

ACCESS TO STUDENT'S PERSONAL ITEMS **COMMUNICATION FOR PARENTS/GUARDIANS**

Dear Parents/Guardians,

Below is information with regard to retrieving student personal items (i.e., shoes, medications, pencil cases, etc.) from Eramosa PS.

Dates:

- Friday, May 29th, 2020 - Between 1:00 p.m. and 6:00 p.m.
- Saturday, May 30th, 2020 - Between 1:00 p.m. and 3:00 p.m. - For those who are unable to make childcare/work arrangements to come during the week
- Please see the instructions below on how to sign up for your time slot (only 1 slot/family)
- Please contact Mrs. Drohan at trisha.drohan-brodeur@ugdsb.on.ca if you are unable to make either of these times work
- If there are specific items that may not be in your child's desk, please e-mail your child's teacher directly

The Following Procedure will be followed by Parents/Guardians:

- Prior to arriving at the school, please complete the COVID-19 self assessment (<https://covid-19.ontario.ca/self-assessment/>); if you are exhibiting symptoms or if you have been in contact with a confirmed case, please do not come to the school and please e-mail Mrs. Drohan to make alternate arrangements
- Please note: Public Health and the Board are asking that children not come with you at this time; the school yard/playgrounds remain closed
- Please park in the parking lot or along the road in front of the school (observing social distancing)
- Please line up in the designated area (pylons will be used to show where to line up; promoting social distancing); the pylons will lead to the front/side door of the school beside the bus parking lot area (left side of the school)
- When you get to the pylon at the front of the line, there will be a staff member at the door who will ask for your last name and will indicate when it is clear to enter the building
- Staff members will have already pre-organized student items into labelled plastic bags; the plastic bag(s) for your child(ren) will be in the hallway outside of your child's class
- Please continue down the hallway and collect the bag (or bags if you have multiple children) and head out the back door of the school (door beside the library)
- If shoes are labeled, they will be in your child's bag
- If the shoes are not labeled, please confirm with your child which shoes they have at school and locate them on the top rack outside the classroom
- Once out the back of the school, you will be able to make your way back toward the front of the school to return to your vehicle

It is also Important to Note:

- Your child's belongings will already be gathered in a plastic bag; therefore, you do not need to bring your own bags or containers
- Access will be prohibited to anyone exhibiting symptoms of COVID-19 or if the person has had close contact with a confirmed case
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

- This time is for the pickup of student's personal items only; no other meetings or activities are permitted at this time
- Washrooms will not be accessible to parents
- Students are not permitted at this time
- Just a reminder that the playground and yard are closed

Items Belonging to the School:

- Home reading books, textbooks, library books may be returned at this time
- Please place the items in the white buckets outside your child's classroom

Lost & Found Items

- Lost and found items will be placed in the hallway in a way that will allow you to look through them without physically touching them - please only pick up the item if you are sure it is yours/you are planning on taking it with you

Instructions for Signing up:

- Please only sign up for one slot; you will be able to pick up items for multiple children during one visit
- We will be using the Parent-Teacher Interview Booking System to schedule 5 minute pick up intervals
- Please go to www.ugdsb.ca/pti/ to select your preferred pick up time
- You will be prompted to enter the OEN and birth date for one of your children
- Times will be booked for T. Drohan only
- Your child's OEN can be found on any progress report or report card (please contact your child's teacher if you are unable to locate it)
- The booking window will be open May 25 at 8:00 am until May 28 at 8:00 pm
- Pick up times can be scheduled on May 29 from 1:00-6:00 pm or May 30 from 1:00-3:00 pm