ITEM PICKUP INSTRUCTIONS FOR PARENTS (MAY 2020)

We will have two pick up dates for retrieval of students personal items. On June 3 we are inviting single child families and on June 5 we are inviting multiple child families.

Please make sure to come on the correct date, check the time according to your last name and follow the guidelines for safe entry.

Pickup Times - Please arrive **at the time** listed under your child's last name initial.

June 3 - SINGLE CHILD FAMILIES / LAST NAME of CHILD			
A - D (37 families)	E - K (39)	L - Q (40)	R - Z (43)
9:00 am	10:00 am	11:00 am	12:00 pm

June 5 - MULTIPLE CHILD FAMILIES / LAST NAME OF CHILD				
A - B (19 families)	C - H (24)	J - M (26)	N - R (17)	S - Z (29)
9:00 am	9:45 am	10:30 am	11:15 am	12:00 pm

NOTE: You will likely wait in line for a period of time before entering the school as we will be practicing proper social distancing practices.

WHAT TO KNOW BEFORE HAND

- Please DO NOT bring bags into the school (bags will be provided)
- You must complete the online self-assessment tool: https://covid-19.ontario.ca/self-assessment/
- There will be no outdoor supervision and the playground will be closed
- There will be no access to classrooms or washrooms during the pickup process
- Only one adult may come to pick up belongings (all children must stay home)

BEFORE ENTERING THE SCHOOL MAKE SURE

- You have NO symptoms (fever, cough, runny nose, sore throat or shortness of breath)
- Have NOT travelled outside of Canada in the past 14 days
- Have NOT been in close contact with a confirmed or probable case of COVID-19
- If your child has a locker have a list of the contents that you need to collect from the locker
- You can bring library books, home readers etc. with you there will be a box at the front door for drop off.

UPON ENTERING THE SCHOOL

- Please use the hand sanitizer provided
- You are strongly encouraged to wear a mask as per Public Health recommendations, but one will not be provided for you
- If your child's locker contains school property (i.e. chromebook, textbook, library/classroom novel etc.) please place it on one of the tables in the upstairs hallway

Please remember to practise social distance and keep a 2-metre (6 feet) space between you and others at all times. Please follow the instructions of staff present.

THE PROCESS

- Arrive at the school at your assigned time (you will likely need to wait in line for a period of time). If you drive, please make sure that you are following all City of Guelph posted parking rules. Spaces in the school parking lot are first come, first served.
- Line up at the front doors, standing 6 feet from the person in front of you (there will be markers on the ground indicating the appropriate distance).
- Lost and found items will be placed on tables please look and only touch what you need to take.
- Enter when invited
- If your child has medication that is stored in the office, indicate this to the person at the front door and they will make sure you receive this medication.
- Let the person at the door know if you will be cleaning out a locker (you will be provided with an extra bag).
- If your child does not have a locker, their belongings will be in a labelled bag outside their classroom.
- Use the hand sanitizer upon entering and exiting
- Proceed directly to your child's classroom, following the arrows on the floor (this may mean you will need to take a longer route - please do so). If you don't know the location of your child's classroom, a staff member will be able to direct you.
- Continue to follow the arrows for any other classes you need to get to
- Once you have picked up all belongings, please exit the closest doors and return to your vehicle

FAQ

I have children at the school with different last names - when do I come?
Come during the time allotted for the last name of your *youngest child* (Friday June 5) and pick up belongings for *all* of your children.

A parent/guardian cannot come on the date/time scheduled. Can we send another family member? YES - please let the classroom teacher know ahead of time who will be picking up for your child. If this is not possible, please provide the individual picking up with a note indicating your child's name and your name and that you give them permission to pick up.

A parent/guardian cannot come on the date/time scheduled. Can another parent with a child at your school pick our child(rens) belongings up for us? YES - please let the classroom teacher know ahead of time who will be picking up for your child. If this is not possible, please provide the individual picking up with a note indicating your child's name and your name and that you give them permission to pick up.

Can our child pick up their own belongings?
No. ONE adult must come.

My child has library books/home reading books and safety patrol vests to return. Can I bring them?
Yes. There will be a box at the front doors for you to return school items. It will be clearly labelled. If you have a chromebook at home this does NOT need to be returned at this time.

What will happen with unclaimed items?
Any unclaimed items will be bagged and stored until schools re-open.

What if I am scheduled for Wednesday and am working but could come on Friday even though I have one child?
Please come on Friday and send an email to nicole.hamilton@ugdsb.on.ca to let us know.

What if neither time or date works for my schedule?
Please get in touch with David or Nicole nicole.hamilton@ugdsb.on.ca, david.marquis@ugdsb.on.ca

What if we don't want anything from school, do we have to come?
Nope. Just send an email so that we aren't chasing you down. :)