

Dear Parents,

Re: Collecting Student's Belongings

On Friday, March 20<sup>th</sup>, **parents** have the opportunity to pick up their child's belongings.

A strict procedure will be followed during this time to ensure the safety of the parents and staff.

Please note:

- Classroom teachers will NOT be available to meet with parents
- All student belongings will be in your child's classroom to be collected quickly
- Items will be found on your child's desk and in the classroom (indoor shoes and gym strip will be on the floor in the classroom)
- Please return ALL St. Rupert Library books to the school
- Lost and Found items will be displayed in the hall for you to look at and collect if items belong to your child

We have created a schedule to safely allow you into the buildings. Access will be given according to your child's LAST NAME.

Please note the following safety protocol as you enter the building:

- If you have any symptoms of illness, please do not come (if you exhibit symptoms, you will be turned away)
- We require everyone to use the hand sanitizer available before proceeding into the building
- Where possible, we ask that ONLY parents come into the building (students may NOT come alone to collect items)
- People are not to stop and talk or visit with each other– please collect items quickly and exit the building through the front doors
- The maximum amount of people allowed in the building at one time will never exceed 40 people.

Please adhere to the following schedule by first letter of your last name, this is important for everyone:

9:00-9:30am	A, B
9:30-10:00am	C, D
10:00-10:30am	E, F, G
10:30-11am	H, I, J, K, L
11-11:30am	M
11:30am- noon	N, O, P, Q, R
Noon - 12:30pm	S, T
1-1:30pm	U, V, W, X, Y, Z
1:30-2:00pm	W, X, Y, Z

Thank you for your understanding!

Ms. Olson