents/Guardians,

We are beginning to plan for the end of the school year in the midst of the pandemic. To ensure a safe and orderly retrieval of items your child left at school and to drop off school books, we have created a schedule. **The following date June 18th has been set aside for retrieval of personal belongings.** The schedule provides you with a window of 15 minutes for retrieval of items. Please be on time, we cannot guarantee entry to the school if you miss your scheduled time.

Scheduling was completed using an alpha format. This ensures that families with more than one child in our school will only need to make one trip for the retrieval. Please reference the alphabetical listing below. Use the first 2 to 3 first letters of your surname to find your time slot.

For example, using my last name and the first 3 letters of **Provato**, my time slot would be 2:30 - 2:45p.m.

### **Thursday, June 18**

9:00 – 9:15	Surnames	Ab – Ba
9:30 – 9:45	Surnames	Be – Ca
10:00 – 10:15	Surnames	Ce – Cr
10:30 – 10:45	Surnames	Cu – Dos
11:00 – 11:15	Surnames	Doy – Go
11:30 – 11:45	Surnames	Gr – Lic
1:00 – 1:15	Surnames	Lip – Mel
1:30 – 1:45	Surnames	Men – Om
2:00 – 2:15	Surnames	Op - Pir
2:30 – 2:45	Surnames	Pis - San
3:00 – 3:15	Surnames	Sav - Su
3:30 – 3:45	Surnames	Ta - Z

We ask the following parameters be strictly followed by the parent retrieving school items:

1. Before entry, review and adhere to the instructions on the self-screening poster from York Region Public Health posted at the front entrance;
2. Maintain a minimum 2-meter distance at all times, as you enter and exit the building, and as directed by staff supervisors;
3. Entry will the front doors of the school only;
4. There will be two designated exits; one at the end of the primary hallway which exits into the primary yard and one in the Intermediate hallway which exits to the front driveway; You must follow the arrows and use the appropriate exits. You must follow the flow of traffic as directed by the arrows on the walls and the supervisors on duty;
5. School access is limited to **one parent per family**;
6. To maximize safety, **students are not permitted**;
7. Parents are to proceed directly to their childrens' classrooms, maintain social distancing and follow arrows that direct the flow of traffic in the hallways, it will in one direct only;
8. A maximum of 4 adults are permitted in the classroom at the same time and you must still maintain social distancing while inside the classroom;
9. Your child's belongings will be in a labeled plastic untied bag on their desk;
10. Any Epi-pens, puffers and/or medications belonging to your child will be placed in a sealed envelope and placed in the plastic untied bag on their desk;
11. Gather any additional materials from the student's work space (eg. coat rack) and ask staff permission if anything is needed from another area; and
12. Return any school-owned items (textbooks, library books, team jerseys, etc) that are no longer needed to the designated/labelled table in the classroom.

In addition we strongly recommend parents entering the school building to **wear masks, you are required to bring your own**, and to use hand-sanitizers provided at the door. We are happy to see you, however we must strictly adhere to your allotted time. Finally, note that we are not collecting equipment (lap-tops, iPads et cetera) at this time.

If you have any concerns regarding the schedule or another issue, please, send me a quick email at [anna.provato@ycdsb.ca](mailto:anna.provato@ycdsb.ca). Keep well.

Yours in Catholic Education,  
Mrs. A. C. Provato  
Principal