

Accessibility of School Building to Retrieve Personal Items

Thank you for your patience and understanding about the restricted access to the school building. Parents will be able to pick up students' personal items on June 3rd, 4th, and 5th. Please refer to the table below to see the times scheduled for each name. Times are spaced according to the first letter of the student's last name. This will help reduce wait times because entry into the school will be controlled and limited. **Parents are asked to come alone, as no children are allowed into the building.** Exception: students with lockers may accompany a parent; however, students are not allowed to enter without a parent. Please do not come to the school if you are sick, show any signs of having COVID-19, have been exposed to anyone with COVID-19, or have travelled out of the country in the last two weeks.

What to Know Before Coming to the School

- Your child's teacher or grade.
- Your child's locker number and lock combination.
- **Do not bring bags into the building. We will supply plastic bags.**
- There will be no access to classrooms or others areas in the school, just hallways.
- There will be no supervision outside. The playground area is closed. Only one adult per family may come to pick up belongings – all children must stay home. They will not be allowed into the building unless they are Intermediates with lockers, accompanying their parent to their locker.

Before Entering the School

- You must complete the online self-assessment tool: <https://covid-19.ontario.ca/self-assessment/>
- 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-1
- You wait in the designated line (cones or marks will be 2 metres apart)
 - If your child is on the first floor, please line up at the Kindergarten side of the main entrance (where you usually buzz to get in)
 - If your child is on the second floor, please line up at the doors nearest the parking lot
 - If you have a child on both floors, please go to the lower floor first and then use the middle stairwell to go to the second.

Upon Entering the School

- Upon entering the building please use hand sanitizer provided. You are encouraged to wear a mask and gloves; however, they will not be provided.
- Please follow instructions of staff members who are present.
- A bag holding all your child's items from the classroom will have been labeled and placed in the hallway near their classroom or hook area. Medications left at school should be in the bag (for Kindergartens, Primaries, and Juniors)
- Parents of Intermediate students with lockers will be given a bag upon entering. For Intermediates' medications left at school, please check at office before going upstairs
- If you are dropping off items that belong to the school, please place them on the tables near the gym (downstairs) or the library (upstairs). All library books or novel sets should be returned. Musical instruments and technology do not need to be returned at this time.
- Please remember to follow social distancing: 2 metres away from others at all times.

Exiting the School

- Follow the direction of floor arrows, (everyone should be going in one direction)
- Your exit if on lower floor will be out the Primary doors to the school yard
- Your exit if on second floor will be out the Intermediate doors to the school yard

Schedule for KG parents to pick up personal items

First Floor Classes: KA, KB, KC, 1A, 1B, 1/2C, 2A, 3A			
Date	First Letter of child's last name	Number of students	Time
<i>Wednesday, June 3</i>			
	A & B	28	12 noon
	C & D	22	1 pm
	E to H	19	1:30 pm
	I to L	21	2:00 pm
<i>Thursday, June 4</i>			
	M	23	12 noon
	N to R	13	1:30 pm
	S	21	2:00 pm
<i>Friday, June 5</i>			
	T to V	10	9:00 am
	W to Z	15	9:30 am
	Make-up time	?	10:00 am to 12 noon

Second Floor Classes: 3B, 3/4C, 4/5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 8B, 8C, 8D			
Date	First Letter of child's last name	Number of students	Time
<i>Wednesday, June 3</i>			
	A	17	12 noon
	B	43	12:30 pm
	C	28	2:00 pm

Second Floor Classes: 3B, 3/4C, 4/5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 8B, 8C, 8D			
<i>Thursday, June 4</i>			
	D	16	12:00 noon
	E - F	14	12:30 pm
	G	11	1:00 pm
	H – J	28	1:30 pm
	K	19	2:00 pm
<i>Friday, June 5</i>			
	L	21	9:00 am
	M	39	9:30 am
	N to P	14	11:00 am
	R to S	27	12:30 pm
	T to V	10	1:30 pm
	W to Z	31	2:00 pm

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 and pick up belongings for all of your children.

A parent/guardian cannot come on the date/time scheduled. Can we send another adult 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's 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 or textbooks to return. Can I bring them?

Yes. There will be boxes on tables near the gym and near the library for returned items.

What will happen with unclaimed items?

Any unclaimed items will be bagged and stored until schools re-open.