

## Family Pick Up Steps - Elementary

Please follow the steps below in order to ensure everyone's safety and maintain physical distancing and a clean environment:

- Note: A copy of these Steps will be available for pick up after you check in.
- You will enter and exit through the front doors of the school which will be unlocked.
- Please arrive at your booked time. We are discouraging lining up outside to support physical distancing.
- You will have 15 minutes.
- Read the signage on the front door before entering.
- One parent and one student per family may enter at your booked time.
- Sanitize hands upon entry to the school. The area for this will be set up at the doors.
- Proceed to the Check-In Table. Staff are practicing physical distancing and will be a minimum of 2 metres (6 feet) from you at all times. While we know you miss each other, there will be no handshakes or hugs.
- Please place any books/materials you wish to return in the labelled box located at the entrance/exit.
- After checking in, proceed to your child's classroom. Staff at the school have bagged your child's desk contents and they are on the top of your child's desk.
- Proceed to your child's locker/hook/cubbie and remove any personal belongings. There are garbage cans in the hallway to dispose of garbage if needed. If your child can't remember where their desk or locker/hook/cubbie is, please seek help from the Registration table. Please **avoid** touching other student's belongings.
- Empty your child's locker/hook/cubbie.
- Do not socialize with others and remain a minimum of 2 metres or 6 feet from others while in the school.
- Return to the front door, sanitize hands and leave the building.
- Please leave school property to prevent gatherings.
- Note: Washrooms are available for emergency use only.