



## Holy Spirit Catholic Elementary School

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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 may have at school and to drop off school books, we have created a schedule. The following date **Thursday, June 18th** has been set aside for the exercise. The schedule provides a window of 15 minutes for the retrieval of items.

### **Schedule**

As York Region Public Health has outlined the maximum number of people that can be in the school building at any given time, the outlined alpha schedule will be strictly adhered to. Please follow any instructions that are given over the public address system while you are in the building.

Scheduling was completed using an alpha format of students' last names. This ensured families with more than one child in our school make only one trip for the retrieval. Please see the schedule below for your time.

Time	Surnames	Time	Surnames
9:05 am - 9:20 am	<b>A - CAR</b>	12:05 pm - 12:20 pm	<b>LJ- M</b>
9:30 am - 9:45 am	<b>CAS- DEP</b>	12:30 pm - 12:45 pm	<b>N- P</b>
9:55 am - 10:10 am	<b>DEQ- F</b>	12:55 pm - 1:10 pm	<b>Q- SE</b>
10:20 am - 10:35 am	<b>G-I</b>	1:20 pm - 1:35 pm	<b>SF- T</b>
10:45am - 11:00 am	<b>J- Li</b>	1:45 pm - 2:00 pm	<b>U- Z</b>

We ask that the following parameters be strictly followed by parents/guardians:

1. Maintain a minimum 2-meter distance at all times, as you enter and exit the building, and as directed by staff supervisors;
2. Before entry, review and adhere to the instructions on the self-screening poster from York Region Public Health posted at the entrance;
3. School access is limited to **one** parent/guardian/adult representative per family;

4. To maximize safety, students are **not permitted**;
5. Parents/Guardians/Adult representative are to proceed directly to their childrens' classrooms;
6. Your child's belongings will be in a labeled untied bag in the hallway or on the coat rack;
7. Gather any additional materials from the student's workspace (eg. coat rack) and ask staff permission if anything is needed from another area; and
8. Return any school-owned items (textbooks etc.) that are no longer needed to a designated table in front of the classroom.

### **Arrival**

You will notice construction fences located at the front of our school building. Vehicles can park in the staff parking lot. Please be mindful of the City of Aurora parking rules if you are parking within the community. Staff at the front doors of the school will let you know when you can enter the building. Please adhere to the physical distancing protocols. When lining up to enter the school there will be ground markers set up six feet apart. Please do not use the parking lot or school grounds for socializing. Once you have retrieved your child's items we ask that you kindly leave the property promptly so that the grounds can be cleared for the next group of parents needing to access the building.

### **Moving Through the Building**

Staff will be stationed throughout the building to assist with the flow of one-way traffic through the hallways. Please follow the ground arrows/signage to move through the building. Before you exit the building, please ensure you have everything you need. Once you have confirmed that you have all your belongings, continue to follow the ground arrows/signage to your next child's class or the exit. Washrooms will not be available for use during your visit to the school.

In addition, we strongly recommend parents entering the school building to wear masks, and to use the hand-sanitizer provided at the door. We are happy to see you, if briefly, but we encourage strict adherence to your allotted time. Finally, note that we are not collecting equipment (lap-tops, iPads et cetera) at this time.

### **Additional Considerations**

- We kindly ask that all textbooks or novels be returned at this time; textbooks can be left in front of the classroom on a designated table for student texts
- Library books can be returned to a bin located in front of the library
- School issued technology is not to be returned at this time as students will continue to need this equipment for the duration of distance learning
- Student medications will be available on a table in front of the office; Epi-Pens will be in their bags already packed
- Common areas such as the gym, change rooms, library, and office will not be accessible
- Lost and found items will be displayed on a table outside the gym doors

A sincere thank you to all our parents and guardians for taking the time to review this procedure. The safety and well-being of our school community are of utmost importance and is dependent on the cooperation of all visitors to Holy Spirit CES

Should you have any questions or concerns, please do not hesitate to reach out to me at [anthony.modica@ycdsb.ca](mailto:anthony.modica@ycdsb.ca). We will do the best we can under these challenging circumstances to assist you.

Yours in Catholic Education,

Mr. A. Modica  
Principal  
Holy Spirit