

ITEM PICKUP INSTRUCTIONS FOR PARENTS

Pickup Date: **Thursday June 4th, 2020 (Student Last Names A-L)**
Friday June 5th, 2020 (Student Last Names M-Z)

NOTE: Please make sure to check the school website incase of any unforeseen last minute changes.

Pickup Times - Please arrive between 9:00 AM and 3:00 PM on the day

- **Thursday, June 4th - Students with *Last names beginning with A-L***
- **Friday, June 5th - Students with *Last names beginning with M-Z***

If you have children at the school with different last names - when do you come to collect items? Come during the time allotted for the last name of your *youngest child* and pick up belongings for *all* of your children.

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

- Once you enter the building, you will have **15 minutes** to collect each child's personal belongings and medications only.
- Your child's homeroom teacher's name
- Your child's locker number (if they have it) or description of location
- Your child's lock combination (if they have it - if not, please let your child's HOMEROOM teacher know and the lock will be cut off prior to your arrival)
- GRADE 7 and 8 Students are the ONLY students allowed to enter the building with one parent NOTE: STUDENTS WILL NOT BE ALLOWED TO ENTER THE BUILDING IF THEY ARE NOT WITH A PARENT
- You will be provided with plastic bags for your child's belongings. **Please DO NOT bring bags into the school**
- 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 NOT in grade 7 and 8 must stay home**)
- To ensure everyone can enter the building and maintain social distancing recommendations, visitors are not encouraged to socialize while in the building

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

UPON ENTERING THE SCHOOL

- Please use the hand sanitizer provided
- You are encouraged to wear a mask as per Public Health recommendations, but one will not be provided for you
- LOCKERS:
 - If your child's locker contains school property (i.e. chromebook, textbook, etc.) please place it on one of the tables in the hallway near the lockers
 - A pair of gloves will be provided for the student or parent cleaning out the locker, once the removal of all items is complete a cleansing wipe is to be used (available on the table near the lockers) on the locker to disinfect it before the locker partner cleans out their items

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

THE PROCESS

- Arrive at the school on your assigned day between the hours of 9AM and 3PM (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)
- While waiting in line, using social distancing rules, please look at the school maps which will be posted on the outside walls to help you plan your pick up and exit route
- Enter when invited
- If your child has medication that is stored in the office, indicate this to the person at the medication table at the main office 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 a 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 in an orange vest 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 out the INTERMEDIATE DOORS (they will be clearly marked on the maps outside the school) and return to your vehicle

FAQ

A parent/guardian cannot come on the date/time scheduled. Can we send another family member? YES (but remember it must be an adult) - Please complete the form at the following link (one for each student needing pick up)

<https://forms.gle/zUgBSdWhiCeUE2mh9> 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 complete the form at the following link (one for each student needing pick up)

<https://forms.gle/zUgBSdWhiCeUE2mh9> 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 only is permitted

My child has library books to return. Can I bring them?

Yes. There will be a bin in which library books can be placed. The bin will either be outside the school, or outside the library (weather dependent). It will be clearly labelled.

What will happen with unclaimed items?

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

