



# Mildmay-Carrick Public School

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## **URGENT & TIMELY NOTIFICATION FOR ALL MCPS FAMILIES RE: RETRIEVING PERSONAL ITEMS FROM SCHOOL- June 16th at pre-scheduled times PLEASE READ!**

Dear MCPS Parents/Guardians:

In order to allow for students and families to retrieve personal belongings that may have been left in the school, and to return any school or school board property they no longer require, the school closure order issued by the Minister of Education on May 15, 2020, permits temporary access to school premises for this purpose. MCPS will be giving parents/guardians access to the school to retrieve personal items, **on JUNE 16th with pre-assigned schedules of times for all families.** Please see the schedule forwarded by your classroom teacher.

**One representative from your family may come to the school at the assigned time,** as indicated on the attached schedule, for a ten-minute period. The only point of entry for all, will be our front, main entrance. We ask that while you wait to enter the building for your assigned pick-up time, that you please wait in your vehicle, until your scheduled time and help to ensure that the 2m distancing rule is in effect. When entering the building, you will be signed in by a staff member and asked to sanitize your hands. Laptops, books, etc., being dropped off are to be placed in the labeled boxes not handed directly to the staff member, please.

Exits locations will be marked and will differ from the entry point. Staff will be on hand to support with ensuring exit processes are in place. As you can appreciate during these precarious times, we must strictly maintain and follow the stringent guidelines that ensure safety, & that are outlined by Public Health and Ministry agencies. As such, we ask that you take a moment to please carefully read through the very specific guidelines for this process, as we will all play an essential part in ensuring the efficiency and safety of all, during this pick-up time:

o **Assigned pick-up times are pre-assigned for each family and must be closely adhered to as the schedule must support all school members. As such, we ask that you be on time when arriving, and during the pick-up process while in the school, as times cannot be re-assigned on the pick-up day and no other days will be available for this to take place. Items not picked up on this day, will need to be donated to charity as we cannot keep these over the summer.**

o Any unlabeled items will be placed on the benches in our primary area. We ask that you try your best to identify by sight and not touch, as able.

o **Only one individual per family (if working, you may designate another individual (grandparent, neighbor, friend), to pick up your students' items), will be permitted to enter the school to retrieve belongings. Parents and**

**guardians are reminded not to bring children as there will be no supervision available, in addition to the limit of one person per household.**

o Any technology, library books, instruments or other school materials that have been brought home or borrowed, must be returned this day. Upon entry there will be designated bins, boxes and tables, labeled with these titles and we kindly ask that items be placed into these boxes upon entry. All returned items must be completely wiped down/sanitized and bagged prior to bringing back to school.

o Only two people (plus the teacher) may be in a classroom area at the same time, under Public Health direction. We ask that you kindly distance yourself from others while entering the building, exiting the building and when leaving the school way using our halls.

o **Any person accessing the school will perform a COVID-19 self-assessment before arriving at the school.**  
<https://covid-19.ontario.ca/self-assessment/>

o Entry will be denied to any person who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms'.

o No person who has been exposed to an individual with Covid-19 symptoms will be permitted access.

o **Individuals will have ten minutes only, to pick up belongings that have been prepacked in clear bags and labeled with the child's name. Families with more than one child will have all student bags for their family members placed into the classroom of the oldest child in the family, so there is no need to visit other classrooms (e.g., A family with a grade SK/1 student, a grade 3 student, a grade 7 student will find all of their children's bags of belongings in the Grade 7 classroom).**

o **Please note: Grade 8 graduates/family member doing the pick-up for each family, are asked to pick up a special Grade 8 Grad Bag pick-up during their pre-scheduled time, from their classroom.**

**\*\*\*\* Students with last names starting with A-L (please pick up in Mrs. Ellis-Smith's room); Students with last names starting with M-Z (please pick up bags in Ms. Alexander's classroom)**

o All persons will be signed into the building by our staff, at the designated point of entry (MCPS main door, office entrance). Please ensure that you sanitize your hands. Masks are a great idea but will not be provided.

o Persons entering the building will have access only to the route to and from their child's classroom.

o All washrooms and drinking fountains will be closed to the public.

o There will be no outdoor supervision and the playground is closed. Staff will not be engaging in conversations about student achievement or online learning, with students and parents visiting the school during this time.

o Items will be prepackaged into plastic bags. Bags and other containers are not allowed to be brought from home.

o All persons entering the building will sanitize their hands at entry, and all persons entering the building are encouraged to wear a face mask (not provided). A physical distance of two meters between individuals must always be maintained on school property.

o Please avoid unnecessary touching of surfaces.

o Please avoid touching your face, eyes, nose or mouth.

o To avoid spreading germs please wear a mask if able, and sneeze or cough into your sleeve.

o Any unclaimed items will be donated to charity after the designated pick-up day. No missed appointments can be rescheduled.

o Medicines or medical supplies can only be picked up by a parent/guardian and can only be released to a person over the age of 18.

We thank you for your continued partnership in this, as we do our very best together, to ensure all items are picked up and that this is done with the safety and well-being of all, as our shared number one priority!

Sincerely,  
Your MCPS Staff