



## Access to School for Personal Belongings & to Drop Off Borrowed Items

Dear Parents and Guardians,

Thank you for being patient as the board worked with public health to establish the protocol for collecting your children's belongings from the school and returning any borrowed items. Based on the recommendations of Health Canada regarding [physical distancing](#) and in consultation with Halton Region Public Health, our school staff will facilitate this process **during the day between 8 am and 4 pm on June 23 and 24.**

### Picking Up and Dropping Off Items

- During your scheduled 10-minute appointment on June 23 or June 24, you will be able to pick up any of your children's personal belongings that have been left in their lockers, desks and cubbies, as well as any EpiPens® or other medications.
- All items will have been collected by a staff member and placed in labeled garbage bags.
- We will use a curbside approach to allow you to collect them.
- Multiple entrances will be used to reduce the risk of congregating and allow the process to move as quickly as possible. Please be on time and know which entrance you will be using.
- **Please note that only parents or guardians will be permitted to arrive at the school site. Students will not be able to access the school or playground. Parents and guardians will not be able to access the building.**

We would ask that you please return the following items back to school at the same time:

- Any borrowed technology (e.g. iPads, laptops, headphones) **unless students are enrolled in a summer learning program** and they require the device for learning. If that is the case, please contact me directly at [dorer@hcdsb.org](mailto:dorer@hcdsb.org).
- Special education equipment
- Used uniforms – If you wish to return any used uniform items, they will need to be in a sealed, labeled plastic bag. Receipts will not be able to be issued at this time but will be recorded and provided to families in September.
- Sports uniforms/equipment (e.g. boys' basketball uniforms)
- Library books and textbooks
- Musical instruments and mouthpieces

### Next Steps

We are currently setting up a schedule with specific appointment times that will allow parents and guardians to safely pick up personal belongings or drop off borrowed items. I will be in touch with you with additional details around the date and time of your scheduled 10-minute time slot.



## Important!

- Prior to your scheduled appointment, you are required to read the full list of instructions outlined in the: [HCDSB Elementary School Curbside Access for Student Belongings Protocol for Parents/Guardians](#). This protocol explains in full detail what to expect.
- The following safety precautions must also be practiced by all individuals visiting our school site to reduce the potential [spread of COVID-19](#).

Should you have any questions, please feel free to reach out to me directly at [dorer@hcdsb.org](mailto:dorer@hcdsb.org). As always, please continue to follow the advice and recommendations of our [Public Health](#) professionals.

Please watch for more information and the confirmation of your scheduled pick up/drop off time, and thank you for your patience and cooperation as we provide temporary access to our school site in a safe and secure manner.

Mrs. Dore-Anderson  
Principal